

## **Induction of New Staff, Governors and Volunteers in Safeguarding**

Welcome to EHS. We hope that you will not feel new for too long. We believe that a comprehensive induction programme helps all our new members of staff to settle into EHS as quickly as possible and to start to make an effective contribution. Every new member of staff is given an induction programme that is tailored to his or her roles and responsibilities. All new teaching staff are allocated a mentor in their first year, whose role is to provide information support and assistance.

### **DESIGNATED SAFEGUARDING LEAD**

Toni Cirillo- Campbell, our Deputy Head Pastoral, Sally Hartley, Head of Preparatory School and Helena Robinson, Senior Teacher, Westbourne are the school's Designated Safeguarding Leads. They have been fully trained for the demands of this role and regularly attend courses with other child support agencies to ensure that they remain conversant with best practice and that our policies and procedures are current and follow best practice. They receive refresher training every two years and maintain close links with the Local Safeguarding Children Board (LSCB) for the West Midlands. A Safeguarding Report is presented to the School's Council at each Council meeting and an annual audit of our procedures is carried out every September and presented to the Governing Council. Mrs Corinne Fatah, Deputy Chair of Council, is the designated governor with responsibility in this area.

### **INDUCTION PROCEDURES ON SAFEGUARDING**

Every new member of the teaching and non-teaching staff, including new peripatetic musicians and sports coaches, is required to attend an hour-long training session on child protection. These sessions are organised by Toni Cirillo- Campbell, Deputy Head Pastoral and DSL, in the Senior School and the Head of the Preparatory School and are run by the appropriate DSL. Similar training is offered to all Governors and to the parents who help with activities that bring them into contact with children. The only adults who work or visit the school who are exempted from this requirement are:

- Night-time cleaners, whose hours of work mean that they do not have contact with pupils.
- Occasional visitors, including occasional lecturers and contractors, who sign in and are given security badges by our Receptionist and who are escorted throughout their visit.
- Contractors working on a designated site that is physically separated from the rest of the school, who are required to sign in and out at their site office and to wear security badges at all times.
- Contractors working during the school holidays.

**WHAT IS THE REASON FOR THE TRAINING?*****Safeguarding is always our top priority***

Every member of staff needs to be confident that he or she understand his or her role in:

- Keeping children safe.
- Promoting the welfare of pupils.
- Promoting equal opportunities and inclusion.
- Preventing bullying and harassment.
- Being alert to signs of Radicalisation
- Being alert to untoward absences
- Being alert to signs of FGM

Everyone is required to take part in the training, no matter what their previous background or level of expertise. Refresher training for all staff is held annually in the inset days in September with a full refresher training every 3 years. The school's code of conduct for interaction with pupils is reviewed annually.

**WHAT OTHER PASTORAL TOPICS DOES THE INDUCTION TRAINING FOR TEACHERS COVER?**1. Our Pupil Welfare System

The roles of the following:

- The School Council; Mrs Corinne Fatah is the member of Council with responsibility for child protection. Council formally consider child protection arrangements and policies annually in the Autumn Term.
- The Senior Management Team, School Management Team and the DSLs
- The weekly pastoral meetings, which include Heads of Years and the Head of PSHE.
- The regular monitoring arrangements by the Heads of Year.
- The School Nurse.
- The training in leadership and mentoring given to senior pupils.
- Our partnerships with parents and guardians.
- The work of the Academic Support Department and the SendCo

2. The Legal Framework for our Safeguarding and Anti-Bullying Policies

We describe this briefly and cover our policies on:

- Anti-bullying
- Behaviour
- Special Educational Needs (and Learning Difficulties)
- Equal Opportunities
- Educational Visits
- E Safety

Teaching staff have a particular responsibility for supervising pupils and ensuring that they behave with consideration and good manners at all times, but all staff need to be made aware of the school's policies in these areas. All staff are reminded of their important role in building positive relationships, identifying risks and keeping everyone safe. We cover internet and technological bullying and the risks of the internet and social networking sites.

3. Understanding Challenging Behaviour

We draw upon national guidance relating to the safeguarding and protection of children, the signs of abuse, and the duties of staff, as well as the role of specialist agencies. We explain our expectations of how they should respond in a difficult situation, why they cannot promise confidentiality to a pupil.

4. The School's Policies on Safeguarding

All new staff will be expected to become familiar with our policies on:

- Safeguarding
- Interaction with Pupils: A Code of Conduct for Staff
- Pupils and Confidentiality Issues
- Guidance Policy on Procedures when a Member of Staff/Volunteer faces Allegations of Abuse
- Whistle-blowing
- The Prevent Policy

Copies of these documents can be found on All Staff/Policies.

5. Visitors and Site Security

This covers the need for visitors to be signed in at Reception and to be escorted about the school.

6. Record Keeping

The importance of effective record keeping matters.

7. Refresher Training

The session concludes with reminding staff that refresher training is given at three yearly intervals and by inviting all staff, Governors and volunteers to certify in writing that they have completed the training session.

## **NQT INDUCTION**

EHS has opted to participate in the national arrangements for the induction of NQTs.

Please sign and return to Gabrielle Franchi

**SAFEGUARDING AND INDUCTION PROCEDURES AT EHS**

I ..... have attended an induction session on Safeguarding Procedures. As a result I:

- (a) Am familiar with the contents of the following documents:
  - safeguarding
  - Interaction with Pupils: A Code of Conduct for Staff
  - Procedures when a Member of Staff, Volunteer, Designated Lead or Head faces Allegations of Abuse
  - Policy for Pupils on Confidentiality
  - eSafety Policy
  - Taking and storing images of children
  - The Prevent Policy
- (b) Am aware of procedures for Safeguarding at EHS.
- (c) I have read and understand Section 1 of Keeping Children Safe in Education
- (c) Know that Mrs Campbell/Mrs Hartley/Mrs Robinson is the Designated Safeguarding Lead and that I can discuss any concerns I may have with either DSL
- (d) Know that further guidance, together with copies of the policies, are in the Staff Handbook, which is available on the School's intranet.
- (f) Understand the responsibilities of staff in this area and the issues that may arise.

Signed ..... Date .....