School Induction Procedures

Name:
Induction Date:

As part of the induction process you are required to sign to confirm you have read, understood and will adhere to the following policies and procedures before you work/volunteer in our school.

The following polices/guidance will be shared prior to the induction meeting then discussed during the induction meeting with the DSL or an alternative DSL.	Signed	Completion Date
Child Protection & Safeguarding Policy		
Behaviour Policy		
Online Safety Policy		
Health, Safety & Wellbeing Policy		
Data Protection & GDPR Policy		
Staff Conduct, Grievance & Discipline Policy		
Whistleblowing Policy		
Equality & Diversity Policy		
Completed the Prevent Duty Online Training		
Keeping Children Safe in Education 2026- Part 1 and Annexes A and B (All staff, Governors, and volunteers)		
Keeping Children Safe in Education 2026- Whole document (Governors & Senior Leaders)		
Health & Safety Evacuation Plan *(during induction meeting)*		
Completed safeguarding induction training with (DSL) Designated Safeguarding Leader*(during induction meeting)*		
Completed Online Safety Induction with Online Safety Lead		

I confirm that I understand my safeguarding responsibilities and I will follow all school policies and procedures.

Signed: ..... **DSL Signature: .....**

ICT

- [ ] Entrance Card
- [ ] Equipment (Please sign for any laptops or equipment given)
- [ ] Login received and password changed
- [ ] Email Account
- [ ] Calendar Access
- [ ] Ping Account
- [ ] CPD account
- [ ] List of logins for useful websites

Training

- [ ] Introduction to Safeguarding
- [ ] Online Safety Training
- [ ] Child Sexual Exploitation
- [ ] Prevent