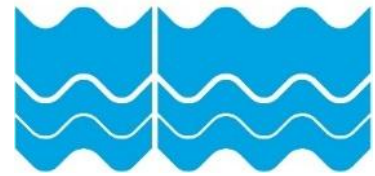




EDUCATION
EAST SUSSEX
TOGETHER FOR EXCELLENCE
AND INCLUSION

East Sussex
County Council



Safeguarding Staff Induction Policy

The Bluebell Federation: Rooted and Established in Love.

Our Bluebell Federation Vision: Every child will blossom academically and emotionally in a nurturing environment rooted in love and kindness.

This policy was adopted on September 2026.
This policy is due for review on September 2027.

Please note that whenever the document refers to 'school', this applies to all schools in the Bluebell Federation (Chailey St Peter's CE Primary School, Fletching CE Primary School, Forest Row CE Primary School, Little Horsted CE Primary School and Wivelsfield Primary School and Nursery).

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Important information

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 11 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, including the Child Protection policy, Online Safety policy, the Behaviour policy, Whistleblowing policy and the Attendance Policy.
- 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.
- Provide Safeguarding and Child Protection training and assess its effectiveness.
- 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 and Deputy 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 and Annex A of Keeping Children Safe in Education is read by all staff, both teaching and non-teaching.
- Details of help and support available.
- An exemplar of expectations regarding recording a welfare concern or disclosure from a pupil or student.
- Understand the safeguarding response to children who are absent from education, particularly on repeat occasions and/or prolonged periods

Induction programmes will be tailored to specific individuals *and/or their role*. Areas which should be considered for each category of staff are listed 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

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resources. This will include:

- Staff Induction Checklist
- Induction Pack
- Safeguarding and Child Protection Policy
- Part 1 and Annex A of Keeping Children Safe in Education
- Safeguarding and Child Protection
- Staff Code of Conduct
- Online Safety Policy
- Acceptable Use Policy
- Behaviour Policy
- Anti Bullying Policy (if not included in the above policy)
- Attendance Policy
- Whistleblowing Policy
- Record Keeping Arrangements
- Health and Safety Arrangements
- Safeguarding response to children who are absent from education, particularly on repeat occasions and/or prolonged periods.
- Understand the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies) This will be outlined within the Safeguarding and Child Protection Policy.

All new governors will be given appropriate induction advice, training, and resources by the Clerk to Governors and/or DSL. This may include:

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

Appendix 1 - Safeguarding Induction Checklist

Employee details

Name:

Job Title:

Department/Phase/Class:

Start date in post:

Date induction completed:

Induction Element	New starter and DSL/DDSL/ Staff initial ¹
Arrival: • Staff must produce photo ID at reception • Receive ID card or Visitor Badge on Lanyard • Read Safeguarding Leaflet • Introduction to DSL and deputy/ies with an explanation of their role • Tour of school • Explanation of door codes/security • Brief on use of personal mobiles/devices	
Health and Safety: • Introduction to safeguarding procedures at the school • Fire safety procedures • Identify emergency exits and fire / bomb alert/evacuation procedures. • Assembly points are identified and visited. • New starter understands their Health and Safety responsibilities and duties. • First Aider information • Individual Health Care Plans for relevant pupils	

¹ Managers may choose to delegate some parts of the induction as they deem appropriate. However, it is the manager's responsibility to ensure the person delivering training or guidance is sufficiently knowledgeable and/or qualified to do so and that the induction covers the required content.

Policies and Procedures: • Safeguarding and Child Protection Policy • Pupil Behaviour Policy • Anti Bullying Policy (if not included in the above policy) • Staff Code of Conduct • Whistleblowing Policy • Online Safety Policy - including roles and responsibilities in relation to filtering and monitoring • Attendance Policy, which along with the Safeguarding and Child Protection Policy will make clear the safeguarding response to children who are absent from education • Supporting Students with Medical Conditions Policy • Keeping Children Safe in Education	
Documents to Sign: • ICT Acceptable Use Agreement • Annual Safeguarding Declaration (including documents read and understood)	
Safeguarding Training: • 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, administration of medicines, first aid)	
Induction Review: • Date arranged : • Date arranged : • Date arranged :	