

Gloucestershire Safeguarding Children Partnership



Safeguarding in Education

Safeguarding Induction Pack for Staff in Educational Settings

Keeping Children Safe in Education (2025) gives Designated Safeguarding Leads (DSLs) responsibility for ensuring that new staff receive a safeguarding induction. This should brief them on the safeguarding arrangements within the school and their individual responsibilities for safeguarding and promoting the welfare of children as well as reacting to child protection concerns.

Governing bodies and proprietors should ensure that all staff undergo safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring at induction. This can be undertaken either through face to face training as a whole setting which can be arranged by contacting the Safeguarding in Education Team via gsep@gloucestershire.gov.uk or by attending Level One virtual training via the GSCP training platform.

To assist the Designated Safeguarding Lead, Gloucestershire Safeguarding in Education Partnership (GSEP) have produced the following resources:-

- Safeguarding Induction Presentation for new staff and volunteers (PowerPoint)
- Safeguarding Children – Quick Reference for new staff and volunteers (leaflet)

The safeguarding induction should also include sharing the setting's child protection policy, the behaviour policy, the staff behaviour policy (sometimes called a code of conduct); the guidance on safer working practice; the safeguarding response to children who go missing from education; and the role of the designated safeguarding lead (including identity of the designated safeguarding lead and any deputies). Copies of policies and a copy of Part one and Annex B* of Keeping Children Safe in Education should be provided to staff at induction.

*or Annex A if appropriate (KCSiE 2021 onwards)

INDUCTION CHECKLIST

NAME OF STAFF MEMBER.....

	SIGNATURE	DATE
New staff member details entered onto Single Central Record		
New staff member given a copy of Child Protection Policy and signed to say received/read		
New staff member given a copy of the behaviour policy and signed to say received/read		
New staff member given a copy of the staff behaviour policy (sometimes called the code of conduct) and signed to say received/read		
New staff member given a copy of guidance for Safer working practice and signed to say received/read		
New staff member undertaken Child Protection training (basic awareness)		
New staff member given copies of all other safeguarding policies as appropriate		
New staff member given 'quick reference guide'		
New staff member given Working Together to Safeguard Children (2023)		
New staff member given copy of Keeping Children Safe in Education (Part 1 & Annex B) or alternatively Annex A if appropriate		
New staff member given copy of Keeping Children Safe in Education (Section 5)		
New staff member given copy of the safeguarding response to children who go missing from education		
New staff member given an outline of the role of the DSL (including identity of the DSL and any deputies)		
New staff member introduced to the DSL and DDSLs		