



Harrietsham Church of England Primary School

Induction Policy

(For Staff, Children, Visitors and Volunteers and Work Experience)

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Responsibility:	Headteacher
Date approved by Governing Body:	September 2025
Governor signature:	Rebecca Emson (Chair)
Review date:	September 2026

Harrietsham Church of England Primary School

Induction Policy

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School Context:

Harrietsham CEP Vision Statement

We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

“Nurtured we flourish”

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children’s learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children’s lives.

Our Values

The roots of our vision are in the parable of the Mustard Seed.

‘The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches’.
Matthew 13 31-32

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

Love, Fellowship and Forgiveness

Aims of the Policy

This policy applies to all children, employees and also, as appropriate, to volunteers, agency staff and work experience students. Our Governors have a separate Governor Induction Policy.

All people joining Harrietsham Church of England Primary School will receive a tailored induction programme which will include appropriate information, training, observation, and mentoring.

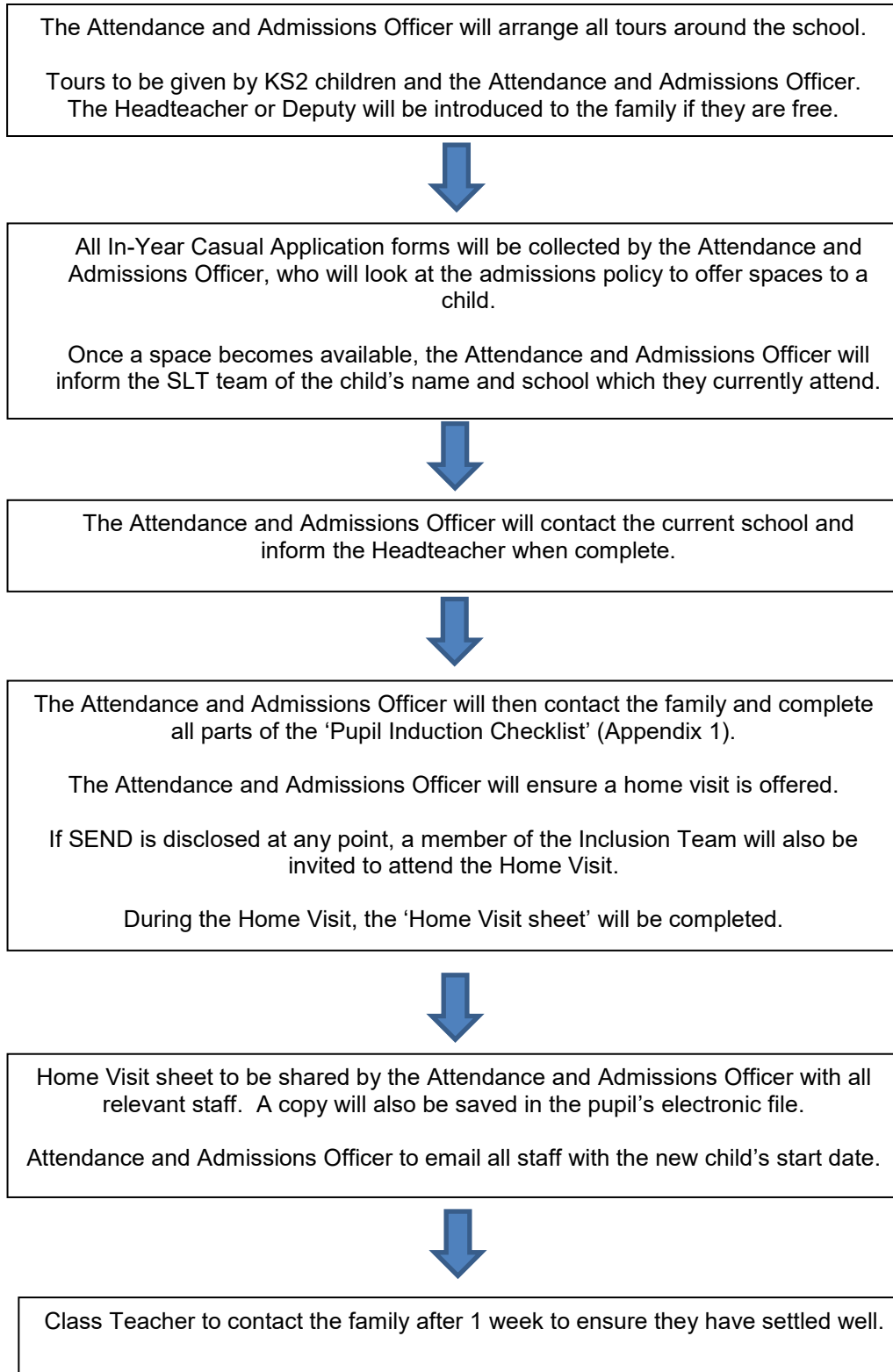
This policy shows a clear procedure for inducting every new member of our school family and a tick list to ensure that all relevant information is covered and to demonstrate who is responsible at each stage.

Safeguarding Children and Child Protection will feature prominently in every induction programme.

The first weeks and months are vital to the success of any transition. The arrangements made for introducing a child, new employee, volunteer or visitor to the duties of the post, and to the school as a whole, provide the foundation for successful and safe transition.

Induction of a Child

In – Year Induction



Induction of a Reception Child

Document checks are completed for all new children starting in reception, as allocated by KCC.



Home visits are organised for June or July, along with nursery visits by the EYFS Leader.

More frequent or extended meetings will be offered for children with additional needs (SEND/CP/Early Help/Complex Social Needs).

During the Home Visit, the 'Home Visit sheet' will be completed.



Home Visit sheet to be shared by the EYFS Leader with all relevant staff. A copy will also be saved in the pupil's electronic file.



Stay and Play sessions will be offered to all children and families.



During the Stay and Play sessions, parent information sessions are offered, focusing around daily routines, communication and talk, phonics, maths, learning through play and a general question session.



Our School has a bespoke transition plan to help the children to settle into their new school environment and learn the routines of the school day.

Parents will be informed of the arrangements specific to their child.

Pupil Induction Appendix

Appendix 1: In-Year Starters / Leavers Checklist

(Complete and file in pupil file)

Child's Name:	
Class and Year Group joining / leaving:	
Previous School / New School (delete as appropriate):	
Start / Leave Date (delete as appropriate):	

New Starters		
Action	By Whom	
Offer Letter sent to Parents	Attendance & Admissions Officer	
Start Date Confirmed	Attendance & Admissions Officer	
Notification sent to: <ul style="list-style-type: none"> Class Teacher SLT Admin Team (Child's name, new class, start date)	Attendance & Admissions Officer	
Create Pupil File: Add on Arbor / Download CTF	Attendance & Admissions Officer	
Send Arbor link to parents	Attendance & Admissions Officer	
Admissions Forms completed and checked	Attendance & Admissions Officer	
ID seen and copied	Attendance & Admissions Officer	
Tour / Welcome <ul style="list-style-type: none"> Prospectus given Lunch (Cost/Menu) Directed to School Website for info about school day, uniform, polices, extended care Uniform information given 	Attendance & Admissions Officer	
Religion / Dietary requirements updated on Arbor	Attendance & Admissions Officer	
Medical Needs updated on Arbor - Inclusion Leader Informed if necessary	Attendance & Admissions Officer	
Care Plan / Risk Assessment written if necessary	Inclusion Leader	
Previous school called: <ul style="list-style-type: none"> Any SEND Safeguarding 	Attendance & Admissions Officer	
DSL letter sent to previous school requesting files	Attendance & Admissions Officer	
Pupil File Received (Check includes previous school reports)	Attendance & Admissions Officer	
Home visit booked (Teacher and Admissions Officer – Teachers PPA)	Teacher to book and inform Attendance and Admissions Officer	
<u>Information given by Class Teacher:</u> <ul style="list-style-type: none"> PE (House/T-Shirt colour) PE and Forest School days Collection arrangements / walking home alone (if applicable) Trips (any upcoming?) Swimming (Any upcoming?) Clubs Take pack (apply for Pupil Premium) 		
Home Visit Form completed, copy sent to: <ul style="list-style-type: none"> SLT Admin Team Copy saved on CPOMs	Class Teacher	
CTF received	Attendance & Admissions Officer	

Leavers		
Action	By Whom	
Leaving Date Confirmed	Attendance & Admissions Officer	
Notification of leaving: <ul style="list-style-type: none"> Class teacher SLT Admin Team 	Attendance & Admissions Officer	
Debt chased	Finance and Office Manager	
Send workbooks home	Class Teacher	
Collect in school reading books	Class Teacher	
Leaving checks: <ul style="list-style-type: none"> New school (Call) New address (Parent notified us of a new address if moving) New contact details (If applicable) Proof of going abroad (If applicable) 	Attendance & Admissions Officer	
Email to Inclusion and Pastoral Leader when confirmed started at new school so Safeguarding and SEN files can be sent.	Attendance & Admissions Officer	
Safeguarding: <ul style="list-style-type: none"> Off-Roll Notification (Kelsi front door) <5 days for files Send pupil file Inclusion to advise any agency involvement	Attendance & Admissions Officer	
If Home-schooled, pupil files and documentation to LA.	Attendance & Admissions Officer	
Safeguarding files delivered (if necessary) Proof of receipt	Attendance & Admissions Officer	
SEND files delivered (if necessary) Proof of receipt	Attendance & Admissions Officer	
Unenroll on Arbor	Attendance & Admissions Officer	

Induction of a Staff Member

Once appointed, the Business Leader will start to fill out the Induction checklist and arrange the induction with relevant staff members.

If the newly appointed staff member is the Business Leader, another member of SLT will complete the induction.



Before starting the Business Leader will send the staff member links to the following to read before joining:

- KCSIE: Keeping Children Safe in Education
- CP and Safeguarding Policy
- Code of Conduct – read, sign and return slip
- Health and Safety Policy
- First Aid Policy
- Behaviour Policy
- ICT Acceptable Use Policy



If a teacher has an induction day prior to starting, they will have their initial induction and will be assigned a staff mentor to support them through getting to understand their role.

If not, on the morning that the new staff member starts in the school, this will happen then – before they officially start in their role.



Teaching Assistants - The class teachers will speak to the teaching assistant about their role in the classroom and the different children they have, including any interventions.

Teachers - The Deputy Headteacher will talk to the teacher about children, planning, preparation, interventions, data, curriculum and their role in the classroom and school.

Non-teaching staff – The Line Manager will spend time discussing the routines and systems they need to use to do their job effectively.



There will be a chance for a check-in after the first month of employment.

For Teaching Assistants and non-teaching staff, this will be with the Business Leader, Teachers will have this with the Headteacher.

Name	
Designation	
Date Started	
DBS Number	
Induction Complete – New Staff Sign Off	
Induction Complete – Sign Off by BL	

Staff Induction Appendix

Appendix 1: Induction checklist for new staff

To be completed by School Business Leader and saved in Personnel File

When?	Task	Completed?
Before the employee's first day	Identify who will be responsible for induction, including assigning 'buddies' and/or mentors	<input type="checkbox"/>
	Set up employee's: <ul style="list-style-type: none"> • IT/teams account / Email account • ID/security pass • Laptop (if applicable) • Working space (if applicable) 	<input type="checkbox"/>
	Make sure first week of induction is scheduled and planned, and relevant members of staff are notified: <ul style="list-style-type: none"> Headteacher – Section 1 Business Leader – Section 2, 3, 6 and 9 Deputy Headteacher – Section 4 Admissions Officer – Section 5 Pastoral Leader – Section 7 Inclusion Leader – Section 8 	<input type="checkbox"/>
	Check that the induction pack is up to date (e.g. with latest copies of policies, procedures and staff lists) and send link out. Employee to read the following policies before first day: <ul style="list-style-type: none"> • KCSIE: Keeping Children Safe in Education • CP and Safeguarding Policy • Code of Conduct – read, sign and return slip • Health and Safety Policy • First Aid Policy • Behaviour Policy • ICT Acceptable Use Policy 	<input type="checkbox"/>
	Induction Checklist Section 2 (Business Leader)	<input type="checkbox"/>
First day	Introduce colleagues, pupils, 'buddy' and/or mentor	<input type="checkbox"/>
	Meeting with Headteacher Induction Checklist Section 1 (Headteacher)	<input type="checkbox"/>
	Arrange for employee to meet DSL and have safeguarding training Induction Checklist Section 7 (Pastoral Leader)	<input type="checkbox"/>
	Meeting with Business Leader Induction Checklist Section 3 (Business Leader)	<input type="checkbox"/>
	Take employee on a tour of the school Induction Checklist Section 5 (Attendance Officer)	<input type="checkbox"/>
	Outline health and safety procedures, e.g. fire drill procedures and meeting points, the process for signing in and out of school, and recording incidents Induction Checklist Section 6 (Business Leader)	<input type="checkbox"/>
	Office Manager: Help employee get familiar with IT account, phone system and reprographics, e.g. photocopier (as applicable)	<input type="checkbox"/>
	Schedule training sessions re the Curriculum Induction Checklist Section 4 (Deputy Headteacher)	<input type="checkbox"/>
	Schedule training sessions with the Inclusion Leader Induction Checklist Section 8 (Inclusion Leader)	<input type="checkbox"/>
	Make sure employee meets with line manager at the end of the first week to: <ul style="list-style-type: none"> • Review progress • Identify training and development needs 	<input type="checkbox"/>
Make sure Business Leader outlines the school's performance management system Induction Checklist Section 9 (Business Leader)	<input type="checkbox"/>	
First month to 6 months	Arrange additional training for the employee based on the review of the first week	<input type="checkbox"/>
	Business Leader to Check Induction Checklist documentation read Induction Checklist Section 10 (Business Leader)	<input type="checkbox"/>
	Arrange follow-up session between employee and DSL to refresh safeguarding training	<input type="checkbox"/>
	Ensure regular 1-to-1 meetings are held between employee and: <ul style="list-style-type: none"> • Buddy and/or mentor • Line manager 	<input type="checkbox"/>
	Evaluate success of the employee's induction, use findings to inform future practice	<input type="checkbox"/>

Appendix 2: Staff Induction Checklist

Name:	Start Date:
Reporting to:	Department:

1	Welcome to Harrietsham Church of England Primary School (Headteacher)	All Staff
a.	Welcome - Discussion	
b.	Aims and objectives – School Vision and Values and Rules – Discussion (Our Vision and Values Harrietsham Church of England Primary School)	
c.	Term Dates – Direct to Website (Term Dates Harrietsham Church of England Primary School)	
d.	School Improvement Plan – Direct to Website (Our Strategic Plan Harrietsham Church of England Primary School)	

2	Employment Information (Business Leader)	All Staff
a.	Staff Expectations – Routines and Procedures – give copy 0. Important Staff Documents	
b.	Code of Conduct - Discuss dress code – give copy and get slip signed Ratified Policies	
c.	Job description – share and sign	
d.	Salary is paid on 25 th day of each month for a full month from beginning to end of that month	
e.	Explain how to log on to complete online checking of payslip to ensure personal details are correct as well as: <ul style="list-style-type: none"> • Monthly gross pay (without deductions) • Tax Code – if Basic Rate (BR) contact Inland Revenue • Automatically enrolled in Local Government Pension Scheme (LGPS) if you are aged 22 or over. For further information please visit http://www.kentpensionfund.co.uk/ 	
f.	Signing in and out procedures and good timekeeping	
g.	Overtime and additional hours (show forms)	
h.	Information on how to order staff uniform	
i.	Pass and Lanyard given	
j.	Introduction to logins: <ul style="list-style-type: none"> • Computer login • Laptop given if necessary • Network login • Email login • Arbor login 	
k.	Telephone Extension List	
l.	Where to store own documents Expectations re saving planning on shared space	
m.	Printer Access and how to use	
o.	Gate codes	

3	Absence Procedure (Business Leader)	All Staff
a.	Absence Procedure to be adopted for all absences	
b.	Managing of Absence and Ill Health/Special Leave Policy – discuss key points	
c.	Absence Request Form – signpost where these are kept and explain need to attach proof of appointment if medical	

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4	Curriculum/Systems (Deputy Headteacher)	All Staff
a.	Timetabling: <ul style="list-style-type: none"> • Times of the school day inc break & lunch procedures • PPA time / LT – share PPA timetable – changes termly (see School Organisation Team) 	
b.	Teaching and Learning Policy – see Policy in the induction folder EYFS policy for relevant staff Ratified Policies	
c.	Resources – where stored and ordering processes	
d.	Feedback and Marking Policy - discuss key points (see induction folder) Ratified Policies	
e.	Meeting with Phonics and Reading Lead Share Little Wandle Login and Online resources Reading Scheme and expectations	
f.	Policy Files – share the school’s policies folder Ratified Policies	
g.	Meeting with OPAL Lead Share OPAL policy and RBA documents Ratified Policies	
h.	Behaviour policy blueprint and logging behaviour incidents	
i.	School Organisation Team: School Organisation General Microsoft Teams <ul style="list-style-type: none"> • Meetings/ Diary Dates/ School Calendar/ Term Dates/ INSET days 	
4	Curriculum/Systems	Teachers
g.	Planning: <ul style="list-style-type: none"> • Share timetable expectations (subjects) 0. Important Staff Documents • English and Maths (SharePoint/ Planning/ English or Maths/ 2023 – 2024) • Long Term Plans - https://www.harrietsham.kent.sch.uk/curriculum/ • Medium Term Plans • Progression documents - https://www.harrietsham.kent.sch.uk/curriculum/ • Lesson structure PPT for retrieval • Home Learning • Ordering / budgets 	
h.	Displays – share Learning Environment checklist and central displays plan 0. Important Staff Documents	
i.	Assessment: <ul style="list-style-type: none"> • Assessment cycle – share main points 0. Important Staff Documents • Arbor data information • Pupil Progress Meetings • Reporting to Parents 	
j.	DTB – share Directed Time Budget Directed Time.docx Staff meetings –share staff meeting schedule & times – Thursday 3:30pm – 5:00pm	
k.	Curriculum – highlight and discuss the following <ul style="list-style-type: none"> • Intent and Implementation documents https://www.harrietsham.kent.sch.uk/curriculum/ • Subject TEAMS 	
l.	Educational Visits Policy Ratified Policies <ul style="list-style-type: none"> • Demo Evolve and check login works • Look over flow diagram • Look over appendices 	
m.	Digital platform logins / access	

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5	School Tour (Admissions Officer)	All Staff
a.	Introduction to key staff, including DSLs	
b.	School site map – on wall	
c.	Location of stores, toilets, fire points, normal and emergency exits	
d.	Parking facilities	
e.	Eating and drink making facilities – Caterlink Menu / Tea and Coffee Fund	
f.	Notice Boards (safeguarding, general info, cover board)	
g.	Stock cupboard / resources cupboard / staffroom cupboard	

6	Health & Safety (Business Leader)	All Staff
a.	Procedure in the event of fire alarm – Emergency Evacuation Procedure – highlight on tour	
b.	Health and Safety Policy – discuss key points Ratified Policies	
c.	First Aid Policy Ratified Policies	
d.	List of First Aiders, show where the list is and explain of where the kits are located	
e.	GDPR Slides	
f.	Highlight Site Manager's book – in office (how to report H+S concerns)	
g.	Highlight Staff Accident book and need to inform BL of any accident	
h.	Counselling support number	
i.	Health and Safety Information: <ul style="list-style-type: none"> - Manual Handling - Working at Heights - Lockdown and Evacuation - COSHH - Site Safety 	

7	Safeguarding (Pastoral Leader)	All Staff
a.	CPOMS access – check access is working How to log concerns	
b.	Read Keeping children Safe in Education Safeguarding Documents	
c.	Read CP and Safeguarding Policy Ratified Policies	
d.	Read CP Induction Leaflet Safeguarding Documents	
e.	Read Behaviour Policy and Blueprint Ratified Policies	
f.	Read Positive Handling Policy – discuss key points Ratified Policies	
g.	Read Staff Social Media Guidelines – highlight key points Ratified Policies <ul style="list-style-type: none"> • ICT Acceptable Use Policy • Mobile and Smart Technology Policy 	
h.	Read Whistleblowing Policy Ratified Policies	
i.	Read Allegations Against Staff Policy – highlight low level concerns reporting Ratified Policies	
j.	Whole School Safeguarding Training Presentation Safeguarding Documents	
k.	Completion of safeguarding for Education Courses – email certificates: <ul style="list-style-type: none"> • Prevent • FGM online courses 	

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i.	<p>Procedures in school:</p> <ul style="list-style-type: none"> • Storing personal belongings (including medication) • Drop off / pick up safeguarding • Registers • Photographs • Visitors and strangers to site • Specifics for chn in their class • Confidentiality 	
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8	Inclusion (Inclusion Leader)	All Staff
a.	SEND Policy Ratified Policies	
b.	Intimate Care Policy Ratified Policies Supporting chn with Medical Needs Policy Ratified Policies	
c.	Mainstream Core Standards Supporting SEN & Class set-up	
d.	Overview of Need per Class Supporting SEN & Class set-up Pupil Profile including pupil groups: <ul style="list-style-type: none"> - Young Carers - CP, CIN - SEND - Pupil Premium - SGO, LAC, PLAC 	
e.	Provision Map proforma Supporting SEN & Class set-up Where to find provision maps for the class	
f.	Ways to Help me best template Supporting SEN & Class set-up Where to find completed 'ways to help me best'	
g.	Widgit login Supporting SEN & Class set-up	

9.	Continued Professional Development (Business Leader)	
a.	CPD Request Form - signpost where these are kept	
b.	Booking a course via Kent The Education People, information	
c.	Performance Management information – name of appraiser and arrangements	

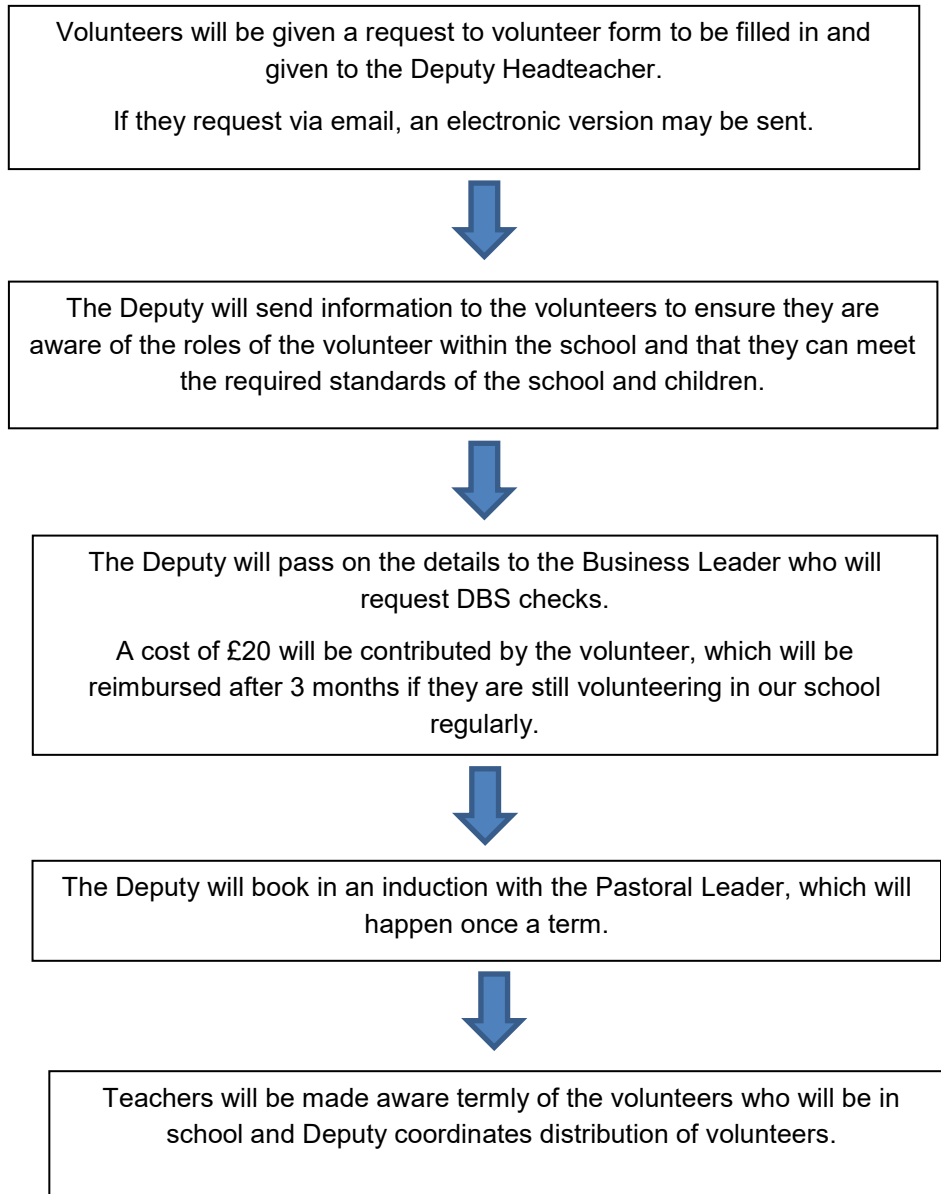
10	Forms to return / documents to read and sign	Completed
a.	Job description – sign and return Job Descriptions&Person Specifications	
b.	Keeping Children Safe in Education Part 2 and Annex B - sign to say read and understood Safeguarding Documents	
c.	Completion of safeguarding for Education Courses – email certificates: <ul style="list-style-type: none"> • Prevent • FGM 	
d.	Policies - sign to say read and understood Ratified Policies To be read before 1 st day: <ul style="list-style-type: none"> • CP and Safeguarding Policy • Code of Conduct – read, sign and return slip • Health and Safety Policy • First Aid Policy • Behaviour Policy • ICT Acceptable Use Policy 	

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	To sign: <ul style="list-style-type: none">• Anti-bullying• Positive Handling Policy• Mobile and Smart Technology Policy• Online Safety Policy• Whistleblowing Policy• Allegations Against Staff Policy• SEND Policy• Intimate Care Policy• Supporting Pupils with Medical Needs Policy• Special Leave Policy• Managing Staff Absence and Ill Health Policy	
e.	Laptop Agreement Form	
f.	Data Collection Sheet – complete and return	

All the above points have been explained / issued to me	
Signed (employee):	Date:
Signed (Line Manager):	Date:

Induction of a Volunteer



Name	
Designation	
Date Started	
DBS Number	
Induction Complete – Volunteer Sign Off	
Induction Complete – Deputy Sign Off	

Volunteer Induction Appendix

Appendix 1: Request to Volunteer

Title: Surname:

All Forenames:

Full Address:

Phone Number:

Email Address:

Date of Birth: NI Number:

Availability:

Emergency Contact Name & Number:

If you currently own a DBS, please complete the following:

Current DBS Number:

Position Held:

Name of Employer:

Registered Person/Body:

I confirm that the above details are correct and I hereby give permission for a DBS check to be undertaken should it be required.

Print name: Signed:

Please return your completed form to Jon Gambell – jon.gambell@harrietsham.kent.sch.uk

Appendix 2: Request for Work Experience

Title:

Surname:

All Forenames:

Full Address:

Phone Number:

Email Address:

Date of Birth:

NI Number:

Dates / Detail of work experience (including year group requested):

Emergency Contact Name & Number:

If you currently own a DBS, please complete the following:

Current DBS Number:

Position Held:

Name of Employer:

Registered Person/Body:

I confirm that the above details are correct and I hereby give permission for a DBS check to be undertaken should it be required.

Print name:

Signed:

Please return your completed form to Jon Gambell – jon.gambell@harrietsham.kent.sch.uk

Appendix 3: VOLUNTEER AGREEMENT

Harrietsham C of E Primary School

Thank you for offering your support as a volunteer here at Harrietsham Primary School. We really appreciate any additional support and look forward to working with you.

Please read and sign this Volunteer Agreement form to confirm that you have received/read the below information. Once this has been completed, please hand it into the School Office. You will receive a copy of it for your records.

- I have received and read a copy of the School's Volunteer and Health and Safety policies, along with the schools Safeguarding Leaflet and will adhere to the guidance.
- I agree to support the School's Aims.
- I have read and signed the school's Confidentiality Agreement.
- I understand that an enhanced Criminal (DBS) check will be undertaken.
- I have been made aware of who my designated supervisor is.
- I will arrive at the agreed time, sign in and wear a school identification badge. I will make my way directly to the agreed area and report to my supervisor on arrival. When the session has finished, I will ensure my supervisor knows I am leaving, and I will sign out.
- I will only use the designated staff toilets.
- I will ensure my mobile phone is locked away securely and I agree not to take photographs, or videos using my own equipment.
- I will ensure that any medication / vapes / cigarettes / any other potentially dangerous personal items are kept in a locked cupboard if brought into school.

If you have any questions or would like us to elaborate on any of the information above, please do not hesitate to ask. If you feel that, you are unable to fully abide by the guidelines, please withdraw your offer of support.

Signed: _____

Name: _____

Date: _____

Appendix 4: Confidentiality Agreement

As a volunteer or visitor to the school, we expect you comply with our code of conduct.

Throughout your visit, you will unavoidably receive and handle personal and private information about pupils or staff that must remain confidential.

By signing this agreement, you confirm that you will:

- Not share information about pupils or staff outside of our school setting.
- Not discuss details relating to your visit in public spaces where others may overhear.
- Be aware of the information you have and consider the relevance of sharing to safeguard pupil; if unsure, please seek guidance from a Designated Safeguarding Lead within the school.
- Not take written notes or details pertaining to pupils off site.
- Not pass opinion on such matters as discipline or teaching styles outside the school.
- If a personal social media account mentions one's volunteer affiliation with Harrietsham C of E Primary School, it's advisable to place a written disclaimer on your account that views expressed are yours alone and do not reflect the views of the institution.

This confidentiality agreement sets out the guidelines that we expect all our volunteers and visitors to follow. Please read through them carefully before signing below to say you understand and agree to abide by the Code.

If you feel you are unable to fully abide by the guidelines within this agreement, please withdraw your offer of help.

Name: _____

I have read and understood the contents of the Confidentiality Agreement. I agree to abide by the procedures and expectations for volunteers/ visitors that are set out in this code.

Signed: _____ **Date:** _____

Appendix 5: Visitor Safeguarding Leaflet

DBS Certificates

All staff, including supply teachers and volunteers, are subject to an enhanced disclosure and barring service check. This is to ensure unsuitable people are prevented from working with children.

Safeguarding Screening Document

From September 2017, it is a requirement to provide a copy of this leaflet to adults visiting the school for the first time.

Visitor Identification

All visitors are required to sign in at the office and to wear a visitor lanyard or sticker. This should be visible at all times. Any adults without visitor identification will be challenged.

Allegations

Any allegations should be reported as soon as possible to the Headteacher or the Deputy Headteacher if the Headteacher is unavailable. Should the allegation be about either of these adults, please inform the Chair of Governors, Mrs Rebecca Emson: rebecca.emson@harrietsham.kent.sch.uk.


In the event of fire / lockdown..

The fire alarm is a continuous bell. If it sounds, leave the building and go to the muster point on the playground.

The lockdown alarm is five short beeps. If it sounds, go to the nearest indoor room and follow the procedure as directed by the adult in the room.

Nominated First Aiders

In the event of an accident, please seek assistance from a member of staff and they will direct you to a trained first-aider.



We are committed to safeguarding and meeting the needs of all the pupils in our care.

If you are concerned about a child, always ensure you pass the information on to a relevant member of staff as soon as possible.

Our Designated Safeguarding Leads (DSLs) are listed below:

Designated Safeguarding Lead:
Mrs Jo Griffin (Pastoral Lead)

Deputising Leads:
Mrs Jackie Chambers (Headteacher)
Mr Jon Gambell (Deputy Head)
Mrs Rebecca Evans (SENCo)
Mrs Karen Furnidge
Miss Kathy Roberts

Safeguarding Governor:
Mr Chris Back
chris.back@harrietsham.kent.sch.uk

Whistle Blowing Policy

Should you need to raise a concern regarding an individual, a policy or the implementation of a policy, please raise with the Headteacher or Deputy Head in her absence.

Any complaints involving the above mentioned staff members need to be referred to the Chair of Governors:
Rebecca Emson:
rebecca.emson@harrietsham.kent.sch.uk.


For advice, or to report, you may also call:
KCC's Whistleblowing Helpline on 03000 414 500 or email them at internalaudit@kent.gov.uk or the **Local Authority Designated Officer on 03000 41 08 88**



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Harrietsham C of E Primary School

Safeguarding Procedures



Guidance for adults / young people visiting or working with Harrietsham C of E Primary School.

Welcome to our school

Visitors bring worthwhile experiences to our pupils, which we appreciate.

This leaflet provides some guidance on working safely with our pupils and it tells you what to do if you have a concern about a pupil.

Please read it carefully and do not hesitate to ask if you require any further information.


Everyone has a responsibility to make sure the children at our school are safe.

"Nurtured We Flourish"

Keeping ourselves safe

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on the school site, whatever your role.

To keep yourself safe, please follow this advice:



Do...

- Wear your visitors lanyard / sticker at all times.
- Be a good role model to the pupils, by being respectful, fair and considerate.
- Keep your phone turned off and only use it in the staffroom/ school office.
- When working one-to-one with a pupil, ensure that both of you are visible to others.
- Report any unacceptable behaviour from a pupil to a member of the teaching staff or a member of SLT.
- Respect a child's right to personal privacy.
- Read this leaflet thoroughly and know who to speak to if concerns are raised.
- Ask for clarification of any information within this leaflet that you do not understand.

Remember...

- Only take pictures of pupils if requested to do so by a staff member and only using the class camera / i-pad.
- Never exchange emails, texts or messages through social media with a child, or give out any of your own personal details.
- Try not to touch children except when this is necessary and appropriate for the child's safety and wellbeing.
- Keep yourself safe at all times: be aware that it could happen to you.
- Our IT systems and software, filter for and report unsuitable content. Please refer to our Acceptable Use Policy.

Disclosure of abuse by a child


Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality.

Please follow the best practice guidance listed below:

- Listen to what is being said staying calm and without displaying shock or disbelief.
- Allow the child to talk freely; listen rather than ask direct questions.
- Reassure the child, but do not promise that information will not be shared. Explain that you will share the information with an adult that can help them.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault.
- Record details of the disclosure as soon as possible and pass to a DSL.

- Safeguarding forms can be found in the school office; when completing, please ensure you document the voice of the child and refrain from paraphrasing or giving your opinion on the disclosure. Sign and date the form, then hand over to a Designated Safeguarding Lead (details overleaf).
- Be aware of your own feelings about abuse; if affected by the experience, please seek support from Mrs Jo Griffin (Pastoral Lead).

It is important to remember that the child's details MUST remain confidential; any discussion thereafter should not allow the child to be identified by anybody else.



Appendix 6: Work Experience Guidance Leaflet

Things to remember!


You have a duty to disclose any safeguarding concerns

If you are unsure of anything, you must seek clarification

Your behaviour and actions are your responsibility

Have fun and enjoy the work placement!

Thank you



If you are concerned about a child, always ensure you pass the information on to a relevant member of staff as soon as possible.

You must not leave the building without passing over your concern to a DSL.

Their details are listed below:

Designated Safeguarding Lead:
Mrs Jo Griffin (Pastoral Lead)

Deputising Leads:
Mrs Jackie Chambers (Headteacher)
Mr Jon Gambell (Deputy Head)
Mrs Rebecca Evans (SENCo)
Mrs Karen Furmidge
Miss Kathy Roberts

Safeguarding Governor:
Mr Chris Back
chris.back@harrietsham.kent.sch.uk

If you are unable to attend your placement please contact.
Mrs. Masterson - HR & Business Lead
01622859261



Guidance for Work Experience Candidates at Harrietsham C of E Primary School



“Nurtured We Flourish”

Welcome to Harrietsham C of E Primary School, we hope your visit with us is enjoyable and informative.

Please read through this leaflet as it offers guidance and best practice tips to ensure the best possible experience.



Here at Harrietsham School we are led by a nurturing approach and we endeavour to incorporate it into all decision making and professional practice.

“Children are great imitators. So give them something great to imitate”



Tackling tricky situations!

What do I do in the following situations and what is expected of me?

You see children becoming physical with each other.

We do not expect you to intervene, find a school adult to support the situation.

A child is distressed and will not follow instructions, the child has been requested to move to a different area.

We DO NOT expect you to physically intercept, you must NOT make physical contact with children. Ask for support from school staff.

A child tells you something that concerns you, they ask you to keep it a secret.

Never promise to keep secrets, explain that sometimes you have to inform someone else so that they can help.

A child asks to contact you on social media.

As part of our school policy we do not allow this, politely decline and explain that unfortunately this is not allowed.

How is the school day set out, what can I expect?

Induction

On arrival you will meet with a staff member who will go through the following agenda to ensure you have all you need for a safe and successful work experience placement:

- Welcome and introduction.
- Information and Policy in regard to work experience placement, code of conduct, safeguarding and confidentiality agreement.
- Opportunity to ask questions and clarify understanding.
- Tour of school, inclusive of fire safety drill.
- Introduction to teacher and class.

School day

Arrival 8:30am
Break KS1 - 10:15 – 10:30
Break KS2 - 10:30 – 10:45
Lunch KS1 - 11:30 – 12:30
Lunch KS2 - 12:00 – 1:00
Finish - 3:30pm

“Nurtured We Flourish”



Responsibilities

BEST PRACTICE WORKING WITH CHILDREN.

HOW CAN YOU ENSURE THE SAFETY OF YOURSELF AND PUPILS WITHIN THE SCHOOL?

It is the responsibility of all to promote the safety and wellbeing of children; you are responsible for your own actions and behavior. Professional standards should be applied and a sensitive approach adopted towards differences expressed through culture, race, religion or sexual identity.

During my work experience placement I will:

- Converse with the children in a polite and professional manner, that sets a good example to all pupils. Refrain from the use of potentially offensive / discriminatory language or actions.
- **Not** engage in inappropriate conversations, this may include but is not limited to:
* Use of age restricted gaming.
* Dialogue of other pupils/families.
* Age restricted films/online media.
* The degradation of any pupil.
- Ensure that I am not alone with any children and will ask for staff supervision if I find myself unaccompanied.
- Conduct myself in accordance with the expected guidance set out in the Code of Conduct policy.
- Report any concerns or incidents relating to pupils or staff to Senior leadership.
- Seek advice, if unsure of how to respond to a scenario or situation.
- **Not** make gratuitous physical contact with any child, I will attempt to politely maneuver my body position that breaks contact with children should they instigate physical contact.
- **Not** share information about pupils or staff outside of the school setting.
- **Not** pass opinion on teaching styles or discipline outside of the school.

Appendix 7: Code of Conduct / Guidance for Volunteers

Thank you for your time and assistance with the supervision of the children during their trip. Our main priority is the safety and welfare of all children during every aspect of the visit from leaving school to their safe return.

We try to minimise risk to children from harm by accidents as well as reducing the risk of harmful behaviours of the public and other adults. You will be required to attend a briefing with the class teacher/group leader before the to inform you about the visit. Voluntary helpers should be clear about their roles and responsibilities during the visit.

We have a series of measures /expectations and rules for you to follow for the safety of the children. We thank you for taking the time to familiarise yourself with them.

Volunteers should read and sign this form, showing that you understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the Headteacher at the earliest opportunity and withdraw from the trip. A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times.
- Listen to, and act on, instructions from staff.
- Dress appropriately for the trip.
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff.
- Pay attention to potential dangers and raise concerns with staff. Do your best to ensure the health and safety of everyone in the group.
- Act responsibly and demonstrate good behaviour to pupils.
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible.
- Ensure your group follows all instructions e.g. they must stay with their group and the group adult at all times. Share the itinerary of the day with your group so they know what to expect throughout the day.
- Inform a member of school staff if you need to leave your group for any reason.
- Let school staff know immediately if there is a medical or any other emergency. The school staff are responsible for first aid and for contacting the school and associated parents in emergency situations.

Volunteers agree not to:

- Use your mobile phone on the trip (unless in the case of an emergency to contact a member of school staff).
- Exchange contact details with pupils unless told to by a member of staff.
- Engage in physical contact with pupils unless appropriate or required.
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status).
- Use demeaning, offensive, abusive or insensitive language.
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit.
- Allow themselves to be left alone with a pupil unless previously agreed with staff. You will need to stay with a member of the school staff with your group.
- Take photographs or record pupils.

Additional Information:

- Volunteers may not always have their own child in their group. The teacher will give parent helpers a list of children for whom they are responsible.
- Volunteers may not bring any siblings or additional children on a school trip.
- If the children have been asked not to bring spending money, please refrain from purchasing items for your child or group.
- Please respect and value your child's independence and social interaction with their group and peers.
- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches unless stated by the teacher. The class teacher has sick bucket/bags, if needed.
- When walking in public places, volunteers should encourage children to walk in twos rather than in a group.
- If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Headteacher on return from the trip.
- If you have any good ideas on how we can improve something, please let us know – we are always willing to listen.

Confidentiality:

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers have the responsibility of informing parents of any concerns about a child.

Thank you!

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Appendix 8: Supporting Adult Form

Please complete the below form about yourself and hand it back to the class teacher organising the trip. This form is to ensure that we have your details in case of an emergency on the trip.

Trip:	Date of Trip:
--------------	----------------------

I will be able to attend this trip and support a group.

Signed: _____

Details

Name:

DOB:

Contact details of emergency contact

Mobile:

Home:

Medical Info

I give permission for a first aider to administer medical support in the event of an emergency.

Relevant medical details:

Allergies:



Appendix 9: Welfare Incident/Concern Form

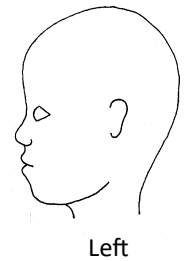
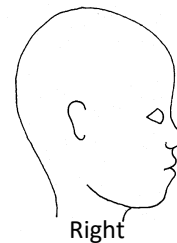
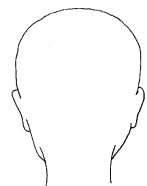
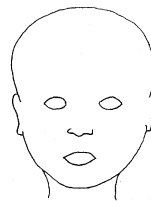
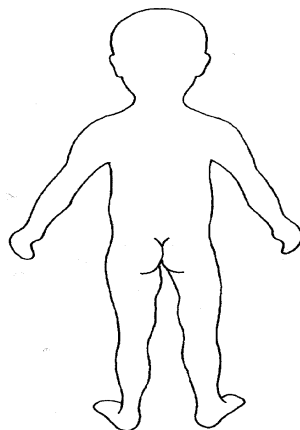
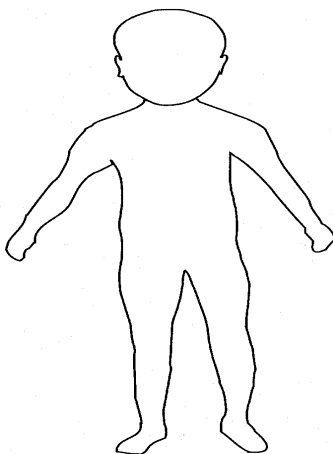
SAFEGUARDING INCIDENT / CONCERN FORM

Pupil Name:		Date of Birth and Year Group/Class	
Name and position of person completing form (<i>please print</i>)			
Date of incident /concern: (DD MM YY)			
Incident / concern (who what where when)*			
Any other relevant information (witnesses, immediate action taken)*			
Signature:		Date and time form completed:	
Role:			
Action taken, including reasons for decisions, and outcomes (<i>To be completed by the DSL</i>):*			
Signature of DSL			Date (DD MM YY)
Signature of Lead DSL (<i>if appropriate</i>)			Date (DD MM YY)

*Continue on a separate sheet if necessary

(This must be completed at time of observation)

Name of Pupil: _____ Date of Birth: _____
 Name of Staff: _____ Job title: _____
 Date and time of observation: _____



Description of marks:

Visitor Induction Appendix

Appendix 1: Visitor Safeguarding Leaflet

DBS Certificates

All staff, including supply teachers and volunteers, are subject to an enhanced disclosure and barring service check. This is to ensure unsuitable people are prevented from working with children.

Safeguarding Screening Document

From September 2017, it is a requirement to provide a copy of this leaflet to adults visiting the school for the first time.

Visitor Identification

All visitors are required to sign in at the office and to wear a visitor lanyard or sticker. This should be visible at all times. Any adults without visitor identification will be challenged.

Allegations

Any allegations should be reported as soon as possible to the Headteacher or the Deputy Headteacher if the Headteacher is unavailable. Should the allegation be about either of these adults, please inform the Chair of Governors, Mrs Rebecca Emson: rebecca.emson@harrietsham.kent.sch.uk.


In the event of fire / lockdown..

The fire alarm is a continuous bell. If it sounds, leave the building and go to the muster point on the playground.

The lockdown alarm is five short beeps. If it sounds, go to the nearest indoor room and follow the procedure as directed by the adult in the room.

Nominated First Aiders

In the event of an accident, please seek assistance from a member of staff and they will direct you to a trained first-aider.



We are committed to safeguarding and meeting the needs of all the pupils in our care.

If you are concerned about a child, always ensure you pass the information on to a relevant member of staff as soon as possible.

Our Designated Safeguarding Leads (DSLs) are listed below:

Designated Safeguarding Lead:
Mrs Jo Griffin (Pastoral Lead)

Deputising Leads:
Mrs Jackie Chambers (Headteacher)
Mr Jon Gambell (Deputy Head)
Mrs Rebecca Evans (SENCo)
Mrs Karen Furmidge
Miss Kathy Roberts


Safeguarding Governor:
Mr Chris Back
chris.back@harrietsham.kent.sch.uk.

Whistle Blowing Policy

Should you need to raise a concern regarding an individual, a policy or the implementation of a policy, please raise with the Headteacher or Deputy Head in her absence.

Any complaints involving the above mentioned staff members need to be referred to the Chair of Governors:
Rebecca Emson:
rebecca.emson@harrietsham.kent.sch.uk.




For advice, or to report, you may also call:
KCC's Whistleblowing Helpline on 03000 414 500 or email them at internalaudit@kent.gov.uk or the Local Authority Designated Officer on 03000 41 08 88



Nurtured We Flourish

Harrietsham C of E Primary School

Safeguarding Procedures



Guidance for adults / young people visiting or working with Harrietsham C of E Primary School.

Welcome to our school

Visitors bring worthwhile experiences to our pupils, which we appreciate.

This leaflet provides some guidance on working safely with our pupils and it tells you what to do if you have a concern about a pupil.

Please read it carefully and do not hesitate to ask if you require any further information.


Everyone has a responsibility to make sure the children at our school are safe.

"Nurtured We Flourish"

Keeping ourselves safe

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on the school site, whatever your role.

To keep yourself safe, please follow this advice:



Do...

- Wear your visitors lanyard / sticker at all times.
- Be a good role model to the pupils, by being respectful, fair and considerate.
- Keep your phone turned off and only use it in the staffroom / school office.
- When working one-to-one with a pupil, ensure that both of you are visible to others.
- Report any unacceptable behaviour from a pupil to a member of the teaching staff or a member of SLT.
- Respect a child's right to personal privacy.
- Read this leaflet thoroughly and know who to speak to if concerns are raised.
- Ask for clarification of any information within this leaflet that you do not understand.

Remember...

- Only take pictures of pupils if requested to do so by a staff member and only using the class camera / i-pad.
- Never exchange emails, texts or messages through social media with a child, or give out any of your own personal details.
- Try not to touch children except when this is necessary and appropriate for the child's safety and wellbeing.
- Keep yourself safe at all times: be aware that it could happen to you.
- Our IT systems and software, filter for and report unsuitable content. Please refer to our Acceptable Use Policy.

Disclosure of abuse by a child

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality.

Please follow the best practice guidance listed below:

- Listen to what is being said staying calm and without displaying shock or disbelief.
- Allow the child to talk freely; listen rather than ask direct questions.
- Reassure the child, but do not promise that information will not be shared. Explain that you will share the information with an adult that can help them.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault.
- Record details of the disclosure as soon as possible and pass to a DSL.

- Safeguarding forms can be found in the school office; when completing, please ensure you document the voice of the child and refrain from paraphrasing or giving your opinion on the disclosure. Sign and date the form, then hand over to a Designated Safeguarding Lead (details overleaf).
- Be aware of your own feelings about abuse; if affected by the experience, please seek support from Mrs Jo Griffin (Pastoral Lead).

It is important to remember that the child's details **MUST** remain confidential; any discussion thereafter should not allow the child to be identified by anybody else.





Appendix 2: Welfare Incident/Concern Form

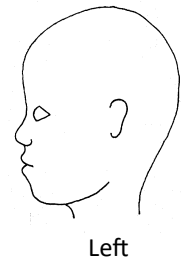
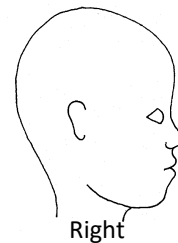
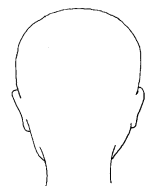
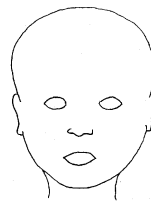
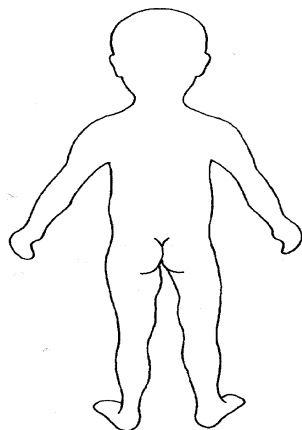
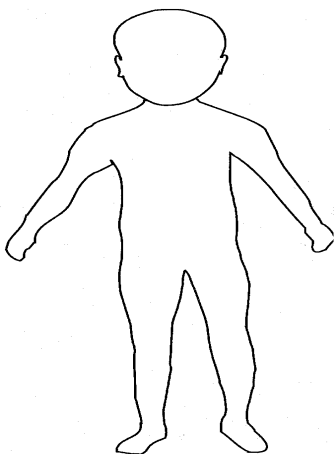
SAFEGUARDING INCIDENT / CONCERN FORM

Pupil Name:		Date of Birth and Year Group/Class	
Name and position of person completing form (<i>please print</i>)			
Date of incident /concern: (DD MM YY)			
Incident / concern (who what where when)*			
Any other relevant information (witnesses, immediate action taken)*			
Signature:		Date and time form completed:	
Role:			
Action taken, including reasons for decisions, and outcomes (<i>To be completed by the DSL</i>):*			
Signature of DSL			Date (DD MM YY)
Signature of Lead DSL (<i>if appropriate</i>)			Date (DD MM YY)

*Continue on a separate sheet if necessary

(This must be completed at time of observation)

Name of Pupil: _____ Date of Birth: _____
 Name of Staff: _____ Job title: _____
 Date and time of observation: _____



Description of marks:
