



Safeguarding Induction for Staff, Governors and Volunteers

Linked policies:

- Safeguarding Policy

Rationale

Safeguarding is the priority of all members of Edgbaston High School community. We believe that it is important to have a framework in place so that there is a comprehensive induction programme in place with regard to informing all of their responsibility for safeguarding. For ease of reference the term 'staff' will be used to cover any new individual to our community.

Objectives

- To familiarise new staff with the DSL's (designated safeguarding lead) at Edgbaston High School.
- To direct new staff to relevant safeguarding policies.
- To enable new staff to feel confident when dealing with a disclosure.
- To guide new staff as to how to report and record concerns.
- To instill the ethos that ALL staff are responsible for safeguarding at Edgbaston High School.

Success Criteria

Everybody 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. Safeguarding updates for all staff are included in all staff meetings as necessary and all inset days. A full refresher training takes place every 3 years. The School's code of conduct is reviewed annually. Governors also receive training and safeguarding updates are given at all full governing body meetings.

Methodology

1. Implementation

Designated safeguarding lead

Antonietta Cirillo-Campbell, 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 Partnership 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 Body. Mrs Anne Howarth 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 either by the Deputy Head Pastoral and DSL, in the Senior School, or the Head of the Preparatory School, depending on the department requiring it. Similar training is offered to all Governors and to parents who help with activities that bring them into contact with children. The only adults who work or visit The School who are exempt 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. They are also provided with a safeguarding leaflet (Appendix 1).
- 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.

At the end of the safeguarding induction new staff will sign to say that they have attended the training. Staff that have access to the ICT system and use My Concern will go through the safeguarding and induction procedures outlined in **Appendix 3**.

Staff without access to My Concern will follow the procedures outlined in **Appendix 2**. This includes the following: Mini bus drivers, cleaning staff and kitchen staff that work during the school day. Wayne Hayes will keep a safeguarding folder of all relevant safeguarding policies that are accessible to the mini bus drivers and cleaners. Noel Hall will keep the same safeguarding folder accessible to all kitchen staff.

Other pastoral topics covered in the induction process

1. Our Pupil Welfare System

The roles of the following:

- The Governing Body.
- The Senior Management Team, School Management Team and the DSLs.
- 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 SENCO.

a. 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.

b. 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, and why they cannot promise confidentiality to a pupil.

c. The School's Policies on Safeguarding

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

- Safeguarding
- 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. Copies are also accessible to those members of staff that do not have access to the network. Wayne Hayes has a safeguarding folder with relevant policies for cleaning staff and bus drivers. Noel Hall has the same folder for kitchen staff.

d. Visitors and Site Security

This covers the need for visitors to be signed in at Reception and to be escorted around The School.

e. Record Keeping

The importance of effective record keeping matters.

f. 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 training

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

2. Monitoring

The safeguarding induction programme in senior school is delivered by the Deputy Head Pastoral. New teaching staff are directed for training by the Deputy Head Academic. The Facilities Manager will request training as necessary for catering and maintenance staff. Head of Catering will request training as necessary for kitchen staff. The DSL in Prep will be responsible for induction training in Prep, Westbourne and for Members of Council.

Evaluation and Review

A Cirillo-Campbell will review this policy every two years and make any necessary additions or amendments.

Signed by the Headmistress _____ *CAN Mauro*

Approved by Governing Body: _____ Approved by
The Governing Body *20/9/22*

Date: _____ *20/9/22*

Review date: August 2024

Appendix 1

EHS Commitment to Safeguarding

Safeguarding and child protection are everyone's responsibility at EHS. We have a duty both to children in need and to children at risk of harm. Teachers, Support Staff, Governors, Volunteers and Visitors are expected to adhere to our policies and procedures whilst at school.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in this leaflet please talk to any of the contacts named on the back of this leaflet.

If you are concerned about the safety of any child in our school, you must report this to one of the designated safeguarding leads.

If you are concerned about the conduct of a member of staff or a volunteer in our school please speak directly to Head Teacher, Mrs Clare Macro. If the Head Teacher is unavailable please notify one of the Senior Leadership Team.

All Contact Information can be found on the back of this leaflet

Contact Information

Designated Safeguarding Leads

Senior school
Antonietta Ctrillo-Campbell
01214545831 ext: 227
ctrillocampbell@edgbastonhigh.co.uk

Preparatory School
Sally Hartley
0121 4542401 ext: 205
hartleys@edgbastonhigh.co.uk

Westbourne
Melena Robinson
01214545831 ext: 206
robinsonh@edgbastonhigh.co.uk

Head Teacher
Mrs Clare Macro: 01214545831 ext: 201

Deputy Heads
Jessica Rance: 01214545831 ext 243
Kam Purewal: 01214545831 ext: 241

Safeguarding Governor:
Anna Howarth:
Howartha@edgbastonhigh.co.uk

Edgbaston High School for Girls

School Visitor Safeguarding Guide



Visitor requirements

- All visitors must sign in at reception as soon as they arrive in either Senior school, Prep or Westbourne.
- Visitors will be issued with an appropriate pass that must be worn at all times while they are in school.
- Visitors must be guided or supervised by a designated member of staff while on the premises.
- Visitors are not permitted to take photographs or film unless they are given permission to do so.
- Visitors should sign out and return their pass before they leave the site.

What to do if you are worried about a child

- Inform one of the designated safeguarding leads immediately.
 - If one of the designated safeguarding leads is not available contact any other member of the Senior Leadership Team.
- Prevent duty:**
- The school has a duty to prevent an individual from being radicalised into terrorism and extremist views. If you have a concern about a member of staff or pupil in this regard please inform one of the Designated Safeguarding Leads or a member of the Senior Leadership Team as soon as possible.
- FGM:**
- If you become aware of any reports of, or have concerns with regard to, Female Genital Mutilation (FGM) in relation to a child at EHS please contact the police immediately.
- Identifying harm - types of abuse:**
- Physical:** when a child is deliberately hurt or injured
 - Sexual:** when a child is forced or influenced to take part in sexual activity. This includes non-physical activity such as being forced to look at inappropriate images
 - Emotional:** when a child is made to feel frightened or worthless.
 - Neglect:** when a child is not being taken care of by their parents.

What to do if a child discloses they are being harmed

Disclosure- What to do:

- Stay calm, tell the child they have done the right thing
- Be honest, do not make promises you cannot keep – YOU HAVE A DUTY TO REFER
- Explain what you have to do next and to whom you have to talk to
- Admit/acknowledge how hard it must have been for the child to tell you what happened.

Disclosure- What not to do:

- Do not ask leading questions
- Do not promise not to tell anyone
- Do not put words into a child's mouth or assume how the child feels.
- Do not attempt to interview the child

Your conduct while in school:

- Please be professional. Be careful how you interact with or speak to our pupils.
- Please avoid any physical contact with children unless you are preventing them from immediately harming themselves or others.
- Please avoid being on your own with a child, always ensure that a door is open and that you are visible to others
- Please inform a member of staff if a child touches you or speaks to you inappropriately.

Appendix 2 – for Support Staff



EDGBASTON

HIGH SCHOOL FOR GIRLS

Please sign and return to Gabrielle Franchi

SAFEEGUARDING AND INDUCTION PROCEDURES AT EHS

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

- (a) Am familiar with the contents and location of the following documents:
- Safeguarding Policy which includes:
 - Use of ICT, Mobile Phones and Other Electronic Devices
 - Taking and Storing of Images of Children
 - Aspects of e-safety
 - Keeping Children Safe in Education: Part 1 (KCSIE September 2020)
 - Code of Conduct for Staff
 - Behaviour policy
 - Anti-bullying policy
 - Whistleblowing policy
- (b) Am aware of the categories, signs and indicators of abuse.
- (c) Am aware of how respond to and report disclosures
- (d) Understand the professional responsibility of staff with regards to confidentiality
- (e) Know that the named Safeguarding Governor is Anne Howarth and how she can be contacted.
- (f) Know that Mrs A Cirillo-Campbell/Mrs Hartley/Mrs Robinson are the Designated Senior Leads and that I can discuss any concerns I may have with the DSL's.
- (g) Understand the roles and responsibilities of staff in relation to safeguarding and promoting the welfare of children and young people.

Signed.....Date

Appendix 3 – for Teaching Staff



EDGBASTON HIGH SCHOOL FOR GIRLS

Please sign and return to Gabrielle Franchi

SAFEEGUARDING AND INDUCTION PROCEDURES AT EHS

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

(h) Am familiar with the contents and location of the following documents:

- Safeguarding Policy
- Children Missing from Education
- Keeping Children Safe in Education: Part 1 (KCSIE September 2020)
- Code of Conduct for Staff
- Behaviour policy
- Checking Employees, Temporary Workers, Governors, Proprietors, Volunteers and Contractors (see safeguarding policy)
- Procedures when a Member of Staff, Volunteer, Child Protection Officer or Head faces Allegations of Abuse (see safeguarding policy)
- Use of ICT, Mobile Phones and Other Electronic Devices
- Taking and Storing of Images of Children
- E-safety policy, including social media guidelines for staff
- Anti-bullying policy – Staff and Pupils
- Whistleblowing policy

(i) Am aware of how to use My Concern in order to report a concern about a child.

(j) Am aware of the categories, signs and indicators of abuse.

(k) Am aware of how respond to and record disclosures

(l) Understand the professional responsibility of staff with regards to confidentiality

(m) Know that the named Safeguarding Governor is Anne Howarth and how she can be contacted.

(n) Know that Mrs A Cirillo-Campbell/Mrs Hartley/Mrs Robinson are the Designated Senior Leads and that I can discuss any concerns I may have with the DSL's.

(o) Know that further guidance, together with copies of the policies, are in the Staff Handbook, which is available on the School's intranet.

(p) Understand the roles and responsibilities of staff in relation to safeguarding and promoting the welfare of children and young people.

Signed.....Date