



INDUCTION OF NEW STAFF, GOVERNORS AND VOLUNTEERS IN CHILD PROTECTION

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Approved By	SLT	Review Date	May 2029
Version		Status	Approved
Applies To	Employees, governors, volunteers, agency staff and contractors working at St Mary's School.	Review Cycle	This policy will be reviewed every three years, or sooner in response to changes in legislation, safeguarding guidance or school practice.
Related Policies	Safeguarding and child protection Prevent Use of Physical Restraint Mobile Devices Rewards and Sanctions Code of Conduct Whistleblowing Child Missing from Education Attendance Policy Anti-Bullying Policy SEND EAL Educational Visits Policy	Policy Ref.	

Policy Statement

Our school is committed to equity, safety, and transparency, ensuring all policies protect and support our community. Every policy translates our core values into clear practices to maintain an inclusive environment where the welfare of students, staff, and families remains paramount. To achieve this, our guidelines actively promote equal opportunities, celebrate diversity, and prioritize physical, emotional, and digital safety. We provide straightforward, accessible guidance that relies on shared community accountability. Finally, we subject all policies to regular reviews to stay aligned with statutory updates, local needs, and current best practices.

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AIMS

The school is committed to providing a high-quality induction programme which enables new staff to become confident, effective and fully integrated members of the school community as quickly as possible.

The induction process reflects the school’s commitment to:

- safeguarding and promoting the welfare of children
- professional excellence
- staff wellbeing
- inclusion and equality
- the distinctive ethos and values of the school

This policy applies to staff who work across all phases of the school, including EYFS, Prep, Senior House and Sixth Form, and staff who work in an administrative and support capacity.

WIDER REFERENCES

This policy operates within a wider national policy framework, which includes:

- Keeping Children Safe in Education
- Protecting Children From Radicalisation: The Prevent Duty

INTRODUCTION

Induction forms part of the school's safer recruitment and safeguarding arrangements. All required recruitment, vetting and suitability checks must be completed before an individual begins work in regulated activity unless permitted under statutory guidance and appropriate safeguards are in place.

The induction programme is designed to help new employees, volunteers and trustees become familiar with the requirements of their position; it should also enable them to learn about the school culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. The induction programme should be cross-referenced to the ECT induction requirements and probationary periods for support staff, as appropriate.

The induction programme aims to:

- ensure all staff understand their safeguarding responsibilities
- introduce staff to the culture, ethos and expectations of the school
- provide information about key policies, procedures and systems
- support staff in becoming effective and confident in their role
- identify any training or support needs at an early stage
- foster positive professional relationships and collaboration
- support staff wellbeing and professional development

Induction programmes will be tailored according to role, experience and responsibilities.

Areas which should be considered for each category of staff are set out in the appendices. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

MANAGEMENT AND ORGANISATION OF INDUCTION

The person responsible for induction should ensure that an induction programme is provided personally, or by the line manager, mentor, or another person with delegated responsibility.

- Elaine McNally (Assistant Head Teaching and Learning): induction for teaching staff, including technicians and teaching assistants.
- Nicky Webb (Bursar) assisted by Debbie Michael (HR Officer): induction for all support and administrative staff.
- Designated Safeguarding Lead (DSL): safeguarding induction and child protection training. Mrs Carney is the School's Designated Safeguarding Lead (DSL) and is responsible for the whole school safeguarding induction, but can delegate the training to the Deputy DSLs.
- PA to the Governors: induction of governors

Line managers and Heads of Department are responsible for ensuring that new colleagues receive appropriate day-to-day support and guidance.

Where appropriate, new staff may also be allocated a mentor or buddy.

The person responsible for induction will maintain appropriate records of induction activities, policy acknowledgement and mandatory training completion. Any outstanding requirements will be followed up promptly.

THE INDUCTION PROGRAMME

The induction programme may include:

- pre-employment information and documentation
- safeguarding training and statutory compliance training
- introduction to school systems and procedures
- health and safety information
- curriculum and pastoral expectations
- teaching and learning approaches
- school routines and operational procedures
- IT systems and communication platforms
- wellbeing and support systems
- opportunities to meet colleagues and key staff

New teaching staff are typically invited to attend an induction/orientation programme prior to the start of term.

Staff joining mid-year will receive an adapted induction programme appropriate to their start date and role.

SAFEGUARDING INDUCTION

Safeguarding is central to the induction process.

All new staff, governors, volunteers and regular visitors will receive safeguarding and child protection induction in line with statutory guidance, including:

- Keeping Children Safe in Education (KCSIE)
- the School's Safeguarding and Child Protection Policy
- the Staff Code of Conduct
- whistleblowing procedures
- low-level concerns procedures
- online safety and professional conduct expectations

Staff must understand:

- the identity and role of the DSL and Deputy DSLs
- how to report concerns
- procedures for recording safeguarding concerns
- expectations around professional boundaries and conduct
-

Safeguarding induction will include awareness of child-on-child abuse, harmful sexual behaviour, online harms, mental health concerns and safeguarding vulnerabilities.

Safeguarding updates and refresher training will take place regularly in accordance with statutory requirements.

SAFEGUARDING CERTIFICATE

New staff are requested to bring a certificate to demonstrate their most recent Safeguarding training. Evidence of previous safeguarding training may be accepted where appropriate; however, all staff will receive safeguarding induction specific to St Mary's School and ongoing safeguarding updates in accordance with statutory guidance.

SPECIFIC INDUCTION ARRANGEMENTS

Teaching Staff - Teaching staff induction may include:

- curriculum and assessment expectations
- behaviour and pastoral systems
- SEND and EAL provision
- reporting and assessment systems
- co-curricular expectations
- teaching and learning approaches
- classroom routines and procedures

ECT induction will follow national statutory guidance.

Support and Administrative Staff - Support staff induction will include:

- tour and introduction to relevant staff
- role-specific training with line manager and HR
- relevant school systems and procedures
- safeguarding and health and safety requirements
- operational expectations relevant to the role

Supply Staff, Volunteers and Contractors

All regular supply staff, volunteers and contractors will receive an appropriate level of induction where required, including safeguarding, health and safety and emergency procedures.

Visitors and contractors will follow the school's visitor procedures and security arrangements.

Governors - New governors will receive induction appropriate to their role, including:

- safeguarding training
- governance responsibilities
- school policies and procedures
- strategic priorities and school improvement information
- compliance and regulatory responsibilities

ECT induction

The school has regard to the national arrangements for the induction of ECTs. This school uses the services of ISTIP for ECT induction.

Buddy and Mentoring Support

Where appropriate, new staff may be allocated a mentor or buddy to support their transition into the school community. The purpose of this support is to:

- provide informal guidance and encouragement
- help new staff settle into the school
- promote wellbeing and professional confidence
- support integration into the wider staff community

Buddy arrangements are intended to be supportive and informal rather than part of formal line management.

MONITORING AND REVIEW

The effectiveness of the induction programme will be reviewed periodically by the Senior Leadership Team. The Senior Leadership Team will provide appropriate assurance to governors regarding the operation of induction, safeguarding induction and mandatory training compliance.

APPENDIX A

NEW STAFF INDUCTION (TEACHING, TEACHING ASSISTANTS, TECHNICIANS AND GOVERNORS)

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Child Protection Policy, the Code of Conduct, KCSIE, New Staff Safeguarding, and make clear the expectations which will govern how staff carry out their roles and responsibilities. The Induction Programme will be tailored to meet the needs of individual newly appointed staff and will be dependent upon their role within the school.

There is an induction day in the summer term when all new staff are invited to spend the day in school. The new staff members will experience a comprehensive schedule of sessions, to include, but not limited to:

- Introduction to St Mary's School: history and ethos
- Strategic Plan
- Our Academic Approach: ethos and expectations
- Teaching and Learning
- HR/Pensions/Payroll
- Health and Safety
- Working at St Mary's: the school day, co-curricular activities, duties, cover and absence, briefing and meetings
- Pastoral Care: role of the tutor; character education and pastoral programme,
- Overview of ICT at St Mary's: CPOMS, iSAMS and Firefly
- Staff Wellbeing Expectations around use of technology (AUP) and low-level concerns

There will also be a block of time set aside to join the subject departments and go through the new timetable. There will be an opportunity to have a tour of the school if needed.

PRE-INDUCTION MEETING

Around May and before the induction day, certain documents will be shared, by HR, so that new staff can start to become familiar with the school. These include:

- Safeguarding (Child protection) and KCSIE 2025 (to be signed when read)
- Health and Safety Policy
- Fire Prevention
- Child Missing in Education
- Code of Conduct
- Mobile Devices
- SEND
- Prevent
- Acceptable Use
- Rewards and Sanctions
- A list of all other school policies/procedures to be read in due course

MID YEAR INDUCTION

Occasionally, new members of staff join the school at other times of the year rather than in September. In this case, every effort will be made to ensure that the new member of staff meets the department before commencing employment. All other induction processes, and the sharing of key documents as outlined above, will take place and will be scheduled to accommodate the new member of staff, so that they experience a smooth transition into the term.

GENERAL GUIDELINES FOR OTHER PARTS OF THE INDUCTION PROGRAMME

Meetings will be organised and/or led by the New Staff Induction co-ordinator (Elaine McNally, Assistant Head). These meetings will be scheduled for weekly lunchtimes in the Michaelmas term. New members of staff will be invited to attend as part of ongoing induction.

Suggested topics for Induction Programme meetings:

This is not an exhaustive list; it is a checklist for the co-ordinator who will choose appropriate topics depending on the role and individual needs of the new staff members.

- Aims and ethos of the school
- Behaviour Management and behaviour policy
- Child Protection and Safeguarding
- Prevent training
- Health and Safety requirements
- Curriculum responsibilities
- School Policies/Procedures
- Record keeping – student assessments, class lists, other records
- Use of photocopier, lap tops, projectors, digital camera and other equipment
- SEND
- School Priorities
- Class and school routines

- Term dates and key events
- Assessment, reporting, parent evenings
- CPOMS, iSAMS and Registers
- Out of school trips and Co-curricular activities
- School security arrangements
- Use of data

APPENDIX B – INDUCTION TRAINING SCHEDULES

SMS Induction Schedule for Teachers

Pre-Start Preparations
Ensure workstation is fully set up: • Laptop/computer configured and ready • Chair and desk in place • Access to necessary systems and email • Confirm she has received all policies (including Code of Conduct) • Buddy assigned: Confirm who Buddy will be and arrange to meet on induction day. • Prepare gate codes and any security access details
Day 1/Day 2
Welcome & Orientation
• Tour of the school • Introductions to relevant staff
Meeting with HR
• Meet with DEM to issue Lanyard • Review HR policies and procedures
Meeting with Line Manager (You)
• Discuss role and responsibilities • Go through gate codes and operational details • Schedule time for SafeSmart training Basic Safeguarding) and PREVENT see link below https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal
Induction Sessions (may need to be off timetable for this)
• Meet with NW (Health & Safety, SafeSmart, Payroll, Pension, Line Management) • IT Induction with ME (System access, email setup, technical support)
First week if possible
• Meeting with DSL (MC) (Safeguarding overview and responsibilities)
Additional Tasks During First Week
• Completing PREVENT and Basic Safeguarding modules on SafeSmart • Informal check-in with Buddy • Follow-up meeting with Line Manager if member of staff has any further questions
First Term
• Line Manager - Half-term check in with member of staff • Line Manager – Encourage participation in professional development opportunities and training sessions to enhance skills and knowledge.

- Buddy – Half-term check in with Buddy
- Schedule of Induction / CPD lunchtime training
- a lesson drop-in takes place (HoD / SLT) to observe the member of staff. Feedback given to staff member

End of First Term

- A lesson drop-in takes place (HoD / SLT) to observe the member of staff. Feedback given to staff member
- Professional development: Collaboratively set targets to support the staff member's professional growth and alignment with school objectives.
- Line Manager - Maintain regular communication to provide feedback, celebrate successes, and address any challenges.
- Line Manager – Keep the staff member informed of any relevant changes to policies, procedures or relevant legislation.
- DSL - Revisit safeguarding (safeguarding quiz)

SMS Induction Schedule for Support Staff

Pre-Start Preparations

Ensure workstation is fully set up:

- Laptop/computer configured and ready
- Chair and desk in place
- Access to necessary systems and email
- Confirm she has received all policies (including Code of Conduct)
- Buddy assigned: Confirm who Buddy will be and arrange to meet on induction day.
- Prepare gate codes and any security access details

Day 1/Day 2

Welcome & Orientation

- Tour of the school
- Introductions to relevant staff

HR Responsibilities

- Meet with DEM to issue Lanyard
- Review HR policies and procedures

Line Manager Responsibilities

- Discuss role and responsibilities
- Go through gate codes and operational details
- Schedule time for SafeSmart training Basic Safeguarding) and PREVENT see link below

<https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal>

Induction Sessions

- Meet with NP (Health & Safety, Fire drill, SafeSmart, Payroll, Pension, Line Management)
- IT Induction with Line Manager or Team (logging into iSAMS or whatever systems used within your team). Login details and passwords will be provided by ME.

First week if possible

- Meeting with DSL (MC) (Safeguarding overview and responsibilities)
- Completing PREVENT and Basic Safeguarding modules on SafeSmart
- Informal check-in with Buddy
- Follow-up meeting with Line Manager if member of staff has any further questions
- Shadowing other members of staff if required

First Term

- Line Manager - Half-term check in with member of staff
- Line Manager – Encourage participation in professional development opportunities and training sessions to enhance skills and knowledge.
- Buddy – Half-term check in with Buddy.

End of First Term

- **Line Manager – End of first term informal review meeting. Collaboratively set short-term and long-term goals to support the staff member’s professional growth and alignment with school’s objectives.**
- Line Manager - Maintain regular communication to provide feedback, celebrate successes, and address any challenges.
- Line Manager - Support attendance at relevant workshops, conferences, and training programs to foster continuous learning.
- Line Manager – Keep the staff member informed of any relevant changes to policies, procedures or relevant legislation.
- DSL - Revisit safeguarding (safeguarding quiz)

APPENDIX C

ALL STAFF ARE REQUIRED TO SIGN THE DOCUMENT BELOW

This is now captured electronically via MS Forms

Please sign and return to the Designated Safeguarding Lead

CHILD PROTECTION INDUCTION PROCEDURES at St Mary’s School

Name.....I have been inducted into Child Protection procedures and:

(A) Am familiar with the contents of the following documents:

Child Protection Policies
KCSIE Part 1, 5 and Annex B
Code of Conduct for Staff
AUP
Behaviour, Rewards and Sanctions
Children Missing from Education
Prevent Policy

Procedures when a Member of Staff, Volunteer, Designated Senior Person or Head faces Allegations of Abuse including the Whistleblowing and Low Level concern policies.
Policy for Pupils on Confidentiality Online Safety Policy Mobile Phones and Other Electronic Devices Photography and using Images of Children (B) Am aware of procedures for Child Protection at St Mary's School.
(C) Know that Mrs Carney is the Designated Safeguarding Lead and Rebecca Rose in EYFS. Mrs Chamberlain and Mrs Sugrue are DDSLs in Prep, Mrs Stacey, Miss Crossland, Miss Kelly, Mrs Francisco and Mrs Cork are Deputy Safeguarding Leads. I can discuss any concerns that I may have with them.
(D) Know that further guidance, together with copies of the policies, are available on the school network. (E) Understand the responsibilities of staff in this area and the issues that may arise. Signed _____ Date _____