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 2026
Governor signature:	Rebecca Emson (Chair)
Review date:	September 2027

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

The Attendance and Admissions Officer will arrange all tours around the school.

Tours to be given by KS2 children and the Attendance and Admissions Officer. The Headteacher or Deputy will be introduced to the family if they are free.

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All In-Year Casual Application forms will be collected by the Attendance and Admissions Officer, who will look at the admissions policy to offer spaces to a child.

Once a space becomes available, the Attendance and Admissions Officer will inform the SLT team of the child's name and school which they currently attend.

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The Attendance and Admissions Officer will contact the current school and inform the Headteacher when complete.

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The Attendance and Admissions Officer will then contact the family and complete all parts of the 'Pupil Induction Checklist' (Appendix 1).

The Attendance and Admissions Officer will ensure a home visit is offered.

If SEND is disclosed at any point, a member of the Inclusion Team will also be invited to attend the Home Visit.

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

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

Attendance and Admissions Officer to email all staff with the new child's start date.

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Class Teacher to collect relevant data about child and ensure they have reading book and logins as per checklist below.

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Class Teacher to contact the family after 1 week to ensure they have settled well.

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: • 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	
Inform DHT if any data missing (previous KS data, end of year data)	Attendance & Admissions Officer	
DHT to chase any missing data	DHT	
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 • 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: • Any SEND • Safeguarding • Key learning info	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) <u>Information given by Class Teacher:</u> • 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)	Teacher to book and inform Attendance and Admissions Officer	
Home Visit Form completed, copy sent to: • SLT • Admin Team • Teacher Copy saved on CPOMs	Class Teacher	
CTF received	Attendance & Admissions Officer	
Teacher to arrange: • Reading level and new book • AR login • TTRS login • Tapestry login	Teacher	

Leavers		
Action	**By Whom**	
Leaving Date Confirmed	Attendance & Admissions Officer	
Notification of leaving: • 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: • 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: • 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	

**Where pupils attend alternative provision, Harrietsham CE Primary School retains responsibility for monitoring safeguarding and welfare arrangements.

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 2026
- 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	☐
	Set up employee's: • IT/teams account / Email account • ID/security pass • Laptop (if applicable) • Working space (if applicable)	☐
	Make sure first week of induction is scheduled and planned, and relevant members of staff are notified: 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	☐
	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: • Keeping Children Safe in Education 2026 Part One (all staff) and any additional sections relevant to their role. • 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	☐
	Induction Checklist Section 2 (Business Leader)	☐
First day	Introduce colleagues, pupils, 'buddy' and/or mentor	☐
	Meeting with Headteacher **Induction Checklist Section 1 (Headteacher)**	☐
	Arrange for employee to meet DSL and have safeguarding training **Induction Checklist Section 7 (Pastoral Leader)**	☐
	Meeting with Business Leader **Induction Checklist Section 3 (Business Leader)**	☐
	Take employee on a tour of the school **Induction Checklist Section 5 (Attendance Officer)**	☐
	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)**	☐
	Office Manager: Help employee get familiar with IT account, phone system and reprographics, e.g. photocopier (as applicable)	☐
	Schedule training sessions re the Curriculum **Induction Checklist Section 4 (Deputy Headteacher)**	
	Schedule training sessions with the Inclusion Leader **Induction Checklist Section 8 (Inclusion Leader)**	☐
	Make sure employee meets with line manager at the end of the first week to: • Review progress • Identify training and development needs	☐
	Make sure Business Leader outlines the school's performance management system **Induction Checklist Section 9 (Business Leader)**	☐
First month to 6 months	Arrange additional training for the employee based on the review of the first week	☐
	Business Leader to Check Induction Checklist documentation read **Induction Checklist Section 10 (Business Leader)**	☐
	Arrange follow-up session between employee and DSL to refresh safeguarding training All staff will receive safeguarding updates at least annually and more frequently where required.	☐
	Ensure regular 1-to-1 meetings are held between employee and: • Buddy and/or mentor • Line manager	☐
	Evaluate success of the employee's induction, use findings to inform future practice	☐

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 25th 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: • 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: • 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	

4	Curriculum/Systems (Deputy Headteacher)	All Staff
a.	Timetabling: • 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 • Meetings/ Diary Dates/ School Calendar/ Term Dates/ INSET days	
4	**Curriculum/Systems**	**Teachers**
g.	Planning: • 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: • 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 • Intent and Implementation documents https://www.harrietsham.kent.sch.uk/curriculum/ • Subject TEAMS	
l.	Educational Visits Policy Ratified Policies • Demo Evolve and check login works • Look over flow diagram • Look over appendices	
m.	Digital platform logins / access	

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: - 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 2026 Part One (all staff) and any additional sections relevant to their role. All staff will be required to read and confirm they have understood Part One of Keeping Children Safe in Education 2026. Keeping children safe in education 2026 (comes into force from 1 September 2026)	
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 • ICT Acceptable Use Policy • Mobile and Smart Technology Policy Staff will receive guidance on online safety, filtering and monitoring systems, cyber security awareness, misinformation/disinformation risks and the safe use of generative AI technologies. Staff will be made aware of: • The school's filtering and monitoring systems • Their role in reporting concerns relating to filtering and monitoring • How concerns are escalated • Acceptable use expectations for school devices and networks	

	Staff will receive guidance regarding safeguarding risks associated with artificial intelligence, including AI-generated imagery, manipulated content (deepfakes), misinformation and online exploitation.	
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 Staff will receive training on identifying children who may benefit from Early Help and the school's internal referral processes. Staff will receive training on recognising indicators that a child may benefit from Early Help, Family Help, mental health support or safeguarding intervention, and the school's referral pathways.	
k.	Completion of safeguarding for Education Courses – email certificates: • Prevent • FGM online courses	
l.	Procedures in school: • Storing personal belongings (including medication) • Drop off / pick up safeguarding • Registers • Photographs • Visitors and strangers to site • Specifics for chn in their class • Confidentiality	

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: - 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 2026 Part One (all staff) and any additional sections relevant to their role.** All staff will be required to read and confirm they have understood Part One of Keeping Children Safe in Education 2026. Keeping children safe in education 2026 (comes into force from 1 September 2026)	
c.	**Completion of safeguarding for Education Courses – email certificates:** • **Prevent** • **FGM**	
d.	**Policies - sign to say read and understood** Ratified Policies To be read before 1st day: • **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** To sign: • **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:

Appendix 3 – Safer Recruitment Checklist

** All pre-employment checks will be recorded on the Single Central Record in accordance with statutory requirements.

Pre-interview	Initials	Date
Planning – timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.		
Vacancy advertised – (where appropriate) advertisement includes reference to safeguarding policy; that is, statement of commitment to safeguard and promoting welfare of children and need for successful applicant to be DBS checked.		
Applications on receipt – Scrutinised – any discrepancies/ anomalies / gaps in employment noted to explore if candidate considered for shortlisting.		
Online Search - Online search completed on shortlisted (where undertaken)		
Interview Panel – should be briefed and at least 1 member suitability trained in safer recruitment.		
Shortlist prepared and interview	**Initials**	**Date**
Reference – seeking sought directly from referee on shortlisted candidates; ask recommended specific questions; including reason for leaving and any previous safeguarding allegations / disciplinary action.		
Reference – on receipt checked against information on application; ensure referee has appropriate authority, scrutinise; any discrepancy/issue of concern noted to take up with referee and/or applicant.		
Invitation to interview – includes all relevant information and instructions.		
Criminal record self-disclosure – with explanation or links to filtering rules and spent / unspent and signposts to impartial advice - sent to shortlisted candidates and to be returned prior to interview date		
Interview arrangements – at least 2 interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards.		
Interview – explores applicant's suitability for work with children as well as suitability for the requirements of the post.		
Any self-disclosed criminal record information that is legally disclosable or issues of suitability – check information would not be filtered / protected, discuss context with candidate at interview, record what was discussed, seek additional advice if necessary.		
Identity & right to work – original documents verified on day of interview		
Birth certificate – is seen wherever possible, in order to identify whether a person has changed their name		
Qualifications of successful applicant verified on the day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file		
Post interview	**Initials**	**Date**
Conditional offer of appointment – offer of appointment is made on conditional satisfactory completion of the following pre-appointment checks and consideration of a probationary period.		
References - receive and check (if not obtained and scrutinised previously) any issues are clarified with referee and/or candidate. Content confirmed with the referee and electronic references are verified as from a legitimate source.		
Identity & Qualifications (If these could not be verified at interview)		
Evidence of right to work in the UK		

DBS Certificate – Apply for relevant level of DBS, which will be sent back to the applicant. Applicant should then present the original certificate to the recruiting manager. Any disclosed information relevant to suitability should be compared with the self-disclosure. The recruiting manager should make a note on the Single Central Record of the date it was seen by them. For applicants who are signed up to the DBS update service, permission must be sought from the candidate to view the certificate by the recruiting manager. If it isn't at the appropriate level or the disclosure details have changed, a new DBS must be obtained.		
Barred list check – check the candidate is not barred from taking up the post (this check should only be undertaken for those working in regulated activity		
Qualified Teacher Status (QTS) – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges), the teacher has obtained a PGCE or Certificate of Education (Cert. Ed) or FE Teaching Certificate		
Prohibition – *(for teaching posts)* the teacher has not been included in the prohibition list or interim prohibition list		
Prohibition from management *(independent/free schools/academies and maintained school governors)* **–** anyone appointed to a management position is not barred from management by the Secretary of State		
Health – Ensure the candidate is medically fit to take up the post. This requirement can be satisfied by using a self-declaration medical form.		
Disqualification from childcare – (for relevant posts only)		
Employing individuals who have lived or worked outside the UK – These individuals must undergo the same checks as any other candidate, as well as further checks so that relevant events that occurred outside the UK can be considered. Further guidance on overseas criminal checks can be found here:		
Appointment and probationary period	**Initials**	**Date**
Induction – include the following: - Appropriate level of safeguarding and child protection training - Name and how to contact the DSL - All staff will be required to read and confirm they have understood Part One of Keeping Children Safe in Education 2026. - Online safety & acceptable use agreement - Whistleblowing - Pupil behaviour policy - Safe working practice / staff code of conduct - Health & Safety in the workplace - Emergency evacuation procedures - Any other relevant CPD All staff will receive safeguarding and child protection updates at least annually and as required throughout the year.		

Appendix 4 – Self Disclosure for Short Listed Candidates

Congratulations on being shortlisted. Please return this disclosure to the school **at least one day prior to interview**. If we have not received this, we reserve the right to withdraw the offer of interview.

POST APPLIED FOR:	Date:

Surname:	Previous name(s) (if any):	
Forename(s):	Preferred title:	Date of birth

National Insurance No:	Teacher Ref. No (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):

Harrietsham Church of England Primary School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - https://www.nacro.org.uk/criminal-record-support-service/ or email helpline@nacro.org.uk or phone 0300 123 1999

Unlock – http://hub.unlock.org.uk/contact/ phone 01634 247350 text 07824 113848

1. Do you have any convictions or adult cautions that are unspent? Yes / No
If yes, please provide details here
2. Do you have any other cautions or convictions that would not be filtered? Yes / No
If yes, please provide details here
3. *Only ask if you are recruiting for a post working in regulated activity with children

Are you included on the DBS children's barred list? Yes / No
If yes, please provide details here
4. *Only ask if you are recruiting for a post working in regulated activity with adults over the age of 18 years Are you included on the DBS adult barred list? Yes / No
If yes, please provide details here
5. (Teaching posts only) Are you, or have you ever been, prohibited from teaching? Yes / No / Not applicable
If yes, please provide details here
6. Have you lived or worked outside the UK for any period that may require additional safeguarding checks? Yes / No
If yes, please provide details here
7. Are you subject to any sanctions relating to work with children in any country outside the UK? Yes / No
If yes, please provide details here

Please complete the declaration below:

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

Signed: Date:

Please return this form to: Vikki Reeves (Business Leader)

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.

Induction of a Volunteer

Volunteers will be given a request to volunteer form to be filled in and given to the Deputy Headteacher.

If they request via email, an electronic version may be sent.

The Deputy will send information to the volunteers to ensure they are aware of the roles of the volunteer within the school and that they can meet the required standards of the school and children.

The Deputy will pass on the details to the Business Leader who will request DBS checks.

The school will determine whether a volunteer is undertaking regulated activity in accordance with current statutory guidance. Where a volunteer is engaged in regulated activity, the school will obtain an Enhanced DBS check with Children's Barred List information before the volunteer commences their role.

The Deputy will book in an induction with the Pastoral Leader, which will happen once a term.

Teachers will be made aware termly of the volunteers who will be in school and Deputy coordinates distribution of volunteers.

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 Sam Fenner – samantha.fenner@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 / details of Work experience (including year group request			
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 Sam Fenner – samantha.fenner@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 the school will undertake the level of DBS and barred-list checks appropriate to my role. If my role is regulated activity, this will include an enhanced DBS check with children's barred-list information.
- 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, except where information must be shared for safeguarding purposes or another lawful reason. Any safeguarding concern must be reported promptly to a Designated Safeguarding Lead.
- 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:** _____

Upon agreeing and signing this, you will receive a copy of our Safeguarding Procedures for persons visiting our school. Please direct any questions to a Designated Safeguarding Lead.

Appendix 5: Volunteer 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)
Mrs Samantha Fenner (Deputy Head)
Mrs Rebecca Evans (Inclusion Leader)
Miss Kathy Roberts (Attendance and Admissions Officer)
Mrs Amy Smith (FLO)

Safeguarding Governor:
Mrs Kayleigh Simpson
Kayleigh.simpson@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 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)

Mrs Samantha Fenner (Deputy Head)

Mrs Rebecca Evans (Inclusion Leader)

Miss Kathy Roberts (Attendance and Admissions Officer)

Mrs Amy Smith (FLO)

Safeguarding Governor:

Mrs Kayleigh Simpson

kayleigh.simpson@harrietsham.kent.sch.uk

If you are unable to attend your placement please contact.

Mrs. Vikki Reeves - 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 <u>not</u> 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 (*please print*)	
Date of incident /concern: (DD MM YY)	
Incident / concern (who what where when)*	
Any other relevant information (witnesses, immediate action taken)*	
Signature: **Role:**	**Date and time form completed:**
Action taken, including reasons for decisions, and outcomes (*To be completed by the DSL*):*	
Signature of DSL	**Date (DD MM YY)**
Signature of Lead DSL (*if appropriate*)	**Date (DD MM YY)**

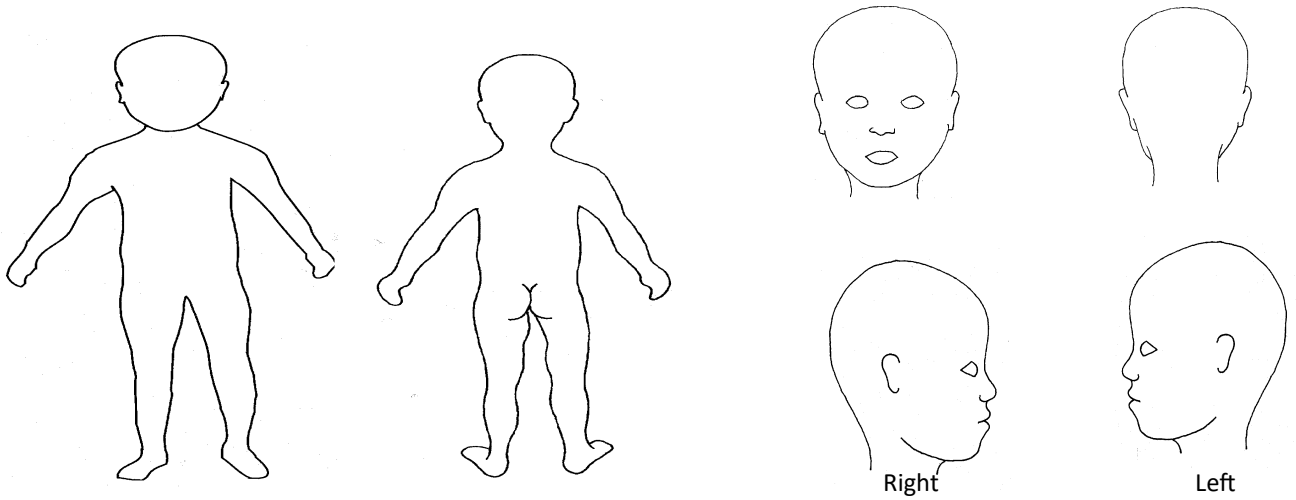
*Continue on a separate sheet if necessary

(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:

Appendix 10: Volunteer Acceptable Use Pack

Acceptable use agreement for Governors, Volunteers and Visitors.

Acceptable use of the school's ICT facilities and the internet: agreement for Governors, volunteers and visitors.	
Name of Governor, volunteer or visitor:	

As a professional organisation with responsibility for children's safeguarding it is important that all members of the community, including visitors and volunteers, are fully aware of their professional responsibilities and read and sign this Acceptable Use Policy.

This is not an exhaustive list; visitors/volunteers are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.

1. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with Data Protection legislation, including GDPR. Any data which is being removed from the school site, such as via email or on memory sticks or CDs, will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always reflect parental consent.
2. I have read and understood the school online safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
3. I will follow the school's policy regarding confidentially, data protection and use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
4. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
    - All communication will take place via school approved communication channels such as via a school provided email address or telephone number and not via personal devices or communication channels such as via personal email, social networking or mobile phones.
    - Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead and/or Headteacher.
5. My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school AUP and the Law.
6. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
7. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
8. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the Designated Safeguarding Lead or the Headteacher.
9. I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead as soon as possible.
10. I understand that if the school believes inappropriate use or unacceptable behaviour is taking place, the school may invoke its disciplinary procedure. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

Signed:	**Date:**

Wi-Fi Acceptable Use Policy.

As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of the schools' boundaries and requirements when using the school Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list and all members of the school community are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

1. The school provides Wi-Fi for the school staff.
2. I am aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The School takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the School premises that is not the property of the School.
3. The use of ICT devices falls under Harrietsham C of E Primary School's Acceptable Use Policy, online safety policy, Mobile Phone policy and Staff conduct policy, which all staff must agree to and comply with.
4. The school reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. School owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
6. I will take all practical steps necessary to make sure that any equipment connected to the schools' service is adequately secure, such as up-to-date anti-virus software, systems updates.
7. The school's wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school's wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
8. The school accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the school's wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the school from any such damage.
9. The school accepts no responsibility regarding the ability of equipment, owned by myself, to connect to the school's wireless service.
10. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.
11. I will not attempt to bypass any of the schools' security and filtering systems or download any unauthorised software or applications.
12. My use of school Wi-Fi will be safe and responsible and will always be in accordance with the school AUP and the Law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
13. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.
14. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead as soon as possible.
15. If I have any queries or questions regarding safe behaviour online, I will discuss them with the Designated Safeguarding Lead.
16. I understand that my use of the school Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the school suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school may terminate or restrict usage. If the school suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

Signed:	**Date:**

Appendix 11: Volunteer / Work Experience Checklist

Name of Applicant .....

DOB .....

Volunteer form agreed by designated staff member: Jo Griffin ☐

Work experience form agreed by designated staff member: Lee-Anne Kelly ☐

Induction Completed by:		
Document/Action	**Provided to Applicant (signed below)**	**Received by Office - Date and Who by**
School Tour Daily Routines (beginning and end of school day, break times, Lunchtime Arrangements)		
Ethos of School/Nurture Our Vision and Values | Harrietsham Church of England Primary School		
Request Form Found in Volunteers Induction Team		
Volunteer Policy Policies | Harrietsham Church of England Primary School		
Volunteer Agreement Form Found in Volunteers Induction Team		
Confidentiality Agreement Form Found in Volunteers Induction Team		
Safeguarding Guidance Leaflet Found in Volunteers Induction Team		
Adults Supporting Trips & Visits Guidance Found in Volunteers Induction Team		
Green Form (Safeguarding Concern Form) Found in Volunteers Induction Team		
Health and Safety Policy Policies | Harrietsham Church of England Primary School		
ID documents and DOB		
DBS applied for		
DBS received		

Pastoral Leader	
Safeguarding Induction – including how to log concerns (paper systems explained)	
Information given: - Use of mobile phones and smart watches - Photographs - Signing in/out - Whistleblowing - School Rules / Behaviour Logging - Visitors and strangers to site - Physical Intervention - Online Safety - Confidentiality - Car park - Dress Code - Storing personal belongings (including medication) - School Dinners - If your child attends the school	
ICT AUP Policies | Harrietsham Church of England Primary School	
Staff Lists, including DSLs	
Notification of Absence/Illness	
First Aid and Accident Reporting and Recording	
OPAL playtimes	
Location of Fire Exits and Fire Drill Procedures	
Lockdown and Evacuation	
Health and Safety	

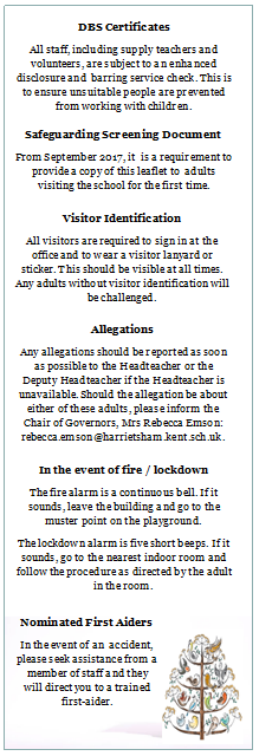
Essential Policies to be read and understood	
Keeping Children Safe in Education 2026	
Safeguarding and Child Protection Policy	
Acceptable Use Policy	
Confidentiality Policy	

Induction of a Visitor

Contractors who regularly work on site will receive safeguarding information proportionate to their role, information about reporting concerns, visitor expectations, identification arrangements and supervision requirements.

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.

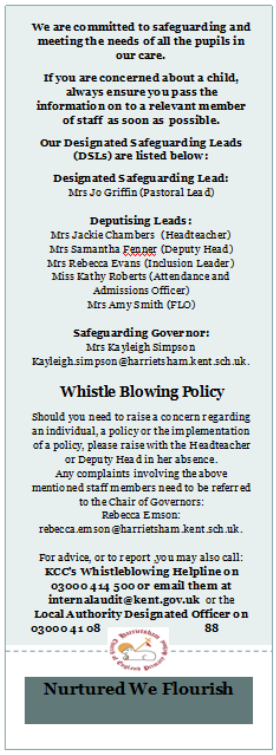
In the event of fire / lockdown

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)
Mrs Samantha Fenner (Deputy Head)
Mrs Rebecca Evans (Inclusion Leader)
Miss Kathy Roberts (Attendance and Admissions Officer)
Mrs Amy Smith (FLO)

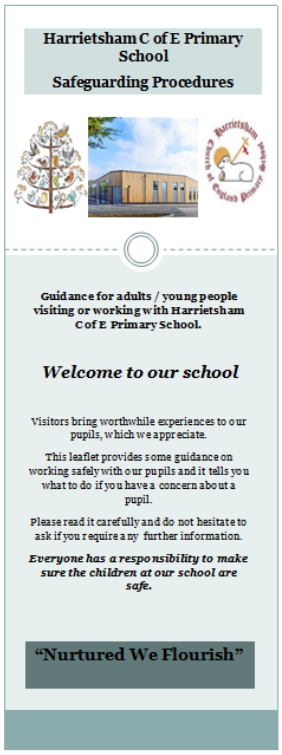
Safeguarding Governor:
Mrs Kayleigh Simpson
Kayleigh.simpson@harrietsham.kent.sch.uk.

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

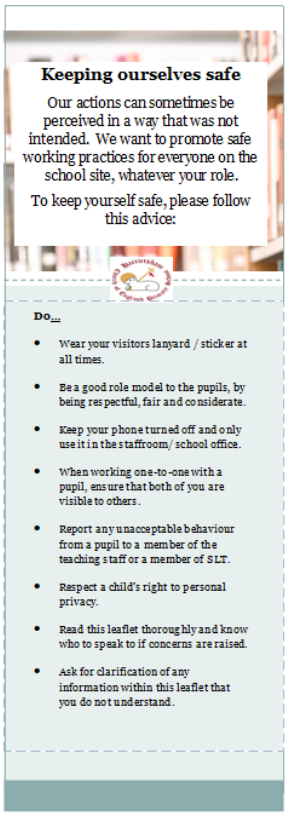
Visitors bring worthwhile experiences to our pupils, which we appreciate.

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

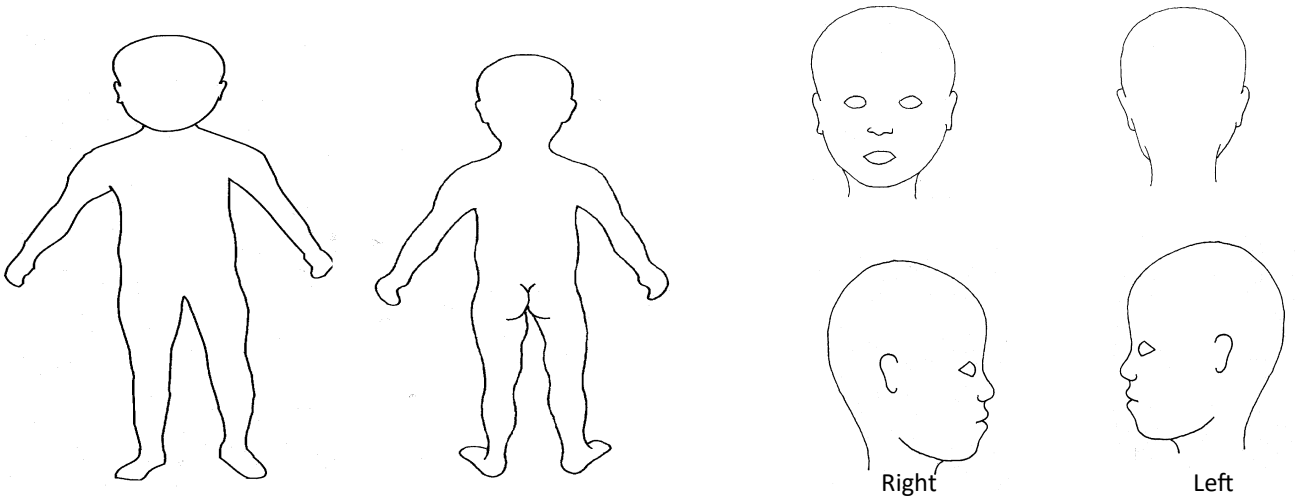
*Continue on a separate sheet if necessary

(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:

Appendix 3: Visitors Acceptable Use Pack

Acceptable use agreement for Governors, Volunteers and Visitors.

Acceptable use of the school's ICT facilities and the internet: agreement for Governors, volunteers and visitors.

Name of Governor, volunteer or visitor:

As a professional organisation with responsibility for children's safeguarding it is important that all members of the community, including visitors and volunteers, are fully aware of their professional responsibilities and read and sign this Acceptable Use Policy.

This is not an exhaustive list; visitors/volunteers are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.

11. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with Data Protection legislation, including GDPR. Any data which is being removed from the school site, such as via email or on memory sticks or CDs, will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always reflect parental consent.
12. I have read and understood the school online safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
13. I will follow the school's policy regarding confidentially, data protection and use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
14. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
    - All communication will take place via school approved communication channels such as via a school provided email address or telephone number and not via personal devices or communication channels such as via personal email, social networking or mobile phones.
    - Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead and/or Headteacher.
15. My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school AUP and the Law.
16. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
17. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
18. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the Designated Safeguarding Lead or the Headteacher.
19. I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead as soon as possible.
20. I understand that if the school believes inappropriate use or unacceptable behaviour is taking place, the school may invoke its disciplinary procedure. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

Signed:	**Date:**

Wi-Fi Acceptable Use Policy.

As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of the schools' boundaries and requirements when using the school Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list and all members of the school community are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

17. The school provides Wi-Fi for the school staff.
18. I am aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The School takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the School premises that is not the property of the School.
19. The use of ICT devices falls under Harrietsham C of E Primary School's Acceptable Use Policy, online safety policy, Mobile Phone policy and Staff conduct policy, which all staff must agree to and comply with.
20. The school reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
21. School owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
22. I will take all practical steps necessary to make sure that any equipment connected to the schools' service is adequately secure, such as up-to-date anti-virus software, systems updates.
23. The school's wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school's wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
24. The school accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the school's wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the school from any such damage.
25. The school accepts no responsibility regarding the ability of equipment, owned by myself, to connect to the school's wireless service.
26. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.
27. I will not attempt to bypass any of the schools' security and filtering systems or download any unauthorised software or applications.
28. My use of school Wi-Fi will be safe and responsible and will always be in accordance with the school AUP and the Law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
29. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.
30. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead as soon as possible.
31. If I have any queries or questions regarding safe behaviour online, I will discuss them with the Designated Safeguarding Lead.
32. I understand that my use of the school Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the school suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school may terminate or restrict usage. If the school suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

Signed:	**Date:**

Appendix 4: Mobile Phone Information Slip for Visitors

Use of mobile phones, and similar devices, in our school:

- Please keep your mobile phone out of sight of children at all times within school.
- Please keep your phone on silent while on the school grounds.
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staff room.
- Do not take photos or recordings of pupils or staff.
- Do not access your phone in lessons, or when working with pupils.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

Appendix 5: Contractor Induction Checklist

Contractor Company: _____
Contractor Name(s): _____
Nature of Work: _____
Date of Induction: _____
Induction Completed By: _____

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1. Contractor Details

☐ Company name and contact details obtained
☐ Public Liability Insurance received and checked
☐ DBS status confirmed (if applicable)
☐ Qualifications/certifications checked (where relevant)
☐ Risk Assessment provided
☐ Method Statement (RAMS) provided
☐ Emergency contact details obtained

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2. Safeguarding Requirements

☐ Safeguarding leaflet handed to Contractor
☐ Contractor advised never to be alone with a child
☐ Contractor informed to report any safeguarding concerns immediately
☐ Contractor informed not to use pupils' toilets unless authorised
☐ Mobile phone use restricted to work purposes only in private spaces away from children
☐ Photography and video recording prohibited unless authorised
☐ Identification badge worn at all times
☐ Visitor sign-in and sign-out procedures explained

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3. Health & Safety Information

☐ Contractor directed to Health and Safety Policy
☐ Contractor directed to Maintenance Risk Assessment (working at heights, manual handling,
☐ Site-specific hazards identified
☐ Asbestos register signed
☐ COSHH requirements discussed (if applicable)
☐ Accident and incident reporting procedures explained

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4. Fire and Emergency Procedures

☐ Fire evacuation procedure explained

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5. Site Security

☐ Contractor informed about site security arrangements
☐ Vehicle access and parking arrangements discussed
☐ Deliveries procedure explained

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6. Work Arrangements

☐ Permitted working hours agreed
☐ Areas authorised for work identified
☐ Hot works permit required/not required
☐ Isolation procedures explained (electric, gas, water)
☐ Working near pupils arrangements agreed
☐ Noise and dust control measures discussed
☐ Waste disposal arrangements explained

☐ Storage of tools and materials agreed

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9. Declaration

Contractor Declaration

I confirm that I have received and understood the information provided during this induction and agree to comply with school procedures and instructions.

Contractor Name: _____

Signature: _____

Date: _____

School Representative Declaration

I confirm that the above contractor has received an induction covering the items listed above.

School Representative: _____

Signature: _____

Date: _____

Contractor Rules Summary

- Sign in and out at Reception.
- Wear identification at all times.
- Follow safeguarding procedures.
- Report concerns, accidents or near misses immediately.
- Keep tools and materials secure.
- Do not smoke or vape on site.
- Mobile phones only to be used in designated spaces for work purposes.
- No photos or videos.
- Do not use school IT equipment without permission.
- Follow all instructions from school staff.
- In an emergency, stop work and follow staff directions.