

Re-admission for staff returning to school following a period of absence

It is important that as staff we re-admit and re-induct you into our school and seek information from you regarding your circumstances that may have changed and to inform you of any new changes in school.

Any information shared will remain in confidence unless information you share has impact on the role you hold in school or the access you have with children.

* How has your general health and wellbeing been over the period of absence?
* Has there been any change to your health, any new diagnosis of illness, or any circumstances regarding your own wellbeing that school need to be aware of and that may have impact on your current role?
* Do you have any concerns regarding returning to work following the period of absence?
* Does the school need to complete a risk assessment for you on your return to working full time/part time in school?
* Have your home and family circumstances changed (please include anyone moving in or out of the family home, relationship changes, illness recovery/or death of a significant friend/family member/loved one)
* Disqualification from childcare school declaration form and suitability to work with children. (Please if appropriate complete again or review the school declaration and sign to agree all details are still accurate.)
* Have any of your physical communication channels changed? E.g. new address or telephone number for contacts.
* Have any of your emergency contact arrangements changed?

Information for Staff:

DBS and Risk Assessments

If you are a volunteer and if you have been out of school for 12 weeks or more, a new risk assessment and potential DBS will need to be completed before you can have access to children (unless part of the update service).

School Premises Risk Assessments

Full and thorough risk assessments of the whole building, staff and children have been undertaken to ensure safe arrangements are in place. Individual staff and children who require risk assessments will have them.

Your role and responsibility

As part of this re-admission we will now spend time going through your role and responsibility including our expectations in school.

Safeguarding

Our safeguarding expectations remain the same if you have any IMMEDIATE concerns regarding a child both in school or potentially at home you must raise these concerns with the Designated Safeguarding Lead or deputy immediately and record it using our recording systems in school.

Our DSL is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our Deputy DSL is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health and Safety

As a member of our workforce we expect that you adhere to all health and safety procedures in school. We will now spend time going through those health and safety procedures and any changes to fire drills, exits and expectations on site.

Do we hold a PEEP for you? –YES /NO

If YES, is this still accurate and factual? Please ensure that any identified changes in your personal circumstances are listed above.

Please also note the changes to personnel/premises and the latest school risk assessment and changes in your role or setting.

Please review and complete school PEEP assessment form if appropriate.