



SAFER RECRUITMENT & INDUCTION OF NEW STAFF POLICY

Rationale

This Safer Recruitment and Induction of New Staff Policy has been produced in line with the current edition of Keeping Children Safe in Education (KCSIE), the Independent School Standards Regulations and relevant safeguarding legislation. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

This policy should be read in conjunction with the school's policies for:

- Equality, Diversity and Inclusion Policy
- Safeguarding and Child Protection Policy
- Staff Handbook
- Staffing Policy

Recruitment and Selection Policy Statement

Ayscoughfee Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The Headteacher and Governors are committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. We recognise that a motivated and committed workforce with appropriate knowledge, skills, experience and ability to perform the role is critical to the School's performance and fundamental to the delivery of a high-quality service.

Purpose

To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and economic manner. To achieve this purpose, those responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Scope

This policy applies to both staff and Governors responsible for and involved in the recruitment and selection of all employees. The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headteacher for appointing staff other than those to the leadership group.

Aims and Objectives

- To ensure that the safeguarding and welfare of children and young people take place at each stage of the process.
- To ensure a consistent and equitable approach to the appointment of all School staff.
- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.

Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high-quality service.
- The job description and person specification are essential tools and will be used throughout the process.
- Employees will be recruited on the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel with at least two members but preferably with three, dependent upon the position being recruited for.
- Selection will be based on a minimum of completed application form, short listing, interview, appropriate checks having been completed, including online and social media checks, and satisfactory references.
- Monitoring and Evaluation are essential for assessing the effectiveness of the process.
- All posts will be advertised and the decision on how to advertise the post will rest with the Staffing Sub-Committee.
- All advertisements will carry a safeguarding statement.
- In line with the Equality Act (2010), the School will make reasonable adjustments to its recruitment process if an applicant makes us aware they have a disability (this will apply to the entire recruitment process, from advertisement to appointment).
- Legislation in relation to confidentiality and data protection will be adhered to at all times.

Pre-recruitment Process

Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the School. The first experience an individual has is important; therefore, the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants.
- Give successful applicants a clear understanding of the post and what is expected of them.
- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the School's commitment to safeguard children and young people.

Application Form

A standard application form, produced by the School, will be used to obtain a common set of core data from all applicants.

The candidates must sign a declaration that:

- They understand that the post is exempt from the Rehabilitation of Offenders Act 1974 and if appointed will be required to give consent for the School to check criminal record status through independent verification (e.g. Disclosure and Barring Service DBS).
- Personal information in the application form will only be used for the purposes of recruitment and selection and will be held and processed in accordance with UK Data Protection legislation and will be kept in strict confidence.
- Any offer of employment is subject to the School being satisfied with the outcome of these checks. They understand any appointment can only be confirmed once a DBS certificate, verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK and satisfactory references have been received by the School.

Job Description and Person Specification

An accurate job description is required for all posts.

A person specification, which is a profile of the necessary requirements for the post, is also required for all posts.

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee. References will be sought on candidates and will be obtained, as far as possible, before interview, so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview. When collecting references, the following will apply:

- The School will send out reference pro-forma to all referees.
- Open references, e.g. references addressed 'to whom it may concern' or 'Dear Sir/Madam' will not be accepted.
- There must be two references obtained, one of which must be the current or most recent employer where applicable.
- Where an applicant is not working with children, but has done so in the past, a reference from that employer will be required.
- Where a reference is received by email, a phone call will be made to ensure this has come from the person named as referee.

Reference requests will ask for the following information:

- Whether the candidate is considered suitable to work with children
- Information about any disciplinary findings relating to children
- Information about any safeguarding concerns
- Details of any substantiated allegations

Interviews

The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

When arranging interviews the School will:

- Ensure all candidates are assessed equally.
- Ensure the interview process is accessible to all candidates.
- Ensure quality in all aspects of the process.
- Make reasonable adjustments for candidates if needed.
- Carry out online searches on all shortlisted candidates as part of the School's due diligence process. Only publicly available information will be considered. Any concerns identified will be explored with the candidate during the interview process and recorded appropriately.
- Request candidates to complete a self-declaration regarding criminal history and suitability to work with children prior to interview in accordance with KCSIE.

Interview Panel

A minimum of two interviewers will form the interviewing panel, but preferably three. The members of the panel will:

- Have the necessary authority to make decisions about appointments.
- Be appropriately trained. At least one person conducting the interview will have successfully completed appropriate safer recruitment training in accordance with current KCSIE requirements. The training will be regularly refreshed to maintain current knowledge and understanding.

- Meet before the interviews to:
 - Reach a consensus about the required standard for the post to which they are appointing.
 - Consider the issues to be explored with each candidate and who on the panel will ask those questions.
 - Agree with their assessment criteria in accordance with the person specification.
 - Agree a standard set of questions in order to assess the candidates' suitability for the role. Where a candidate is known personally to a member of the selection panel, it will be declared before short-listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude towards children.
- Their ability to support the School's agenda for safeguarding and promoting the welfare of children.
- Gaps in the candidate's employment history.
- Concerns or discrepancies arising from the information provided by the candidate and / or a referee.
- Ask the candidate if they wish to declare anything in light of the requirement for a DBS Enhanced Disclosure.
- Any issues/questions arising from social media checks.

Conditional Offer of Appointment: Pre-Appointment Checks

The School will complete all checks required under Part 4 of the Education (Independent School Standards) Regulations and current KCSIE guidance, including identity, right to work, qualifications, enhanced DBS, barred list, prohibition from teaching, Section 128 and overseas checks where applicable.

An offer of appointment to the successful candidate will be conditional upon:

- The receipt of at least two satisfactory references
- Verification of the candidate's identity
- Verification of eligibility to work in the UK
- Verification of overseas checks where necessary
- Verification of qualifications
- Verification of professional status where required
- Verification of prohibition from teaching or management checks
- A check of DfE Barred list and a satisfactory DBS enhanced disclosure
- For teaching posts verification of successful completion of a 6-month probationary period.
- For non-teaching posts satisfactory completion of a 3-month probationary period.
- The School will verify that all new employees have the health and physical capacity for the role in accordance with relevant legislation.

All employees are required to inform the Headteacher immediately of any cautions, convictions, investigations, orders, restrictions or circumstances that may affect their suitability to work with children.

DBS Certificates

The School must have seen the DBS certificate information before appointment is confirmed. Therefore, until such time as the School has seen the original certificate, appropriate measures to safeguard children must be put in place as described in the *ISI Commentary on the Regulatory Requirements* and recorded in the single central register. The regulatory

requirement for the single central register is that the 'date on which the certificate was obtained' is recorded. This should therefore be the date that the School saw the original certificate and not the issue date.

Advice will be sought if a DBS Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

A barred list check is always needed if a DBS is not received before the start date, where a pre – existing DBS is accepted under the 3-month rule or where a pre-existing DBS check is accepted from a candidate who has subscribed to the DBS update service.

All checks will be:

- Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations);
- Recorded on the School's single central register
- Followed up where they are unsatisfactory or there are discrepancies in the information provided where:
 - The candidate is found to be on DfE Barred List, or the DBS Disclosure shows they have been disqualified from working with children by a Court; or,
 - An applicant has provided false information in, or in support of, their application; or,
 - There are serious concerns about an applicant's suitability to work with children, the School will seek advice regarding the process to follow. Referrals will be made to the police and / or the DfE Children's Safeguarding Operations Unit where necessary.

For appointments for candidates who will be working in the Early Years, Foundation Stage, an enhanced DBS certificate with barred list check **must** be obtained by the school before the candidate is permitted to work with children.

Single Central Register

The Bursar will maintain the School's Single Central Register. The Headteacher and a nominated Governor will undertake periodic audits of the register to ensure it remains accurate, complete and compliant with current statutory requirements.

(See Appendix 1 for Appointment Checklist.)

Candidates Who Have Lived and Worked Overseas

The School will make further checks on any candidate who has lived, worked or studied overseas so that any relevant events which may have occurred outside the UK can be considered. This may include obtaining a 'statement of good conduct' (sometimes referred to as a certificate of good repute) that relates to the time the candidate resided in that country. The exception is a candidate who is serving/living with someone who is serving in the armed forces during that time. A candidate will be asked to apply and pay for this statement, after an offer of employment is made. Candidates to be interviewed will be alerted to this requirement prior to interview.

Childcare Disqualification

Where relevant to the role, the School will undertake checks in accordance with the Childcare Act 2006 and associated Childcare Disqualification requirements. This is particularly relevant to staff working in EYFS provision and certain out-of-School childcare settings.

The School will determine whether childcare disqualification requirements apply to each role and maintain appropriate records.

Right to Work in the UK

In all cases, a right to work in the UK check must be carried out prior to any applicant being

permitted to start work and is carried out as part of the interview process. The Bursar is required to see the applicant's original documents, with the applicant present, and check that:

- The documents are genuine, original and unchanged and belong to the person who has provided them.
- The dates for the applicant's right to work in the UK have not expired.
- Photos are the same across all documents and look like the applicant.
- Dates of birth are the same across all documents.
- The applicant has permission to do the type of work being offered (including limit on the number of hours they can work).
- For students, they must provide evidence of their study and vacation times.
- If 2 documents give different names, the applicant has supporting documents showing why they are different, e.g., a marriage certificate or divorce decree.

Temporary or Cover Staff

Where temporary or cover staff are employed directly by AHS, we will complete all relevant checks for other employed staff. This will be recorded on the single central register.

Before taking on a member of supply staff provided by a supply agency, the School will ensure that the member of staff only begins to work when we have received written notification from the employment business that all the checks; identity, references, a check of previous employment history, enhanced disclosure, right to work in the UK, barred list/List 99, prohibition from teaching, prohibition from management, qualifications, overseas checks that we do on our staff have been undertaken by the agency in relation to that person and to the extent relevant to that person. That an enhanced criminal record check has been made by it or another employment business and a certificate has been received in response to that check. We would also ask if that certificate disclosed any information. The School will obtain written confirmation from the employment business that all relevant safer recruitment checks have been completed and are satisfactory before the individual begins work.

We would only allow staff to work at School if the Headteacher/Governing body considers that person suitable for the work needed. A separate identity check of the person would be carried out by the School and recorded, to ensure they are the same person on whom the checks have been made.

Apprentices

Should the School recruit an apprentice through an apprenticeship provider, written confirmation will be obtained from the provider that the same checks have been carried out for the apprentice as the School would have carried out on its own staff. The School will also check the person presenting themselves for work is the same person on whom the checks have been made. This will be recorded on the School Single Central Register.

Volunteers

We recognise that many parents and other volunteers help regularly in the classroom and with activities associated with AHS and, in so doing, provide us with much needed and valuable support. All volunteers that come into close contact or regular contact with children will be asked to complete a DBS Enhanced Disclosure Form. The level of safeguarding checks required for volunteers will be determined through consideration of the nature, frequency, regularity and level of contact with children.

The Headteacher will use her skills and knowledge to consider the suitability of the person volunteering their time and skills to the School. Under no circumstances will volunteers be allowed to work unsupervised with children until a satisfactory DBS Enhanced Disclosure has been obtained.

Visitors

Individuals working at School but employed by a third party e.g. nurse or psychologist should have been checked by their employment organisation. We would always ensure that they were expected and the correct paperwork had been carried out for them to be able to work with children. Identity would also be checked on arrival. Prevent requires that visiting speakers are suitable and appropriately supervised, we ensure this is the case at Ayscoughfee Hall School. Regular visitors have a DBS Enhanced Disclosure, other visitors are listed and a Risk Assessment suitability completed, they will be accompanied when in School with children.

Student teachers/ work experience pupils will have been checked by their university/School. **All visitors must have their identity checked when arriving at School, follow the School's sign-in procedure and be given the appropriate coloured lanyard to be worn by the visitor at all times.**

Governors

Members of the Governing Body and Proprietors will be subject to the checks required under the Independent School Standards Regulations. These include identity verification, enhanced DBS checks, Section 128 checks and any other checks required by current legislation.

Contract Staff

The School will undertake a risk assessment and obtain appropriate assurances regarding contractors. DBS and barred list checks will be undertaken where required by legislation and the nature of the work. If application has been made for a DBS check, but the certificate has not yet been received, the onus is on the Headteacher to ensure that such staff do not pose a risk to children. Such staff must not start work until they have received a satisfactory DBS barred list check. Catering staff details are recorded on the single central register. An identity check will also be carried out by the School to confirm that the individual arriving is the individual that the contractor informed them would be arriving.

Occasional/Temporary Building Contractors

Children should not be allowed in areas where builders are working, for health and safety reasons, so these workers should have no contact with children. However, the School will ensure that arrangements are in place with contractors, via the contract where possible, to make sure that if any of the contractors' staff come into contact with children they undergo appropriate checks. For contractors who have the opportunity for regular contact with children they must be enhanced DBS checked. An identity check will also be carried out by the School to confirm that the individual arriving is the individual that the contractor informed them would be arriving. Unchecked contractors should under no circumstances be allowed to work unsupervised, the School is responsible for determining the appropriate level of supervision depending on the circumstances.

Compliance with Data Protection

The School will process personal data collected during the recruitment process in accordance with our Data Protection Policy. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide whom to offer the job.

Equality, Diversity and Inclusion

AHS is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair as outlined in the Equality Act 2010. Recruitment and selection procedures will be reviewed on a regular basis to ensure that no applicant experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; sex; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our School and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's

range of life experiences when devising and implementing School policies and procedures. We do not enquire about the specific health of an applicant for a job until a job offer has been made, unless the questions are specifically related to an intrinsic function of the work - for example ensuring that applicants for a PE teaching post have the physical capability to carry out the duties and establishing a teachers' general fitness and ability to teach as required by the Health Standards (England) Regulations 2003.

Post-Appointment Induction

There will be an induction programme including safeguarding for all staff newly appointed to the School, regardless of previous experience. All staff are made aware that the School and grounds are a non-smoking environment.

Induction of New Staff

Induction is the effective introduction of a colleague to their role within the School.

This policy is intended for all teaching and non-teaching staff and, where applicable, volunteers. It is also for the use of employees returning after a period of absence, including maternity and paternity leave. All staff and new staff are invited to help shape the programme of support to ensure that it meets not only the government's guidelines but also serves to meet common and individual needs of the School's employees. The comments of new and existing staff are welcome to help shape future induction procedures.

It is the School's aim that staff enjoy their time at the School, find it stimulating and worthwhile and feel that they are members of a successful and hardworking team. The School aims to enable staff to achieve a high standard of performance within the shortest possible time and to be familiar with the targets and objectives of the School development plan. The School's induction procedures are designed to help to make this happen. The School recognises that pupils achieve most from well-informed, highly motivated staff. New staff will be supported during their induction period, which will vary according to the role and experience of each member of staff.

The aim of this policy is to ensure that the induction programme covers all the required topics and enables new staff to assimilate information about the School and its working practices as quickly and easily as possible. The induction programme should enable new staff to contribute to the maintenance of high standards of performance and support strongly the aims and ethos of the School.

Induction is the beginning of a process of ongoing professional development, to which the School is thoroughly committed. This includes the provision of support, training, appraisal and opportunities for career development.

The specific aims of the School's induction of new staff are:

- To ensure an understanding of the School's aims and values and how they impact on the implementation of School policy.
- To provide the individual with relevant School information.
- To ensure effective implementation of School policies and procedures.
- To ensure an understanding of safeguarding, both in terms of national requirements and also their implementation in the School.
- To ensure implementation of the School's health and safety routines and requirements, including risk assessments.
- To identify the role the individual will play within the School.
- To learn more about the individual and his or her immediate long-term professional needs and aspirations.
- To explain what the School can and will do to help the individual make an effective contribution to the School.

Responsibilities

The Deputy Head will take overall responsibility for the induction process and will organise an appropriate mentor for the new teaching staff member. The School's Staff Handbook, Staff Code of Conduct, Safeguarding and Child Protection Policy including KCSIE, Whistleblowing, Anti Bullying, Restrictive Intervention and Reasonable Force, Data Protection, Health and Safety, Social Media, Behaviour, Online Safety, Acceptable Use of IT, Allergy Safety and Anaphylaxis, Mobile Phone and Smart Devices policy and leaflet will be handed over to the new staff member and important items pointed out. Checklists for the induction of staff and the varying roles that they are taking on in School will be followed as part of the Induction Programme. All new staff will receive safeguarding induction before working unsupervised with children. Induction checklists for different roles in School can be found in Appendix 2.

Safeguarding induction will include:

- Keeping Children Safe in Education (Part One or Annex A as appropriate and determined by the School)
- The Staff Code of Conduct
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Online Safety arrangements
- Whistleblowing procedures
- Children Missing Education procedures
- The identity and role of the DSL and Deputy DSLs
- The School's attendance expectations and safeguarding responsibilities

The Mentor's Role

The mentor will support the new staff member by:

- Meeting regularly, focus of meetings to be agreed by participants
- Providing informal support
- Referring the new staff member to others for support as appropriate
- Liaising with the Headteacher on a regular basis

Monitoring and Evaluating

All participants complete the induction record form as part of the induction process.

The Deputy Head, the mentor and new staff member will evaluate the induction process. The results will be used to inform and refine the process and practice for future candidates.

Monitoring and Review

This policy will be regularly reviewed by the Governing Body and updated in line with Ayscoughfee Hall School's Policy Schedule.

This policy has been updated and will be used in draft form pending ratification by the Board of Governors

Any reference to the word 'School' implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS

PREPARED BY	AUTHORISED BY	LAST REVIEWED	REVIEW DATE	NO. OF PAGES
SMT	Theresa Wright	Autumn 2026	Autumn 2027	9

Appendix 1**Ayscoughfee Hall School - Appointment Checklist - CONFIDENTIAL**

Name:

Date of Birth:

Role:

Start Date:

	Date	Details	Seen / Checked	Signature	Copy in file?
Application Form/CV					
Self-Declaration regarding criminal history					
Check for any gaps in employment history					
Lived or worked outside the UK?					
Online Searches & Social Media Checks					
Record of Interview					
Reference 1					
Reference 2					
Qualifications					
Photo ID					
Right to work in UK					
Medical Statement					
Address confirmation					
Appointment letter					
Contract Issued & Signed					
Emergency Information form completed					
Payroll form completed					
Enrolled to pension scheme (where applicable)					
Staff Handbook issued and signed as read					
Staff Code of Conduct issued and signed as read					
Prohibited list check					
Prohibition from management check					
Staff disqualification form					
Safeguarding Policy issued and signed as read					

Date DBS applied for:

Date DBS seen:

DBS Number:

Signed_____

Date:

Appendix 2 Ayscoughfee Hall School – Qualified Teacher Induction Checklist and Record Form

Staff Name _____

Start Date _____

Focus	Tick when complete	Follow up / further question
Introduction to staff	☐	
Tour of the school	☐	
Received, explained and understood; Staff Handbook and paper copies of other policies; Safeguarding and Child Protection, Whistleblowing, Staff Code of Conduct, Anti-Bullying, Restrictive Intervention & Reasonable Force, Data Protection, Health and Safety, Social Media, Behaviour, Online Safety, Acceptable Use of IT, Allergy Safety & Anaphylaxis, Mobile Phone and Smart Devices Policy and Mobile Phone Leaflet	☐	
Show: Staff Drive A8 Policy Folder	☐	
Show: Staff Drive A20 Health and Safety & Risk Assessment Folder	☐	
Read and understood Keeping Children Safe in Education (KCSIE) 2026 Part One in full and signed declaration to confirm understanding	☐	
Key safeguarding risks discussed, including child-on-child abuse, sexual harassment, online abuse, exploitation, radicalisation, county lines, mental health concerns and children missing education.	☐	
Designated Safeguarding Lead (DSL), Theresa Wright and Deputy (DSL) Jackie Jeffries	☐	
Procedures for reporting safeguarding concerns explained, including immediate reporting expectations and use of My Concern.	☐	
Staff understand how to respond to a disclosure, including listening, reassuring, recording accurately and not investigating or asking leading questions.	☐	
Attendance procedures and responsibilities relating to Children Missing Education (CME) explained.	☐	
PREVENT Training	☐	
ENABLE – Keeping Children Safe in Lincolnshire	☐	
Explain fire evacuation procedures	☐	
Equality, Diversity and Inclusion Policy explained, including staff responsibilities in promoting inclusion and preventing discrimination.	☐	
SEND and EAL responsibilities discussed and understood.	☐	
Online safety, including the school's filtering and monitoring systems, staff responsibilities and procedures for reporting online safety concerns.	☐	
Procedures for pupils with allergies, anaphylaxis, asthma and other medical conditions explained.	☐	
Planning – long-term overview/topics, medium and short-term plans and expectations of saving these on the staff drive/emailing to the Headteacher	☐	
School schemes – White Rose/Spelling/Kapow//PSHE/TTRS	☐	
Assessment folders	☐	

NTS assessment tests	☐	
SONAR	☐	
Class weekly timetable and TA timetables	☐	
Reading diaries	☐	
Daily and Weekly routines – Rotas/ Duties / Staff Noticeboard / Star of the Week / Newsletter / Assemblies / Forest School / school calendar	☐	
After-school clubs / wider school commitments (PTFA events)	☐	
Staff email, log-ins and passwords	☐	
School security / door codes and fobs	☐	
Introduction to the Governors	☐	
Introduction to mentor	☐	
Lesson observation by the Headteacher	☐	
Review meeting with the Headteacher	☐	

Declaration

I confirm that I have completed my staff induction and have received, read and understood the policies and procedures identified above.

I confirm that I have read Keeping Children Safe in Education (KCSIE) 2026 Part One in full and understand my safeguarding responsibilities.

I understand who the school's Designated Safeguarding Lead and Deputy Designated Safeguarding Lead(s) are and how to report a safeguarding concern.

I understand the procedures for reporting concerns about the behaviour of adults working in or on behalf of the school, including low-level concerns, allegations and whistleblowing.

I understand my responsibilities under these policies and agree to follow them in the course of my employment. If I have any questions or require further clarification, I will seek guidance from the DSL, Deputy DSL or Headteacher.

Employee Name: _____

Signature: _____ Date: _____

Signed: Deputy Head/Induction Lead: _____ Date: _____

Staff Name _____

Start Date _____

Focus	Tick when complete	Follow up / further question
Introduction to staff	☐	
Tour of the school	☐	
Received, explained and understood; Staff Handbook and paper copies of other policies; Safeguarding and Child Protection, Whistleblowing, Staff Code of Conduct, Anti-Bullying, Restrictive Intervention & Reasonable Force, Data Protection, Health and Safety, Social Media, Behaviour, Online Safety, Acceptable Use of IT, Allergy Safety & Anaphylaxis, Mobile Phone and Smart Devices Policy and Mobile Phone Leaflet	☐	
Show: School Staff Drive	☐	
Show: Staff Drive A8 Policy Folder	☐	
Show: Staff Drive A20 Health and Safety & Risk Assessment Folder	☐	
Read and understood Keeping Children Safe in Education (KCSIE) 2026 Part One in full and signed declaration to confirm understanding	☐	
Key safeguarding risks discussed, including child-on-child abuse, sexual harassment, online abuse, exploitation, radicalisation, county lines, mental health concerns and children missing education.	☐	
Designated Safeguarding Lead (DSL), Theresa Wright and Deputy (DSL) Jackie Jeffries	☐	
Procedures for reporting safeguarding concerns explained, including immediate reporting expectations and use of My Concern.	☐	
Staff understand how to respond to a disclosure, including listening, reassuring, recording accurately and not investigating or asking leading questions.	☐	
Attendance procedures and responsibilities relating to Children Missing Education (CME) explained.	☐	
PREVENT Training	☐	
ENABLE – Keeping Children Safe in Lincolnshire	☐	
Explain fire evacuation procedures	☐	
Equality, Diversity and Inclusion Policy explained, including staff responsibilities in promoting inclusion and preventing discrimination.	☐	
SEND and EAL responsibilities discussed and understood.	☐	
Online safety, including the school's filtering and monitoring systems, staff responsibilities and procedures for reporting online safety concerns.	☐	
Procedures for pupils with allergies, anaphylaxis, asthma and other medical conditions explained.	☐	
Class weekly timetable and TA timetables	☐	
Show : where the resources/stock cupboard, photocopier and laminator are located and how to use them safely.	☐	
Reading diaries	☐	

Daily and Weekly routines – Rotas/ Duties / Staff Noticeboard / Star of the Week / Newsletter / Assemblies / Forest School / school calendar	☐	
After-school clubs / wider school commitments (PTFA events)	☐	
Staff email, log-ins and passwords	☐	
School security / door codes and fobs	☐	
Introduction to the Governors	☐	
Introduction to mentor	☐	
Review meeting with the Headteacher	☐	

Declaration

I confirm that I have completed my staff induction and have received, read and understood the policies and procedures identified above.

I confirm that I have read Keeping Children Safe in Education (KCSIE) 2026 Part One in full and understand my safeguarding responsibilities.

I understand who the school's Designated Safeguarding Lead and Deputy Designated Safeguarding Lead(s) are and how to report a safeguarding concern.

I understand the procedures for reporting concerns about the behaviour of adults working in or on behalf of the school, including low-level concerns, allegations and whistleblowing.

I understand my responsibilities under these policies and agree to follow them in the course of my employment. If I have any questions or require further clarification, I will seek guidance from the DSL, Deputy DSL or Headteacher.

Employee Name: _____

Signature: _____ Date: _____

Signed: Deputy Head/Induction Lead: _____ Date: _____

Staff Name _____ Start Date _____

Focus	Tick when complete	Follow up / further question
Introduction to staff	☐	
Tour of the school	☐	
Received, explained and understood; Staff Handbook and paper copies of other policies; Safeguarding and Child Protection, Whistleblowing, Staff Code of Conduct, Anti-Bullying, Restrictive Intervention & Reasonable Force, Data Protection, Health and Safety, Social Media, Behaviour, Online Safety, Acceptable Use of IT, Allergy Safety & Anaphylaxis, Mobile Phone and Smart Devices Policy and Mobile Phone Leaflet	☐	
Show: School Staff Drive	☐	
Show: Staff Drive A8 Policy Folder	☐	
Show: Staff Drive A20 Health and Safety & Risk Assessment Folder	☐	
Read and understood Keeping Children Safe in Education (KCSIE) 2026 Part One in full and signed declaration to confirm understanding	☐	
Key safeguarding risks discussed, including child-on-child abuse, sexual harassment, online abuse, exploitation, radicalisation, county lines, mental health concerns and children missing education.	☐	
Designated Safeguarding Lead (DSL), Theresa Wright and Deputy (DSL) Jackie Jeffries	☐	
Procedures for reporting safeguarding concerns explained, including immediate reporting expectations and use of My Concern.	☐	
Staff understand how to respond to a disclosure, including listening, reassuring, recording accurately and not investigating or asking leading questions.	☐	
Attendance procedures and responsibilities relating to Children Missing Education (CME) explained.	☐	
PREVENT Training	☐	
ENABLE – Keeping Children Safe in Lincolnshire	☐	
Explain fire evacuation procedures	☐	
Equality, Diversity and Inclusion Policy explained, including staff responsibilities in promoting inclusion and preventing discrimination.	☐	
Online safety, including the school's filtering and monitoring systems, staff responsibilities and procedures for reporting online safety concerns.	☐	
Procedures for pupils with allergies, anaphylaxis, asthma and other medical conditions explained.	☐	
Show : where the resources/stock cupboard, photocopier and laminator are located and how to use them safely.	☐	

Daily and Weekly routines – Rotas/ Duties / Staff Noticeboard / Star of the Week / Newsletter / Assemblies / Forest School / school calendar	☐	
After-school clubs / wider school commitments (PTFA events)	☐	
Staff email, log-ins and passwords	☐	
School security / door codes and fobs	☐	
Introduction to the Governors	☐	
Introduction to mentor	☐	
Review meeting with the Headteacher	☐	

Declaration

I confirm that I have completed my staff induction and have received, read and understood the policies and procedures identified above.

I confirm that I have read Keeping Children Safe in Education (KCSIE) 2026 Part One in full and understand my safeguarding responsibilities.

I understand who the school's Designated Safeguarding Lead and Deputy Designated Safeguarding Lead(s) are and how to report a safeguarding concern.

I understand the procedures for reporting concerns about the behaviour of adults working in or on behalf of the school, including low-level concerns, allegations and whistleblowing.

I understand my responsibilities under these policies and agree to follow them in the course of my employment. If I have any questions or require further clarification, I will seek guidance from the DSL, Deputy DSL or Headteacher.

Employee Name: _____

Signature: _____ Date: _____

Signed: Deputy Head/Induction Lead: _____ Date: _____

Staff Name _____ Start Date _____

Focus	Tick when complete	Follow up / further question
Introduction to staff	☐	
Tour of the school	☐	
Received, explained and understood; Staff Handbook and paper copies of other policies; Safeguarding and Child Protection, Whistleblowing, Staff Code of Conduct, Anti-Bullying, Restrictive Intervention & Reasonable Force, Data Protection, Health and Safety, Social Media, Behaviour, Online Safety, Acceptable Use of IT, Allergy Safety & Anaphylaxis, Mobile Phone and Smart Devices Policy and Mobile Phone Leaflet	☐	
Show: Staff Drive A8 Policy Folder	☐	
Show: Staff Drive A20 Health and Safety & Risk Assessment Folder	☐	
Read and understood Keeping Children Safe in Education (KCSIE) 2026 Part One in full and signed declaration to confirm understanding	☐	
Key safeguarding risks discussed, including child-on-child abuse, sexual harassment, online abuse, exploitation, radicalisation, county lines, mental health concerns and children missing education.	☐	
Designated Safeguarding Lead (DSL), Theresa Wright and Deputy (DSL) Jackie Jeffries	☐	
Procedures for reporting safeguarding concerns explained, including immediate reporting expectations and use of My Concern.	☐	
Staff understand how to respond to a disclosure, including listening, reassuring, recording accurately and not investigating or asking leading questions.	☐	
Attendance procedures and responsibilities relating to Children Missing Education (CME) explained.	☐	
PREVENT Training	☐	
ENABLE – Keeping Children Safe in Lincolnshire	☐	
Explain fire evacuation procedures	☐	
Equality, Diversity and Inclusion Policy explained, including staff responsibilities in promoting inclusion and preventing discrimination.	☐	
SEND and EAL responsibilities discussed and understood	☐	
Online safety, including the school's filtering and monitoring systems, staff responsibilities and procedures for reporting online safety concerns.	☐	
Procedures for pupils with allergies, anaphylaxis, asthma and other medical conditions explained.	☐	
Staff email, log-ins and passwords	☐	
School security / door codes and fobs	☐	
Introduction to the Governors	☐	
Introduction to mentor	☐	
Review meeting with the Headteacher	☐	

Declaration

I confirm that I have completed my staff induction and have received, read and understood the policies and procedures identified above.

I confirm that I have read Keeping Children Safe in Education (KCSIE) 2026 Part One in full and understand my safeguarding responsibilities.

I understand who the school's Designated Safeguarding Lead and Deputy Designated Safeguarding Lead(s) are and how to report a safeguarding concern.

I understand the procedures for reporting concerns about the behaviour of adults working in or on behalf of the school, including low-level concerns, allegations and whistleblowing.

I understand my responsibilities under these policies and agree to follow them in the course of my employment. If I have any questions or require further clarification, I will seek guidance from the DSL, Deputy DSL or Headteacher.

Employee Name: _____

Signature: _____ Date: _____

Signed: Deputy Head/Induction Lead: _____ Date: _____

Appendix 6 Ayscoughfee Hall School – Site Staff / Cleaners Induction Checklist and Record Form

Staff Name _____ **Start Date** _____

Focus	Tick when complete	Follow up / further question
Introduction to staff	☐	
Tour of the school	☐	
Received, explained and understood; Staff Handbook and paper copies of other policies; Safeguarding and Child Protection, Whistleblowing, Staff Code of Conduct, Anti-Bullying, Restrictive Intervention & Reasonable Force, Data Protection, Health and Safety, Social Media, Behaviour, Online Safety, Acceptable Use of IT, Allergy Safety & Anaphylaxis, Mobile Phone and Smart Devices Policy and Mobile Phone Leaflet	☐	
Show: Staff Drive A8 Policy Folder	☐	
Show: Staff Drive A20 Health and Safety & Risk Assessment Folder	☐	
Read and understood Keeping Children Safe in Education (KCSIE) 2026 Part One in full and signed declaration to confirm understanding	☐	
Key safeguarding risks discussed, including child-on-child abuse, sexual harassment, online abuse, exploitation, radicalisation, county lines, mental health concerns and children missing education.	☐	
Designated Safeguarding Lead (DSL), Theresa Wright and Deputy (DSL) Jackie Jeffries	☐	
Procedures for reporting safeguarding concerns explained, including immediate reporting expectations and use of My Concern.	☐	
Staff understand how to respond to a disclosure, including listening, reassuring, recording accurately and not investigating or asking leading questions.	☐	
Attendance procedures and responsibilities relating to Children Missing Education (CME) explained.	☐	
PREVENT Training	☐	
ENABLE – Keeping Children Safe in Lincolnshire	☐	
Explain fire evacuation procedures	☐	
Equality, Diversity and Inclusion Policy explained, including staff responsibilities in promoting inclusion and preventing discrimination.	☐	
Online safety, including the school's filtering and monitoring systems, staff responsibilities and procedures for reporting online safety concerns.	☐	
Procedures for pupils with allergies, anaphylaxis, asthma and other medical conditions explained.	☐	
Staff email, log-ins and passwords	☐	
School security / door codes and fobs	☐	
Show: Cleaning cupboard and equipment	☐	
COSHH Policy	☐	
Introduction to the Governors	☐	
Introduction to mentor	☐	
Review meeting with the Headteacher	☐	

Declaration

I confirm that I have completed my staff induction and have received, read and understood the policies and procedures identified above.

I confirm that I have read Keeping Children Safe in Education (KCSIE) 2026 Part One in full and understand my safeguarding responsibilities.

I understand who the school's Designated Safeguarding Lead and Deputy Designated Safeguarding Lead(s) are and how to report a safeguarding concern.

I understand the procedures for reporting concerns about the behaviour of adults working in or on behalf of the school, including low-level concerns, allegations and whistleblowing.

I understand my responsibilities under these policies and agree to follow them in the course of my employment. If I have any questions or require further clarification, I will seek guidance from the DSL, Deputy DSL or Headteacher.

Employee Name: _____

Signature: _____ Date: _____

Signed: Deputy Head/Induction Lead: _____ Date: _____