

Safeguarding Induction Pack

for Staff in

Educational Settings



Keeping Children Safe in Education (2018) gives Designated Safeguarding Leads (DSLs) responsibility for ensuring that new staff receive a safeguarding induction. This should brief them on the safeguarding arrangements within the school and their individual responsibilities for safeguarding and promoting the welfare of children as well as reacting to Child Protection concerns.

As part of this induction, Basic Awareness Child Protection Training must be undertaken either using the on-line resources (usernames and passwords available by contacting the GSCB – [mail@gscb.org.uk](mailto:mail@gscb.org.uk) or face to face training as a whole setting which can be arranged by contacting Georgina Summers on 01452 426221.

To assist the Designated Safeguarding Lead, Gloucestershire Safeguarding Children Board (GSCB) have produced the following resources:-

* Safeguarding Induction Presentation for new staff and volunteers (powerpoint)
* Safeguarding Children – Quick Reference for new staff and volunteers (leaflet)

The safeguarding induction should also include sharing the setting’s child protection policy, the behaviour policy, the staff behaviour policy (sometimes called a code of conduct); the guidance to safer working practice; the safeguarding response to children who go missing from education; and the role of the designated safeguarding lead (including identity of the designated safeguarding lead and any deputies). Copies of polices and a copy of Part one of Keeping Children Safe in Education should be provided to staff at induction.



INDUCTION CHECKLIST

NAME OF STAFF MEMBER………………………………………………………………….

|  |  |  |
| --- | --- | --- |
|  | SIGNATURE | DATE |
| New staff member details entered onto Single Central Record |  |  |
| New staff member given a copy of Child Protection Policy and signed to say received/read |  |  |
| New staff member given a copy of the behaviour policy and signed to say received/read |  |  |
| New staff member given a copy of the staff behaviour policy (sometimes called the code of conduct) and signed to say received/read |  |  |
| New staff member given a copy of guidance for Safer working practice and signed to say received/read |  |  |
| New staff member undertaken Child Protection training (basic awareness) |  |  |
| New staff member given copies of all other safeguarding policies as appropriate |  |  |
| New staff member given ‘quick reference guide’ |  |  |
| New staff member given Working Together to Safeguard Children (2018) |  |  |
| New staff member given copy of Keeping Children Safe in Education (Section 1) |  |  |
| New staff member given copy of Keeping Children Safe in Education (Section 5) |  |  |
| New staff member given copy of the safeguarding response to children who go missing from education |  |  |
| New staff member given the role of the DSL (including identity of the DSL and any deputies) |  |  |