

Values-Based Onboarding Checklist for UK Schools

Integrating School Values with Safer Recruitment Practices

Pre-Arrival (Weeks 1-2 Before Start Date)

Safer Recruitment Compliance

- DBS Certificate received and verified** (Enhanced DBS for those working with children)
- Prohibition Check completed** (Teachers only - via Teacher Services)
- Section 128 Check completed** (Management positions only)
- Overseas Criminal Records Check** (if applicable)
- Right to Work verification** completed and documented
- Medical Fitness Declaration** received and approved
- References verified** (minimum 2 professional references covering last 5 years)
- Qualifications verified** against original certificates
- Previous employment gaps** satisfactorily explained and documented

Values Integration Preparation

- Welcome pack sent** including school vision, values, and culture document
- Staff handbook provided** with emphasis on how values translate to daily practice
- Mentor assigned** - selected based on strong embodiment of school values
- Values-focused reading list** provided (relevant to role and school ethos)
- First week schedule created** incorporating values-based activities

Day One: Foundation Setting

Essential Safeguarding (Morning Priority)

- Safeguarding induction completed** with DSL or Deputy DSL
- Child Protection Policy reviewed** and signed
- Keeping Children Safe in Education (KCSIE) Part 1** discussed and signed
- Low-level concerns policy** explained
- Whistleblowing procedures** outlined
- Acceptable Use Policy** for IT systems signed
- Staff Code of Conduct** reviewed, discussed, and signed

Values Immersion (Afternoon Focus)

- School values exploration session** with line manager
 - Discussion: "How do our values show up in your previous experience?"
 - Activity: Identify 3 ways to demonstrate each school value in role
- School tour** with values-focused commentary
 - Point out displays, practices, and examples that embody values
 - Introduction to key staff who exemplify different values
- Student interaction observation** (appropriate to role and safeguarding)
- Values commitment statement** signed by new staff member

Week One: Integration and Understanding

Continued Safeguarding Requirements

- Safeguarding quiz completed** (minimum 80% pass rate)
- Local safeguarding procedures** covered (including local authority contacts)
- Prevent Duty training** completed
- Online Safety training** completed
- Physical intervention training** (if applicable to role)

Values in Practice

- Shadow experienced colleague** who demonstrates school values effectively
- Attend school assembly/collective worship** (observe values reinforcement)
- Meet with pastoral team** to understand values-based behaviour management
- Review Individual Education Plans** (SEN schools) with values lens
- Attend parents/carers interaction** (observe values in external relationships)
- Daily reflection sessions** with mentor (15 minutes each day)
 - "How did I demonstrate our values today?"
 - "What challenges did I face in applying our values?"
 - "What support do I need to better embody our values?"

Week Two: Application and Feedback

Professional Development

- Teaching Standards review** (teachers) aligned with school values
- Performance management framework** explained with values integration
- CPD opportunities** discussed that reinforce school values
- Career progression pathways** outlined with values-based competencies

Values Assessment Activities

- Scenario-based discussions** with line manager
 - Challenging behaviour situations
 - Parent complaints
 - Colleague disagreements
 - Resource constraints
- Values-based lesson planning** (teachers) or task planning (support staff)
- Feedback session with students** (appropriate and supervised)
- 360-degree feedback collection** from mentor, line manager, and colleagues

Month One Review: Embedding and Evaluation

Formal Assessment

- Probation review meeting** scheduled and completed
- Values alignment assessment** using school-specific rubric
- Safeguarding competency check** completed
- Professional development plan** created with values integration
- Feedback from students/parents** collected (where appropriate)

Ongoing Support Systems

- Peer support network** established
- Regular supervision schedule** confirmed (including values reflection)

- Professional learning community** membership assigned
 - Values champion role** offered (where appropriate)
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Values-Specific Reflection Tools

Weekly Values Check-In Questions

For New Staff Member:

1. Which school value did I demonstrate most naturally this week?
2. Which value do I need to develop further?
3. How have I seen our values positively impact students?
4. What specific example can I share of living our values?

For Mentor/Line Manager:

1. How effectively is the new staff member demonstrating our values?
2. What additional support do they need to embody our values?
3. How can we better integrate values into their daily practice?
4. What positive examples can I share with them?

Values-Based Scenarios for Discussion

(Select relevant scenarios based on school type and role)

Scenario 1: Conflicting Priorities "A parent requests their child be excluded from a school activity that aligns with our inclusion value. How do you balance respect for parental views with our commitment to inclusive education?"

Scenario 2: Resource Limitations "Budget cuts mean less individualised support for students. How do we maintain our value of 'every child matters' within these constraints?"

Scenario 3: Colleague Concerns "You observe a colleague's practice that seems to contradict our school values. How do you address this professionally while maintaining relationships?"

Documentation and Evidence

Values Portfolio Development

- Create digital portfolio** documenting values application
- Weekly photo/video evidence** (with appropriate permissions)
- Student work samples** showing values impact
- Reflection journal** maintained throughout induction period
- Feedback collection** from multiple stakeholders

Compliance Records

- All safer recruitment documents** filed securely
- Training certificates** stored in personnel file
- Induction completion certificate** issued
- Values assessment scores** recorded

- Professional development plan signed and dated
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Success Indicators

Month 1 Targets

- New staff member can articulate school values and their practical application
- Positive feedback from students, parents, and colleagues on values demonstration
- Safeguarding knowledge assessment passed at 90%+
- Active participation in school community activities
- Constructive reflection and openness to feedback demonstrated

Month 3 Review Points

- Independent application of values in challenging situations
 - Peer recognition for values-based practice
 - Contribution to school values culture through ideas or initiatives
 - Successful completion of probationary period
 - Commitment to ongoing professional development in values-based education
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Emergency Contacts and Resources

Immediate Safeguarding Concerns:

- Designated Safeguarding Lead: [Name] - [Contact]
- Deputy DSL: [Name] - [Contact]
- Local Authority Designated Officer (LADO): [Contact]

Professional Support:

- Line Manager: [Name] - [Contact]
- Mentor: [Name] - [Contact]
- HR Department: [Contact]
- Union Representative: [Contact]

Values and Culture:

- School Values Champion: [Name] - [Contact]
 - Staff Wellbeing Lead: [Name] - [Contact]
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This checklist should be customised to reflect your specific school values and local requirements. Regular review and updates ensure continued alignment with current safer recruitment practices and educational standards.