

HR Advice, Support and Training Services

Induction of Staff – Nottinghamshire Schools Checklist for Safeguarding

Name of Employee:.....

Name of School: St Anne’s C of E (A) Primary School

Post:.....

Start Date of Employment:...../...../20....

Name of line manager responsible for induction:.....

Name of Head Teacher: Clare Middleton

This safeguarding checklist should be used to supplement the general arrangements schools have in place for the induction of all school employees, volunteers and all governors. This checklist is included as Appendix 3 in the Nottinghamshire School Staff Induction Policy located on the School Portal.

Induction of Staff – Checklist for Safeguarding	Date	Check
1. Employee informed that the designated safeguarding lead in school is : Clare Middleton Employee informed that the deputy lead in school is: Stephanie Robinson		<input type="checkbox"/> <input type="checkbox"/>
2. Inform staff of the procedure in school for reporting safeguarding concerns, including the procedure if the head teacher and designated safeguarding lead are absent Inform staff of the procedure if an allegation is made about another member of staff (including volunteers) posing a risk to children or if they have concerns about safeguarding practices in school		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3. Advised of and given access to the following policies. These policies should also be discussed at induction, covering the agreed procedures and expectations of staff under each one: <ul style="list-style-type: none"> a) Employee Code of Conduct (including the mandatory duty for reporting Female Genital Mutilation (FGM) and the Prevent Duty) b) Whistleblowing and Confidential Reporting Policy c) Anti-bullying d) Anti-racism e) Homophobic and Transphobic f) Physical intervention and use of “reasonable force” 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<ul style="list-style-type: none"> g) School IT Policy, Internet safety (including Social Media and Internet Usage Policy)) h) Whole schools child protection policy including appendix templates i) Disciplinary Procedure part 1 – Managing conduct of school staff and Disciplinary Procedure part 2 – Managing allegations of school staff j) Guidance on Visitors, including VIPs, to schools k) Any other relevant policy as determined by the head teacher, governing body or DfE:(add your school list here) 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>4. Advised of and discuss all statutory guidance for schools and the responsibility of staff within them.</p> <ul style="list-style-type: none"> a) “Keeping Children Safe in Education” (latest edition) (Senior designated lead officer will ensure all staff read and are provided with a copy of at least part one of latest edition “Keeping Children Safe in Education) b) Working Together to Safeguard Children (latest edition) c) Dealing with Allegations of Abuse made against Teachers and other Staff. (Part 4 of the latest edition of KCSiE) d) Single Central Record and statutory pre-employment checks e) Disqualification under the Childcare Act 2009 – explanation of ongoing responsibility to self-report to head teacher where circumstances change. 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>5. Advised of and discuss the Nottinghamshire and Nottingham City Safeguarding Children Boards’ Safeguarding Children’s Procedures and how they can be accessed at www.nottinghamshire.gov.uk/nscb</p>		<input type="checkbox"/>
<p>6. Advised of and discuss the relevant paragraphs regarding safeguarding under the teacher standards. (See part 2 of the Teachers Standards, 3rd bullet point)</p>		<input type="checkbox"/>
<p>7. Arrange safeguarding training as detailed in Keeping Children Safe in Education (KCSiE) and the latest NSCB <u>Training programme</u></p> <ul style="list-style-type: none"> a) To Include Whole School safeguarding and Child Protection training for all school staff and for any governor responsible for leading on safeguarding. Refresher dates should be diarised. b) Prevent Duty training for all school staff (on-line 20 minutes Channel training) c) Specific training for Designated Person for Safeguarding d) Recruitment and Selection training for staff, as required. (At least one member of any interview panel should have received appropriate training on safer recruitment). e) Ensure all new staff are on the school list to receive safeguarding and child protection updates 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

8. a) For Teachers – Explanation of the statutory induction and appraisal process/ link with pay b) For Support Staff – Explanation of the schools probation arrangements for new employees and the support and supervision / appraisal arrangements.		<input type="checkbox"/> <input type="checkbox"/>
Date Checklist fully completed		
Head teacher/line manager's signature:..... Date:.....		
Employee's signature: Date:.....		

JCNP Staffing regulations Working Party	September 2018
Lead HR Business Partner	Francesca Waldrom/Ellen Cottee
Lead HR Senior Business Partner	Andy Wilson
Review date	As per legislative changes

Document History

Document produced by HR Service	July 2016
Document updated by HR Service (AW/FW/EC)	September 2018