



Romero
Catholic Academy Trust



All Saints'
Roman Catholic High School,
A Voluntary Academy

Headteacher:
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Email:
Website:

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Welcome to our school!

In order to keep our community safe and happy, and performing at its best, **we ask all new personnel to undertake the following induction**, which will be supplemented by further familiarisation which is specific to your department.

On your arrival please read our **Welcome Leaflet**, (available on our website [Personnel Welcome & Induction page](#)).

On your first day please meet with the School Business Manager to fill in a **Personnel Data Collection Form** (also available on our website [Personnel Welcome & Induction page](#)), **and provide your photo ID and DBS certificate.**

Over the following fortnight, please read guidance documents below.

If you have any queries or concerns about the information you read, please speak to your line manager or the School Business Manager.

Our **Staff Handbook** provides a wide range of practical information about the school, including our mission statement, who's who, a map and timetables.

Personnel with an All Saints' email account will be able to access the Staff Handbook through Teams, [here](#).

Safeguarding

- Safeguarding Induction (available on our website [Policy page](#))
- Safeguarding and Child Protection Policy (available on our website [Policy page](#))
- Code Of Conduct (available on our [Trust's website Policy page](#))
- Social Networking Policy (available on our website [Policy page](#))
- Whistleblowing Policy (available on our [Trust's website Policy page](#))
- Keeping Children Safe In Education (Summary and Part 1 as a minimum – if not already read) (available on our website [Policy page](#))
- Guidance on Safer Working Practice (if not already read) (available on our website [Policy page](#))

After reading these documents please complete and sign the **Safeguarding Declaration Form** (available on our website [Personnel Welcome & Induction page](#)), and give it to the School Business Manager.

Health and Safety

- Health & Safety Policy (available on our website [Policy page](#))
- Premises Risk Assessment (available on our website [Personnel Welcome & Induction page](#))
- Visitors' Risk Assessment (available on our website [Personnel Welcome & Induction page](#))



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- Other risk assessments which may be relevant to your role – e.g. DSEU assessment, lifting and handling risk assessment, or asbestos management plan, (available to employees through the shared staff server I:\Archive\Risk Assessments).

All new staff should complete our Health & Safety Induction; complete the declaration (available on our website [Personnel Welcome & Induction page](#)), and return it to the School Business Manager.

Staff in schools are also required to undertake familiarisation on a range of **other issues, such as fire safety and data protection.**

Some of these areas will be covered by face to face training during your department induction; alternatively there are **online learning resources**, which are detailed below.

Online training. (Allow approximately 1 hour per item.)
Log into and undertake the LCC 'Safeguarding Children' online training module (level 2), available here: https://cypvle.lancsnfl.ac.uk/login/index.php . (Create your own log-in account.)
Create an account and sign into https://www.etfleamers.org.uk/ , and complete the four PREVENT modules covering <ul style="list-style-type: none"> • 'Radicalisation and Extremism, • Staying Safe Online, • What Can You Trust? • and British Values'.
Create an account and sign into the LCC Personal Learning Site (available here: https://lancashire.melearning.university/course_centre/course_details/29) and complete the online ' Information Governance ' training module.
Create an account and sign into LCC Astute e-learning (available here https://lccschools.astute-elearning.com/Content/Login.aspx) and complete: <ul style="list-style-type: none"> • Equality and Cohesion
Create an account and sign into LCC Astute e-learning available here https://lccschools.astute-elearning.com/Content/Login.aspx and complete: <ul style="list-style-type: none"> • Health, Safety & Wellbeing - Fire Prevention and Procedures
As appropriate to your role you should also complete: <ul style="list-style-type: none"> • Health, Safety & Wellbeing – Display Screen Equipment (admin staff and others who regularly work with computers or screens) • Health, Safety & Wellbeing – Ladder Safety (site staff, and those who put up displays and stage sets, etc) • Health, Safety & Wellbeing – COSHH (premises managers, site staff, catering staff, technicians, and others who come into contact with cleaning products and chemicals) • Health, Safety & Wellbeing – Management of Contractors (premises managers, site staff, reception staff, premises managers) • Health, Safety & Wellbeing – Water Hygiene and Legionella (premises managers, site staff) • Health, Safety & Wellbeing - Driving at work (anyone who drives for school, including for home visits or transporting children, for meetings, etc) • Health, Safety & Wellbeing – Asbestos Awareness and Management (premises managers, site staff)
When you have completed the DSE User module, if relevant, you should complete a copy of the DSE user self-assessment available here: http://www.hse.gov.uk/pubns/ck1.pdf , and give it to the SBM.