



## Induction Checklist for Safer Recruitment

Name of Employee.....

Name of School.....

Name of Executive Head teacher/line manager.....

This checklist should be used for all school based employees and volunteers, including governors. Please also refer to the Induction of School Staff policy.

	<u>Check</u>
1. Employee informed that the senior designated safeguarding lead in school is.....	<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	<input type="checkbox"/>
3. Advised of and discussed the following <b>school</b> policies, covering the agreed procedures and expectations of staff under each one <ul style="list-style-type: none"> <li>- Employee Code of conduct (including the mandatory duty for reporting female genital Mutilation (FGM) and the Prevent Duty</li> <li>- Whistleblowing and Confidential reporting Policy</li> <li>- Anti-bullying</li> <li>- Equality Policy (including Anti-racism and Homophobic and Transphobic)</li> <li>- Physical intervention</li> <li>- Internet safety (including social media)</li> <li>- Contact between staff and pupils outside the usual work context</li> <li>- Whole school child protection policy and appendix templates</li> <li>- Allegations of abuse made against teachers and other staff – school/LA policies</li> <li>- Visitors policy – the management of visitors on site including VIPs</li> <li>- Any other relevant policy as determined by the Executive head teacher, governing body or DfE</li> </ul>	<input type="checkbox"/>

<p>4. Advised of and discussed all <b>statutory</b> guidance for schools and the responsibility of staff within them.</p> <ul style="list-style-type: none"> <li>- Keeping Children Safe in Education (latest edition) (Senior Designated Lead officer will ensure <b>all staff read and have a copy of at least part one</b> of the latest edition of Keeping Children Safe in Education.)</li> <li>- Working Together to Safeguard Children (latest edition)</li> <li>- Dealing with Allegations of Abuse made against Teachers and other Staff (Part 4 of the latest edition of KCSiE)</li> <li>- DBS process</li> <li>- Disqualification under the Childcare Act 2016 – explanation of ongoing responsibility to self-report to Executive head teacher where circumstances change, including “by association”.</li> </ul>	<input type="checkbox"/>
<p>5. Advised and discussed the Lincolnshire Safeguarding Children Boards’ (LSCB) Safeguarding Children’s Procedures and how they can be accessed at <a href="http://www.lincolnshire.gov.uk">www.lincolnshire.gov.uk</a></p>	<input type="checkbox"/>
<p>6. Advised of and discussed the relevant paragraphs regarding safeguarding under the teacher standards. (See part 2 of the standards, 3<sup>rd</sup> bullet point)</p>	<input type="checkbox"/>
<p>7. Arranged safeguarding training as detailed in the latest edition of Keeping Children Safe in Education (KCSiE) and the LSBC guidelines</p> <ul style="list-style-type: none"> <li>a) To include whole school safeguarding training for all school staff and for any governor responsible for leading on safeguarding</li> <li>b) Prevent Duty training for all school staff</li> <li>c) Specific training for designated person for safeguarding</li> <li>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.)</li> </ul>	<input type="checkbox"/>
<p>8. a) For teachers – Explanation of the statutory induction and appraisal process/link with pay and the schools probation arrangements  b) For support staff – Explanation of their schools probation arrangements for new employees and the support and supervision/ appraisal arrangements</p>	<input type="checkbox"/>
<p>Date Checklist fully completed:</p> <p>Executive Head teacher/line manager signature: .....</p> <p>Date:</p> <p>Employee signature.....</p> <p>Date:</p>	<input type="checkbox"/>

