

Springbank Academy



Where dreams are realised and success is celebrated

Our whole school vision is:

Springbank Academy is a place where all of our children and staff will have the opportunity to excel. Everyone will be safe, happy and cared for. Our curriculum and values will inspire everyone in the school family to be motivated and curious learners and offer core skills, knowledge and enrichment to enable all to gain the foundations for a quality future and a love for life-long learning.

Induction Checklist for Safeguarding

October 2025

Policy Lead: Dawn Wigley



Springbank Academy is committed to equal opportunities for all. It is our aim that every policy is written to have a positive impact on every child/all children irrespective of race; religion; gender; sexual orientation or age.

Springbank = success for all

There is a key that unlocks every child's learning, our job is to find that key.

Every staff member and governor must take the responsibility and accountability to ensure the procedures within this policy are delivered and implemented as per Springbank Academy Policy.

Induction of Staff - Checklist for Safeguarding

Name of Employee:.....

Name of School:..... Post:.....

Start Date of Employment:...../...../20....

Name of line manager responsible for induction:.....

Name of Head Teacher:.....

This safeguarding checklist should be used to supplement the general arrangements schools have in place for the induction of all school employees, volunteers and all governors. This checklist is included as Appendix 3 in the Nottinghamshire School Staff Induction Policy located on the School Portal.

Induction of Staff – Checklist for Safeguarding	Date	Check
1. Employee informed that the senior designated safeguarding lead in school is.....		<input type="checkbox"/>
2. Inform staff of the procedure in school for reporting safeguarding concerns, including the procedure if the head teacher and designated safeguarding lead are absent		<input type="checkbox"/>
3. Advised of and discuss the following school policies, covering the agreed procedures and expectations of staff under each one: <ul style="list-style-type: none">- Employee Code of Conduct (including the mandatory duty for reporting Female Genital Mutilation (FGM) and the Prevent Duty)- Whistleblowing and Confidential Reporting Policy- Anti-bullying- Anti-racism- Homophobic and Transphobic- Physical intervention- School IT Policy, Internet safety (including Social Media and Internet Usage Policy))- Whole schools child protection policy including appendix templates- Allegations of abuse made against teachers and other staff – school/LA policies Included in the School Disciplinary Procedure)- Guidance on Visitors, including VIPs, to schools- All other policies available on the website		<input type="checkbox"/> <input type="checkbox"/>

Induction of Staff – Checklist for Safeguarding	Date	Check
4. Advised of and discuss all statutory guidance for schools and the responsibility of staff within them. <ul style="list-style-type: none"> - "Keeping Children Safe in Education" (latest edition) (Senior designated lead officer will ensure all staff read and are provided with a copy of at least part one of latest edition "Keeping Children Safe in Education") - Working Together to Safeguard Children (latest edition) - Dealing with Allegations of Abuse made against Teachers and other Staff. (Part 4 of the latest edition of KCSiE) - DBS process - Disqualification under the Childcare Act 2009 – explanation of ongoing responsibility to self-report to head teacher where circumstances change, including "by association". 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Advised and discussed the Nottinghamshire and Nottingham City Safeguarding Children Boards' Safeguarding Children's Procedures and how they can be accessed at www.nottinghamshire.gov.uk/nscb		<input type="checkbox"/>
6. Advised of and discuss the relevant paragraphs regarding safeguarding under the teacher standards. (See part 2 of the standards, 3 rd bullet point)		<input type="checkbox"/>
7. Arranged safeguarding training as detailed in Keeping Children Safe in Education (KCSIE) and the latest NSCB Training programme found at www.nottinghamshire.gov.uk/nscb <ol style="list-style-type: none"> a) To Include Whole School Safeguarding training for all school staff and for any governor responsible for leading on safeguarding b) Prevent Duty training for all school staff (on-line 20 minutes Channel training) c) Specific training for Designated Person for Safeguarding d) Recruitment and Selection training for staff, as required. (At least one member of any interview panel should have received appropriate training on safer recruitment). 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8. a) For Teachers – Explanation of the statutory induction and appraisal process/ link with pay b) For Support Staff – Explanation of the schools probation arrangements for new employees and the support and supervision / appraisal arrangements.		<input type="checkbox"/> <input type="checkbox"/>
Date Checklist fully completed		
Head teacher/line manager's signature:..... Date:.....		

Employee's signature: Date:.....