First-day safeguarding induction sign-off

Schools in England. HR confirms start clearance separately. The DSL or authorised colleague explains and checks understanding. Use the form again for any follow-up.

School, staff reference and role _____

Start date, DSL or deputy and line manager _____

DSL contact, backup route and how to log a concern _____

☐ **Provide and read Part One** KCSIE PART ONE

Give the full current Part One and confirm the member of staff has read it. Give copies of or access to local safeguarding and behaviour policies and explain how they apply.

☐ **Explain the local safeguarding procedures** KCSIE 11 AND PART FOUR

Cover child protection and child-on-child abuse, behaviour and bullying, children absent from education, the staff code of conduct, low-level concerns, allegations and whistleblowing. Explain routes for concerns about the headteacher or DSL as set out in the school's procedures.

☐ **Complete safeguarding and online safety training** KCSIE 12 TO 13, 173 TO 177

Cover filtering and monitoring roles, how to report concerns immediately and how to record them securely. Explain Family Help, referrals and emergency action. Record completion date and any role-specific training still due.

☐ **Check understanding in practice** LOCAL CONTROL

Ask the staff member to show how they would log a pupil disclosure, find the DSL or deputy and report a concern about an adult. Record what needs repeating and who will follow up.

☐ **Plan updates and line manager check-in** KCSIE 12 / ACAS INDUCTION

Record the training and update schedule. KCSIE expects regular training updates and safeguarding updates at least annually. Agree a check-in and any role-specific procedures to revisit.

Training completed and evidence location _____

Outstanding action, responsible person and date _____

Staff member and date _____

DSL or authorised verifier, date and follow-up _____

Sources

KCSIE 2026 | Part One, filtering and monitoring, and Part Four

Acas | Inductions