



Serva Fidem

## KINGSWOOD HOUSE SCHOOL

### INDUCTION OF NEW STAFF, GOVERNORS AND VOLUNTEERS IN CHILD PROTECTION

Updated by: Katie Edwards  
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This policy relates to the whole school including the Early Years Foundation Stage.

#### INTRODUCTION

Welcome to Kingswood House School. We hope that you will not feel new for too long. We believe that a comprehensive induction programme helps all of our new members of staff to settle into Kingswood House School 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 and administrative staff are allocated a mentor in their first year whose role is to provide informal support and assistance.

#### INDUCTION PROCEDURES ON CHILD PROTECTION

Every new member of the teaching and non-teaching staff, including new peripatetic musicians and sports coaches, and trustees, governors and volunteers are required to attend a training session on Child Protection. These sessions are organised by Mr Liam Clarke, our Designated Safeguarding Lead (DSL) or the Bursar, one of our Deputy DSL's, and every effort will be made to hold them within your first week of the arrival as a new member of staff at the School. Similar training is offered to all governors and to the parents who help with activities that bring them into contact with children. All new employees of Abbotts Contract Cleaning, the firm that runs our cleaning service, are also required to be given training in Child Protection. 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 a Visitors badge 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

#### DESIGNATED SAFEGUARDING LEAD

Mr Liam Clarke, Head of Upper Prep, is Kingswood House School's DSL. The DSL takes lead responsibility for Safeguarding and Child Protection in the School. He has been fully trained for the demands of this role and regularly attends courses with other child support agencies to ensure that he remains conversant with best practice and that our policies and procedures are current and follow best practice. He receives refresher training every two

years and maintains close links with the Local Safeguarding Children Board (LSCB) for Surrey. He reports at least once a year to the governors on Child Protection issues. More details of the DSL's role are described in the 'Model Code of Conduct for Staff' which will be given to you and whose contents form an important part of our training module.

Mrs Sally Witts, Bursar, and Eleanor Henery, Head of Lower Prep, Ian Mitchell, Deputy Headmaster and Jamie Rudkin, Head of Seniors are the School's Deputy DSLs. They have all been fully trained to the same standard as the DSL and regularly attend courses with other support agencies to ensure they remain conversant with best practice. However, ultimate responsibility rests with the DSL and cannot be delegated.

### WHAT IS THE REASON FOR THE TRAINING?

Child Protection is always our top priority.

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

- Keeping children safe
- Promoting the welfare of pupils
- Promoting equal opportunities and inclusion
- Preventing bullying and harassment

Everyone is required to take part in the training no matter what their previous background or level of expertise. All members of staff formally review the School's code of conduct on interaction with pupils once a year before it is sent to the governors for re-endorsement. Refresher training for all staff is held regularly in line with advice from the Local Safeguarding Children Board.

### WHAT TOPICS DOES THE TRAINING COVER?

Our induction training will tell you about:

#### 1. Our pupil welfare systems

Starting with the roles of the following structures:

- The governors formally consider child protection issues once a year with day-to-day issues being delegated to its health and safety sub-committee which meets once a term. This committee is chaired by the Bursar who reports to Dr Bowen-Perkins, who is and the liaison governor for child protection issues
- The roles of the senior leadership team and the DSL. The weekly staff meeting, which includes the form tutors and discussion on pupils
- The regular monitoring arrangements by form tutors
- The role of the School's Emotional Literacy Support Assistant (ELSA)
- The prefect system and the training in leadership given to senior pupils
- The role of the school council
- Our partnerships with parents and guardians

We will describe our arrangements for providing additional support for pupils with special educational needs (SEN) and for whom English is an additional language (EAL).

#### 2. The Legal Framework for our Child Protection and Anti-Bullying Policies

We describe this briefly and our policies cover:

- Anti-bullying
- Behaviour

- Disability, Special Educational Needs and Learning Difficulties
- Equal Opportunities
- Educational Visits
- Safer recruitment of staff, covering our procedures in recruiting, checking that our staff are suitable and qualified for their roles and that the statutory child protection checks have been carried out
- Arrangements for checking governors, volunteers, contractors' staff, volunteers and adult members of the households of staff accommodated on-site and others, such as drivers who have unsupervised access to children
- The safe supervision of visitors
- Keeping Children Safe in Education
- Working Together to Safeguard Children
- Obligations under the Childcare (Disqualification) Regulations 2009

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 potential risks (as well as benefits) of the internet and social networking sites. We train staff in being alert to the signs of bullying or children at risk of radicalisation. Training includes awareness to equip staff to identify children at risk of being drawn into terrorism.

### 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 and why they cannot promise confidentiality to a pupil.

### 4. The School's Policies on Child Protection

All new staff will be expected to become familiar with the following:

- Child Protection Policy
- Pupils and Confidentiality Issues
- Whistle-blowing Policy
- Staff Behaviour and Code of Conduct Policy
- The identity and role of the DSL and deputy DSL(s)
- The name of the designated governor for safeguarding
- The acceptable use of the internet policy
- Responsibilities under the Prevent strategy

Copies of these documents can be found on our website. We also draw upon official guidance, such as 'Keeping Children Safe in Education'. Please note that all staff and volunteers will be required to have read Part 1 of Keeping Children Safe in Education and Annex A.

### 5. Visitors and Site Security

This covers the need for visitors to be signed in at Reception, wear a Visitor's badge and to be escorted about the School.

## 6. Effective Record Keeping

A record will be kept of the induction process for all new staff (including volunteers). This is to ensure that the School can be satisfied that the required training has been undertaken in accordance with the School's safeguarding obligations.

## 7. Refresher Training

All staff will receive appropriate safeguarding and child protection training which is regularly updated. This may include safeguarding and child protection updates (e.g. by staff meetings) as required, at least annually.

## NQT INDUCTION

Kingswood House School has opted to participate in the national arrangements for the induction of NQTs as set out by the Department for Education and the National College for Teaching and Leadership. For more information see: <http://www.education.gov.uk/schools/leadership/deployingstaff/newstaff/b0066959/nqt-induction/induction-newly-qualified-teachers>

Please sign and return to Sally Witts:

### **CHILD PROTECTION INDUCTION PROCEDURES in Kingswood House School**

I \_\_\_\_\_ have attended an induction session on child protection procedures. As a result, I

(A) am familiar with the contents of the following documents:

- The School's Child Protection Policy and Staff Behaviour Policy
- Working Together to Safeguard Children DfE Guidance (Sept 2018)
- 'Keeping Children Safe in Education' DfE Guidance - Part one, part five and Annex A (Sept 2018)
- 'What to do if You're Worried a Child is being Abused' DfE Guidance (March 2015)
- 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'
- The school's policy on Anti-bullying
- The school's policy on First Aid
- The school's policy on Health & Safety
- The school's policy for Pupils on Confidentiality
- The school's policy on use of ICT, Mobile Phones and Other Electronic Devices
- The school's policy on taking, storing and using Images of Children
- The school's policy on intimate care
- The school's policy on Whistleblowing
- The school's policy on E-Safety
- Missing Child Policy
- Equal Opportunities Policy
- Fire procedures and Emergency evacuation
- The school's Pupil Behaviour and Sanctions Policy

(B) Am aware of procedures for child protection at Kingswood House School.

(C) Know that Liam Clarke is the School's Designated Safeguarding Lead and Sally Witts, Eleanor Henery, Ian Mitchell and Jamie Rudkin are the Deputy DSLs and that I can discuss any concerns that I may have with them.

(D) Know that further guidance, together with copies of the policies are on our server in Shared Curriculum and on the School's website.

(E) Have been given a copy of the Staff Behaviour and Code of Conduct Policy, Whistleblowing Policy, Pupil Behaviour and Sanctions Policy, Child Protection Policy, Part 1, Part 5 and Annex A of KCSIE (Updated Sept 2018), 'What to do if you are worried a child is being abused' and Guidance for safer working practice in education settings, and agree to work within them.

(F) Understand the responsibilities of all staff in this area and the issues that may arise.

(G) Understand my obligations in respect of the Childcare (Disqualification) Regulations 2009, if relevant.

Signed \_\_\_\_\_

Date \_\_\_\_\_