

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 2022

REVIEW OCTOBER 2023

Safeguarding and Child Protection Staff Induction Policy

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

In our Church of England Federation, we take strength in collaboration, yet celebrate uniqueness. As schools, we may be small, but together we develop children 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. We all take a pride in our Federation as we follow in Jesus's example.

Safeguarding and Child Protection Staff Induction Policy

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 Lead (DSL) is 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 DSL 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 2022 is read
- Details of help and support available
- An exemplar of expectations regarding recording a welfare concern/disclosure from a pupil/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. 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 induction advice regarding Safeguarding and Child Protection, and training and resources. This will include:

- Staff Induction Checklist
- Induction Pack
- Safeguarding and Child Protection Policy
- Part 1/Annex A and Annex B of Keeping Children Safe in Education 2022
- Staff Code of Conduct
- Online Safety Policy
- Acceptable Use 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/DSL. This may include:

- Safeguarding and Child Protection Policy
- Keeping Children Safe in Education 2022
- DfE information on the role of the governor

Appendix 1-Safeguarding Induction Checklist

Induction Element	Tick on Completion
Arrival: <ul style="list-style-type: none"> • Staff must produce photo ID at reception • Receive ID card or Visitor Badge on Lanyard • Read Safeguarding Leaflet • Introduction to DSL with an explanation of their role • Tour of school • Brief on use of personal mobiles/devices 	
Health and Safety: <ul style="list-style-type: none"> • Introduction to safeguarding procedures at the school • Fire safety procedures • First Aider information 	
Policies and Procedures: <ul style="list-style-type: none"> • Safeguarding and Child Protection Policy • Pupil Relationships and Behaviour Policy • Staff Code of Conduct • Whistleblowing Policy • Online Safety Policy • Attendance Policy, which along with the Safeguarding and Child Protection Policy will make clear the safeguarding response to children who go missing from education • Keeping Children Safe in Education 2022 	
Documents to Sign: <ul style="list-style-type: none"> • ICT Acceptable Use Agreement • Annual Safeguarding Declaration (including documents read and understood) 	
Safeguarding Training: <ul style="list-style-type: none"> • Whole School Safeguarding Training • Prevent Training • FGM Training • Record Keeping Training (if required) • Other training identified as required for the role (for example, Positive Handling) 	
Induction Review: <ul style="list-style-type: none"> • Date to be arranged 	
<ul style="list-style-type: none"> • DSL giving induction _____ • Staff member receiving induction _____ • Date induction completed _____ 	