

Blackboys C.E. School

School Lane

Blackboys

Uckfield

East Sussex

TN22 5LL



Framfield C.E. School

The Street

Framfield

Uckfield

East Sussex

TN22 5NR

ADOPTED OCTOBER 2023

REVIEW SEPTEMBER 2024

# Safeguarding and Child Protection Staff Induction Policy

(In this policy, the term 'school' relates to the two schools within our Federation)

## Our Vision is

Be the Best You Can Be;  
Living 'life in all its fullness' (John 10:10)

In our Church of England Federation, we take strength in collaboration, yet celebrate uniqueness. As schools, we may be small but together we encourage children to be the best they can be so they are ready to make their mark on the world. We welcome the child yet embrace the whole family. We celebrate our rural environment yet aspire to look beyond our boundaries. We strive for knowledge and gratefully accept opportunities that come our way to enable us to live life in all its fullness. We all take a pride in our Federation as we follow in Jesus' example.

Perseverance, Fellowship, Courage, Respect, Understanding, Thankfulness

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*Our whole school approach to safeguarding is based upon an understanding of the local context and an attitude of 'it could happen here'. We believe that if children feel safe and nurtured at school (as Jesus cared for his sheep and lambs) then they will be enabled to live life in all its fullness and "Be the best they can be."*

The staff induction programme at our school aims to provide new members of staff with appropriate information, training, mentoring and support within the broad context of school operations.

This policy sets out the Safeguarding and Child Protection element of the induction programme, covering those areas stipulated within paragraph 13 of Part 1 of Keeping Children Safe in Education. The first weeks and months are vital to the success of any appointment. Our induction programme enables new staff to become knowledgeable and confident about Safeguarding as quickly as possible.

The induction process will:

- Provide information and training on the school's policies and procedures
- Provide Safeguarding and Child Protection training and assess its effectiveness
- Explain the school's Staff Code of Conduct to ensure that all staff, volunteers, and governors new to the school understand what is expected of them at the school and gain support to achieve those expectations
- Identify and address any specific training needs

The induction programme will include:

- An induction checklist of Safeguarding and Child Protection-related policies, procedures, and training to be covered
- Details of help and support available
- Details of relevant individuals (Designated Safeguarding Leads, for example)

Responsibility for Safeguarding and Child Protection Induction

- The Designated Safeguarding Leads (DSL) are responsible for the overall management and organisation of Safeguarding Induction for all new staff, volunteers, and governors

The person responsible for induction will

- Provide a tour of the school, and Health and Safety information about facilities, answering questions and giving practical advice
- Introduce the school's Safeguarding Team

## The Induction Programme

The DSLs will ensure that an Induction Programme is provided personally which will include:

- A statement of training needs, with a focus on Child Protection, and Health and Safety
- A checklist of the policies to be read and understood
- An expectation that Part 1 or Annex A\* and Annex B of Keeping Children Safe in Education 2023 is read
- Details of help and support available
- An exemplar of expectations regarding recording a welfare concern or disclosure from a pupil or student

*\*Part 1 of Keeping Children Safe in Education is 'information for all staff' and in general all staff will be expected to read it. Annex A is a condensed version of Part One and it may be issued instead of Part 1 to some staff who do not directly work with children. Decisions around which version is read by whom will be made on an individual basis by the headteacher and DSL.*

Induction programmes will be tailored to specific individuals *and/or their role*. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration will be given in relation to each post.

All new staff, including volunteers and supply staff, will be given appropriate

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induction advice regarding Safeguarding and Child Protection, and training and resources. This will include:

- Staff Induction Checklist
- Induction Pack including staff handbook
- Safeguarding and Child Protection Policy
- Part 1/Annex A and Annex B of Keeping Children Safe in Education 2023
- Staff Code of Conduct
- Online Safety Policy
- Acceptable Use Policy
- Relationships and Behaviour Policy
- Whistleblowing Policy
- Safeguarding and Child Protection
- Record Keeping Arrangements
- Health and Safety Arrangements

All new governors will be given appropriate induction advice, training, and resources by the Clerk to Governors and/or DSL. This may include:

- Safeguarding and Child Protection Policy
- Keeping Children Safe in Education 2023
- DfE information on the role of the governor

# Appendix 1 - Safeguarding Induction Checklist

## Employee details

Name:

Job Title:

Department/Phase/Class:

Start date in post:

Date induction completed:

Induction Element	New starter and DSL/DDSL/ Staff initial <sup>1</sup>
<p><b>Arrival:</b></p> <ul style="list-style-type: none"> <li>• Staff must produce photo ID at reception</li> <li>• Receive ID card or Visitor Badge on Lanyard</li> <li>• Read Safeguarding Leaflet</li> <li>• Introduction to DSLs with an explanation of their role</li> <li>• Tour of school</li> <li>• <i>Explanation of door codes/security</i></li> <li>• Brief on use of personal mobiles/devices</li> </ul>	
<p><b>Health and Safety:</b></p> <ul style="list-style-type: none"> <li>• Introduction to safeguarding procedures at the school</li> <li>• Fire safety procedures</li> <li>• Identify emergency exits and fire / bomb alert/evacuation procedures.</li> <li>• Assembly points are identified and visited.</li> <li>• New starter understands their Health and Safety responsibilities and duties.</li> <li>• First Aider information</li> </ul>	

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<sup>1</sup> Managers may choose to delegate some parts of the induction as they deem appropriate. However, it is the manager's responsibility to ensure the person delivering training or guidance is sufficiently knowledgeable and/or qualified to do so and that the induction covers the required content.

<p><b>Policies and Procedures:</b></p> <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection Policy</li> <li>• Pupil Behaviour Policy</li> <li>• Staff Code of Conduct</li> <li>• Whistleblowing Policy</li> <li>• Online Safety Policy - including roles and responsibilities in relation to filtering and monitoring</li> <li>• Attendance Policy, which along with the Safeguarding and Child Protection Policy will make clear the safeguarding response to children who are absent from education</li> <li>• Keeping Children Safe in Education 2023</li> </ul>	
<p><b>Documents to Sign:</b></p> <ul style="list-style-type: none"> <li>• ICT Acceptable Use Agreement</li> <li>• Annual Safeguarding Declaration (including documents read and understood) through My Concern.</li> </ul>	
<p><b>Safeguarding Training:</b></p> <ul style="list-style-type: none"> <li>• Whole School Safeguarding Training</li> <li>• Prevent Training</li> <li>• FGM Training</li> <li>• Record Keeping Training (if required)</li> <li>• Other training identified as required for the role (for example, Positive Handling, administration of medicines, first aid)</li> </ul>	
<p><b>Induction Review:</b></p> <ul style="list-style-type: none"> <li>• Date arranged :</li> <li>• Date arranged :</li> <li>• Date arranged :</li> </ul>	