Induction of Staff/Student/Volunteer - Checklist for Safeguarding

Name of Staff/Student/Volunteer :……

Name of School: Netherfield Primary Post/Class/Year :……

Start Date of Placement:.. …../…../20….

Name of line manager responsible for induction:……

Name of Head Teacher: Peter Hardern

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/Student/Volunteer – Checklist for Safeguarding	Date	Check
1. Employee/Student/Volunteer informed that the senior designated safeguarding leads in school are: **Peter Hardern, Paula Taylor, Lesley Balfe, Mandy Roper**		☐
2. Inform of the procedure in school for reporting safeguarding concerns, including the procedure if the head teacher and designated safeguarding lead are absent		☐
3. Advised of and discuss the following **school** policies, covering the agreed procedures and expectations of all under each one: - Employee Code of Conduct (including the mandatory duty for reporting Female Genital Mutilation (FGM) and the Prevent Duty) - Whistleblowing and Confidential Reporting Policy - Anti-bullying - Anti-racism - Homophobic and Transphobic - Physical intervention - School IT Policy, Internet safety (including Social Media and Internet Usage Policy)) - Whole schools child protection policy including appendix templates - Allegations of abuse made against teachers and other staff – school/LA policies Included in the School Disciplinary Procedure) - Guidance on Visitors, including VIPs, to schools - Any other relevant policy as determined by the head teacher, governing body or DfE:(add your school list here)		☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

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4. Advised of and discuss all **statutory** guidance for schools and the responsibility of staff within them. - "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) - Working Together to Safeguard Children (latest edition) - Dealing with Allegations of Abuse made against Teachers and other Staff. (Part 4 of the latest edition of KCSiE) - DBS process - Disqualification under the Childcare Act 2009 – explanation of ongoing responsibility to self-report to head teacher where circumstances change, including "by association".		☐ ☐ ☐ ☐ ☐
5. Advised and discussed the Nottinghamshire and Nottingham City Safeguarding Children Boards' Safeguarding Children's Procedures and how they can be accessed at www.nottinghamshire.gov.uk/nscb		☐
6. Advised of and discuss the relevant paragraphs regarding safeguarding under the teacher standards. (See part 2 of the standards, 3rd bullet point)		☐
7. Arranged safeguarding training as detailed in Keeping Children Safe in Education (KCSIE) and the latest NSCB Training programme found at www.nottinghamshire.gov.uk/nscb a) To Include Whole School Safeguarding training for all school staff and for any governor responsible for leading on safeguarding 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).		☐ ☐ ☐ ☐
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.		☐ ☐
Date Checklist fully completed HeadTeacher/Line Manager's signature:…… Date:…… Employee's signature: …… Date:……		