



Nettlesworth Primary School

VOLUNTEER AND STAFF INDUCTION POLICY

Induction and Supervision of Newly Appointed Staff

Rationale

Nettlesworth Primary school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Effective induction and supervision of staff is an essential element of this commitment.

1. Checks and vetting

Newly appointed staff must not start to work with children or young people until all appropriate checks and vetting procedures have been satisfactorily completed. It should only be in the most exceptional circumstances where this is not the case – for example where there is a pressing need for the appointee to take up post, but one aspect of vetting has not been able to be completed for a valid and accepted reason and all other checks indicate that there is no known reason why the person is not suitable to work with children. In such a case, a risk assessment must be agreed by a senior manager within the organisation or setting and the new appointee should not have unsupervised contact with children or young people until such time as the vetting process is satisfactorily completed.

2. Induction

All newly appointed staff should be provided with an induction programme appropriate to the roles and responsibilities of the post and regardless of the previous experience of the new member of staff. The induction programme will be planned and organised by the relevant line manager.

The purpose of induction is to:

- Provide information about the organisation's structure, policies and procedures
etc.
- Confirm the expectations of staff conduct

- Identify any support or training the new appointee may require to undertake and develop their new role
- Provide opportunities for the new appointee to discuss any issues, queries or concerns they may have about their role and responsibilities
- Enable the line manager or supervisor to identify and address any issues that may arise.

The programme of induction should include:

☐ An introduction to the organisation's and the local area's child protection and safeguarding policies and procedures. This should include being made aware of the identity and specific responsibilities of those staff with designated safeguarding responsibilities within the organisation and how any concerns, disclosures or allegations should be acted upon;

- Attendance at child protection training at a level appropriate to the appointee's work with children and previous/most recent training experience;
- Provision of information about safer working practice and clarification of the standards of behaviour and conduct expected within the organisation and for the specific role;
- Information about the organisation's whistle – blowing policy;
- The supervision, management and performance management systems that will apply to the post, including where and from whom advice, support and expertise can be sought, particularly in relation to safeguarding matters.

Record keeping

Newly appointed staff will need to sign to confirm they have received, read and understood the;

- ☐ child protection and safeguarding procedures
- ☐ safer working practices publication & Code of conduct
- ☐ Acceptable use policy 2025
- ☐ Keeping Children safe in Education 2025

Appendix 1

Newly Appointed Staff Induction programme

Dear,

Welcome to the team of Nettlesworth Primary School. We are delighted to have you as part of the staff team. We are an organisation that is committed to safeguarding and promoting the welfare of children and we expect all our staff and volunteers to share this commitment. An effective induction programme for all new staff and volunteers is an essential part of our safeguarding processes.

Your line manager is _____. They are responsible for organising, overseeing and reviewing your induction programme. Your induction programme will include;

- ☐ Staff structure chart
- ☐ Staff Code of Conduct for Working with Children
- ☐ Child Protection and safeguarding policy including Low Level Concerns
- ☐ Behaviour policy
- ☐ Anti-bullying policy
- ☐ An introduction to child protection and safeguarding from a member of Designated Child Protection team.
- ☐ An opportunity to discuss, identify and plan your training needs

We hope that this induction programme will help you to quickly settle into our Nettlesworth team and enable you to make a positive contribution to the lives of our children.

To be reviewed September 2026