



The Federation of the Church Schools of  
Shalfleet and Freshwater & Yarmouth

*Together for a Brighter Future*

# **Safeguarding and Child Protection Induction for New Staff & Volunteers**

Reviewed by: Sarah Woodburn

Date: Spring 2026

Review Date: Spring 2027

## 1. Purpose and Rationale

The Federation is committed to providing a comprehensive, structured and safeguarding-led induction programme for all new staff, volunteers, governors and regular visitors. Effective induction ensures that new colleagues:

- understand their roles, responsibilities and expectations;
- are confident in safeguarding and child protection duties;
- work safely, in line with health and safety requirements;
- quickly feel part of our Christian community and Conscious Community ethos;
- contribute positively to pupils' wellbeing, progress and safety from the outset.

This policy reflects current statutory and non-statutory guidance including Keeping Children Safe in Education (KCSIE 2025), DfE safeguarding requirements and Health & Safety legislation.

## 2. Scope

This policy applies to:

- teaching staff (including ECTs);
- support staff;
- supply staff and agency staff;
- volunteers and trainees;
- governors;
- contractors and regular visitors (proportionate induction).

Induction begins before the first day of work, continues throughout the first term, and is reinforced through ongoing training and annual refreshers.

## 3. Legal and Policy Framework

This policy is underpinned by:

- *Keeping Children Safe in Education* (DfE, September 2025)
- *Working Together to Safeguard Children* (HM Government)
- Education Act 2002
- Children Act 1989 & 2004
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010
- Childcare (Disqualification) Regulations 2009
- Prevent Duty (Counter-Terrorism and Security Act 2015)

This policy should be read alongside the Federation's Safeguarding and Child Protection Policy, Behaviour Policy, Staff Code of Conduct, Health & Safety Policy and Whistleblowing Policy.

#### **4. Roles and Responsibilities**

##### **Governing Body**

Has strategic oversight of induction arrangements and safeguarding compliance.

##### **Headteacher**

Has overall responsibility for ensuring induction is effective, consistent and compliant across the Federation.

##### **Designated Safeguarding Lead (DSL)**

Ensures safeguarding induction meets statutory requirements and that staff understand reporting procedures.

DSL: *Elizabeth Grainger*

Deputy DSL: *Georgina Westhorpe*

##### **School Business Manager (SBM)**

Coordinates pre-employment checks, documentation, health & safety induction and record-keeping.

##### **Mentors / Line Managers**

Provide day-to-day support, guidance and monitoring, particularly for ECTs and new staff.

##### **All Staff**

Have a responsibility to engage fully with induction and uphold safeguarding, safety and professional standards.

#### **5. Safeguarding-First Induction**

In accordance with **KCSIE 2025**, safeguarding is the **priority focus** of induction.

Before or on the first day of work, all staff must:

- receive safeguarding and child protection induction;
- read and sign to confirm understanding of:
  - Safeguarding and Child Protection Policy;
  - **KCSIE Part 1** (and Annex A where applicable);
  - Staff Code of Conduct;
  - Whistleblowing Policy;
  - Behaviour Policy;
- know the identity and role of the DSL and Deputy DSL;
- understand how to report concerns using **CPOMS**;
- understand early help, MASH and escalation processes;

- understand safeguarding linked to attendance, behaviour, mental health and online safety.

Refresher safeguarding training is provided **at least annually**, with regular updates throughout the year.

## **6. Health and Safety Induction**

All new staff receive health and safety induction appropriate to their role, including:

- emergency procedures (fire, lockdown, evacuation);
- first aid arrangements;
- accident and incident reporting;
- lone working arrangements;
- workstation assessments (where relevant);
- risk assessments linked to their role;
- staff wellbeing and stress as a health & safety concern.

Health and safety induction is recorded and reviewed annually.

## **7. Equality, Professional Conduct and Wellbeing**

Induction promotes a culture of:

- equality, diversity and inclusion;
- professional boundaries and safe working practice;
- positive behaviour and relational practice;
- staff wellbeing and workload awareness;
- mutual respect in line with our Christian values.

Staff are signposted to wellbeing support and internal procedures as part of induction.

## **8. Induction Programme Structure**

### **Pre-Start**

- Offer letter and contract issued;
- DBS and vetting checks completed;
- electronic induction pack shared;
- safeguarding declarations completed.

### **Day One**

- welcome meeting and school tour;
- safeguarding and safeguarding reporting explained;
- health and safety briefing;

- access to systems (email, CPOMS, MIS);
- introduction to mentor and colleagues.

### **First Term**

- role-specific training;
- mentoring meetings;
- curriculum and inclusion briefings;
- review of training needs;
- completion of induction checklist.

## **9. Volunteers, Contractors and Visitors**

Induction for volunteers and visitors is **proportionate** to their role and level of contact with pupils. All:

- sign in and wear identification;
- receive safeguarding information;
- are supervised unless formally checked;
- are never allowed unsupervised access unless DBS-cleared and authorised.

## **10. Record Keeping and Accountability**

The Federation maintains clear records of:

- safeguarding and induction training;
- signed declarations;
- DBS and vetting checks;
- health and safety induction;
- refresher training.

Records are held securely and are available for inspection.

## **11. Induction Refreshers**

All staff receive:

- annual safeguarding updates;
- policy updates following statutory changes;
- induction refreshers when roles change or staff return after absence.

## **12. Monitoring and Review**

This policy is reviewed annually by the Headteacher and Governing Body or sooner if statutory guidance changes.

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**Policy type:** Statutory (safeguarding-linked)

**Review cycle:** Annual

**Next review:** Summer 2027