

# Compliance form – new starters to complete

Form to be completed and signed by new starters

## New starter details

Name
Job title
Centre/Location

## Anti-Bribery and Corruption Policy

I agree that I have read the Study Group Anti-Bribery & Corruption Policy and understand how it applies to me in the workplace.

☐ Please tick

## Data Protection

I agree that I have read the Study Group Data Protection policy & Employee Privacy Notice and I understand how they apply to me.

☐ Please tick

## Code of Conduct

I agree that I have read the Study Group Global Code of Conduct and understand how it applies to me in the workplace.

☐ Please tick

## Keeping Children Safe in Education (Version: September 2018)

Keeping Children Safe in Education is statutory guidance for schools and colleges and you must have regard to it when you are carrying out your normal duties. All staff members, regardless of role are expected to understand their safeguarding responsibilities and their role in promoting the care and welfare of children at Study Group. Keeping Children Safe in Education Part 1 is a standalone summary of this guidance. Please read this and sign the declaration below to confirm that you understand the contents and your obligations as outlined in it.

It is the duty of everyone who works at Study Group to play a role in safeguarding our students, whatever their age, and this guidance must be read in conjunction with your local policies, including the College Child Protection Policy. If you have any questions with regards to any of the content in either this guidance or your local policies or procedures please speak to your line manager or the College Designated Safeguarding Lead. Updates to Keeping Children Safe will be circulated as and when they become available. You are responsible for maintaining an up to date understanding of current advice, guidance and practice.

I have read Keeping Children Safe in Education Part 1 and I understand the contents and my obligations as outlined in it.

☐ Please tick

**As a condition of engagement, all employees, contractors and workers are required to agree to this policy.**

**If you are not prepared to sign this policy, please advise your Manager or the HR Manager for your area.**

## Completed form must be signed and dated

Signed	Date
--------	------