

**The Acorn Partnership**

Induction Procedures

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| Date policy last reviewed: | 26/06/24 |

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| Signed by: | | | |
|  | Headteacher | Date:26/06/24 |  |
|  | Chair of governors | Date:26/06/24 |  |

**New Starter Safeguarding and HR Checklist**

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| **Name:** | **Action by**:  Insert Initials | **Date requested or sent** | **Date received** | **Outcome** |
| **Pre-employment Checks / Certificates required** | | | | |
| Gaps in employment history examined and reasons recorded if applicable. |  |  |  |  |
| Reference 1 |  |  |  |  |
| Reference 2 |  |  |  |  |
| Reference 3 (where full/ appropriate references have not been provided) |  |  |  |  |
| Online checks completed |  |  |  |  |
| Overseas police checks  (Applicable to anyone who has lived or worked abroad for more than 6 months in the last five years) |  |  |  |  |
| For teaching roles where the individual has worked abroad, obtain confirmation from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions, and/or if they are aware of any reason why they may be unsuitable to teach. |  |  |  |  |
| Qualifications checked against the requirements of the person specification |  |  |  |  |
| Right to Work Check  (see [Right to work in UK](https://www.gov.uk/legal-right-work-uk) for guidance) |  |  |  |  |
| Verification of identity (a copy of ID to be retained on file) |  |  |  |  |
| Pre-Employment Medical Clearance |  |  |  |  |
| Enhanced DBS check processed or update service checked |  |  |  |  |
| Enhanced DBS Certificate Seen |  |  |  |  |
| Barred List clearance |  |  |  |  |
| Prohibition from teaching (teaching roles or where the individual is a qualified teacher applying for a non-teaching role in school) |  |  |  |  |
| Section 128 Check (management roles) |  |  |  |  |
| Childcare disqualification check [Disqualification under the Childcare Act 2006 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006) (for those working in early years provision and wrap around care for under 8s) |  |  |  |  |
| **HR and Payroll Administration** | | | | |
| Details added to SCR |  |  |  |  |
| Personnel file created (electronic and manual) |  |  |  |  |
| Offer letter sent (see the HR information folder tor the latest copy) |  |  |  |  |
| Signed acceptance returned |  |  |  |  |
| New starter form sent to payroll (only once all pre-employment checks are complete) |  |  |  |  |
| Contract request form completed (This must be completed as soon as possible and prior to the first day of employment) |  |  |  |  |
| Contract Issued to new employee (record the issue date) |  |  |  |  |
| Signed contract returned and added to personnel file |  |  |  |  |

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| **DDAT New Starters Induction Checklist** | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Employee name: |  | Induction Lead: | |  | | | | Job Title: |  | | | | | | | Action | | | Member of staff responsible | | Completed (Please tick) | Date complete | | Preparation | | | | | | | | Ensured all pre-employment checks are complete and the signed contract of employment has been returned, new starters form sent to payroll | | | School Office | |  |  | | Ensure the DBS update service has been signed up to | | |  |  | | Obtain signed copy of the Job Description | | |  |  | | Received welcome letter issued by the school office | | |  |  | | Member of senior leadership team share vision and how this affects our working day to day practice. **Delete as applicable:** *Including Christian Ethos and collective worship.* | | |  |  | | Provide calendar of the school’s term dates | | |  |  | | Office to update MIS, EntrySign (*if applicable*) and the Single Central Record with employee’s information. | | |  |  | | Assigned a mentor (*if required*) | | |  |  | | Provide details of signing in and out of school | | |  |  | | Provide an email address if necessary and perform an IT induction to include Social Media Policy | | |  |  | | Access to appropriate school specific and appropriate SharePoint sites. | | |  |  | | Received login details for any relevant systems such as:   * MIS e.g. RM integris (office); * [eVisit](https://www.e-visit.co.uk/YMDBoon/eVisit) (office); * Music: Charanga * Assessment: FFT * Safeguarding: CPOMS | | |  |  | | Received and signed for ID card, secure entry fob, site key and any computer hardware (if applicable) | | |  |  | | Receive a copy of our latest staff handbook | | | Mentor/Head | |  |  | | On-site safety arrangements | | | School Business Officer/Manager | |  |  | | School tour including: location of staff room, toilets, emergency break glass points, emergency exits, staff assembly point, and staff/safeguarding board | | | Headteacher/SBM | |  |  | | Complete GDPR training (online): the link to the DDAT training is: [gdpr training](https://www.trainingschoolz.com/take/ezaVYxYe)  If you have any trouble with the link, please go to https://www.trainingschoolz.com/take and enter the access token E3228E29. | | | Headteacher/SBM | |  |  | | | | | |
| Safeguarding, Training and Reading | | | | |
| \* Read the staff handbook and familiarise yourself with the school’s safeguarding procedures, *including role of the designated safeguarding lead (including the identity of the designated safeguarding lead and rest of safeguarding team).* | | Headteacher/SBM | |  |
| *\* appropriate safeguarding and child protection training*  *(including online safety) at induction* | | Headteacher/DSL | |  |
| \* *Child Protection and Safeguarding* policy which includes *child-on-child* abuse | | Headteacher/SBM | |  |
| \* *Behaviour and Anti-Bullying policies* | | ☐ |
| \* *Staff code of conduct* | |  |
| *\* Allegations against staff* | |  |
| *\* Whistleblowing policy and flowchart* | |  |
| \* *Children missing from education policy* | |  |
| *\* Keeping Children Safe in Education, Part 1 and Annex A* | |  |
| \*Where applicable read safer recruitment practices policy and arrange safer recruitment training | |  |
| \* Training on the use of Safeguarding system e.g. My Concern at (with reference to the staff handbook). | |  |
| \* *Online safety* policy and Acceptable use agreement (from the Acceptable use of IT, the Internet and Electronic Communication policy).  \* All staff are to receive online safety training comprised of:   * online safety rules for each school; * safe use of IT via Code of Conduct/AUP; * online safety knowledge organisers. * The Trust’s Social Media policy | |  |
| Online safety: complete (and record) the [UKCIS Online Safety Audit Tool](https://www.gov.uk/government/publications/ukcis-online-safety-audit-tool?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=bb0606f4-59f4-4ae6-b302-359c1483a1ac&utm_content=immediate). | |  |
| If you start mid-way through the year and have missed any annual training, you will need to complete any relevant eLearning modules.. This will assigned to you by our INSERT | |  |
| Complete [PREVENT training](https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html)  and ensure the certificate is added to the staff member’s profile on personnel file and SCR Tracker if applicable. | |  |
| Where appropriate, covering student profile such as Pupil premium children, ethnicity, those on Education Health Care Plans Special Educational Needs, Vulnerable. | |  |
| Only applicable for Early Careers Teachers: Discuss early career dates and go through the induction process of an ECT | |  | |  |
| Only applicable for Headteacher/Deputy Head/Head of School etc:  Go through disadvantage strategy and School Improvement Plans (SIPs) and Self Evaluation Forms (SEFs) | |  | |  |
| Complete cyber security training linked here <https://www.ncsc.gov.uk/information/cyber-security-training-schools> | |  | |  |
| Health and Safety induction (in conjunction with the office staff) | | | | |
| Health & Safety policy | | School Office | |  |
| Read relevant risk assessments depending on role:   1. General Academy Hazards 2. Office and reception tasks 3. Playtime risk assessments 4. Primary PE   NB: If appropriate Early Years risk assessment | |  |
| Read Fire and Emergency Plan, discuss what to do In the case of hearing the fire alarm or discovering a fire. Show the fire assembly points. | |  |
| Manual handling training (where appropriate) | |  |
| Read the Lockdown procedure | |  |
| Show nearest defibrillator (if applicable) | |  |
| Show allergy and medical list | |  |
| Hot Drinks Guidance | |  |
| Exchange emergency contact details | |  |
| What to do if you find an unsafe person or animal on site | |  |
| Read Medications policy | | Headteacher/SBM | |  |
| Location of first aid kits, names of first aiders and accident reporting procedure / forms | |  |
| Meet with e-Visits co-ordinator to discuss the Educational Visits policy and process. | |  |
| Discussions of lone working being avoided wherever possible, | |  |
| *Other Steps/training (Add if applicable for school or the specific job role)* | | | | |
|  | | | | |
| Employee’s signature: |  | | Date: |  |
| Headteacher’s signature: |  | | Date: |  |