



Gosfield School

Induction of New Staff in Child Protection Policy

Whole School, including EYFS

INTRODUCTION

Welcome to Gosfield 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 the school as quickly as possible, and to start to make an effective contribution. All new teaching 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 peripatetic musicians and sports coaches, cleaners and volunteers, will receive a safeguarding briefing before the commencement of their duties and contact with children. They will receive a copy of the School's safeguarding policy together with a copy of 'Keeping Children Safe in Education' September 2022 and will be expected to read, and sign to say they have read and understood at least Part 1 and Annex B of this document. All staff members are also required to complete the government's online Prevent training programme. Thereafter, they are required to complete further in-house training by the Designated Safeguarding Lead within the first half term. The only adults who work or visit the School who are exempted from this requirement are:

- Occasional visitors, including occasional speakers and contractors, who sign in and are given a security badge by our Receptionist, who are escorted throughout their visit.
- Contractors such as electricians and cleaners, 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.

CHILD PROTECTION OFFICER

Mrs A Gwynne, the Assistant Principal Pastoral, is Gosfield School's Designated Safeguarding Lead. She has been fully trained for the demands of this role and regularly attends courses with other child support agencies to ensure that she remains conversant with best practice and that our policies and procedures are current and follow best practice. She receives refresher training in child protection and inter-agency working every two years. She reports every term to the Board of Governors on child protection issues.

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, including cyber bullying, prejudice-based and discriminatory bullying

Induction of New Staff in Child Protection Policy

- Preventing pupils from being drawn into terrorism and ensure that they are given the right advice and support
- Monitoring the mental health and wellbeing of all pupils

The Principal and all staff (including volunteers and supply staff) are required to take part in the training, regardless of their previous background or level of expertise. Refresher training in child protection for all staff (including the Principal) is held every year.

WHAT TOPICS DOES THE TRAINING COVER?

Our induction training will tell you about:

Our pupil welfare systems

Starting with the roles of the following structures:

- The Board of Governors formally consider child protection every term, with day-to-day issues being delegated to Mrs A Gwynne, who, in turn, has Mr Jackson (Principal), Mr John Cooper and Mrs Bougeard (Head of Prep) as Deputy Designated Safeguarding Leads
- The Senior Leadership Team and the Designated Safeguarding Lead
- The regular pastoral meetings, which includes Heads of House, tutors and class teachers
- The regular monitoring arrangements by Mrs A Gwynne, DSL and Assistant Principal Pastoral, the Head of Prep and the Heads of House
- The Pupil Parliament
- Our partnerships with parents and guardians

We will describe our arrangements for providing additional support for pupils with SEND including those for whom English is an additional language.

The Legal Framework for our Safeguarding/ Child Protection and Anti-Bullying Policies.

We describe the legal framework briefly and introduce you to our policies relating to safeguarding. All new staff are expected to become familiar with Part 1, including Annex B, of 'Keeping Children Safe in Education' September 2022, and work through the online Prevent training producing a certificate demonstrating completion and understanding along with reading our policies on:

- Acceptable Use of ICT by Staff
- Acceptable Use of Mobile Phones and Other Electronic Devices
- Safeguarding and Promoting the Welfare of Pupils
- Staff Code of Conduct and Behaviour Policy
- The Whistle Blowing Policy
- Taking, Storing and Using Images of Children Policy
- Behaviour, Discipline and Exclusions Policy including Rewards and Sanctions
- Attendance Policy (including Children Missing from Education)
- Anti-Bullying Policy
- Keeping Children Safe in Education, Part 1 including Annex B, DfE September 2022
- Mental Health and Wellbeing Policy

Teaching staff have a particular responsibility for supervising pupils and ensuring that they always behave with consideration and good manners; but all staff need to be made aware of the School's policies in these areas. All staff are reminded of their key role in building positive relationships, identifying risks, and keeping everyone safe, the responsibility for Safeguarding is **everyone's** duty. Staff have a duty to promote the welfare of children and report any concerns to the pastoral team or the DSL immediately. Staff must also be aware to share any concern or complaint (no matter how small) regarding any member of staff, governor, supply staff, volunteer, or contractor should be reported immediately to the Principal. Staff should also consider situations where a person's behaviour

Induction of New Staff in Child Protection Policy

outside school may have 'transferable risk into the School'. The School will respond appropriately to any concern brought forward, where the concern does not reach the threshold, it may be necessary to record the incident on our Low-Level Concern Log to monitor any emerging patterns. (See the Safeguarding Policy for further details) Staff should also report any potential risk within the use of technology and social networking sites.

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 staff should respond in a difficult situation, why they cannot promise confidentiality to a pupil.

Visitors and Site Security

This covers the need for visitors to be signed in at Reception and to be escorted about the school. Visitors should wear a visitors badge at all time.

Effective Record Keeping

Why effective record keeping matters and the individual teacher responsibility for adding any incidents to the school file of individual pupils. All Pastoral Logs are updated by Mrs Gwynne, individual pupil records are held on a central data base and the Safeguarding records are kept by Mrs Gwynne DSL, monitored by the Safeguarding Link Governor. All staff are trained on how to use the MIS system (Bromcom) for access to student records including communication with parent/ carers and how to use MyConcern system for reporting a safeguarding concern. This is monitored by the DSL and the Safeguarding team.

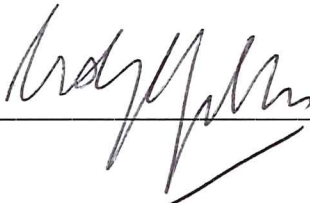
Refresher Training

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

Ratified by the Governing Council of Gosfield School

Signed  (Chair of Governors) Date 3-10-2022

Next Review date: June 2023

Principal's Signature:  Date: 29/09/22



Gosfield School NEW STAFF INDUCTION

Please sign and return to Mrs A Gwynne DSL

CHILD PROTECTION INDUCTION PROCEDURES in Gosfield School

I _____ have completed an induction session on Child Protection Procedures. As a result, I:

(A) ***I have read and understood*** the contents of the following documents

- Acceptable Use of Mobile Phones and Other Electronic Devices
- Acceptable Use of ICT by Staff
- Safeguarding and Promoting the Welfare of Pupils
- Staff Code of Conduct and Behaviour policy
- The Whistle Blowing Policy
- Taking, Storing and Using Images of Children Policy
- Behaviour, Discipline and Exclusions Policy including Rewards and Sanctions
- Attendance Policy (including Children Missing from Education)
- Anti- Bullying Policy
- Keeping Children Safe in Education, part 1 including Annex B, DfE September 2022
- Mental Health and Wellbeing Policy

(B) Am aware of procedures for Child Protection at Gosfield School.

(C) Know that Mrs A Gwynne is the Designated Safeguarding Lead and that I can discuss any concerns that I may have with her.

(D) Know that further guidance is available in the Staff Handbook, together with copies of the policies, all of which are held on the School's network. Safeguarding information is also displayed on the staff noticeboards in both staff rooms.

(E) Understand it is my responsibility to familiarise myself with the document "Keeping Children Safe in Education" part 1 including Annex B 2022, which is available on the School's network.

(F) I understand it is my responsibility to complete the Online training for Prevent and forward my certificate to Mrs Gwynne.

(G) Understand my responsibilities as a member of staff regarding Child Protection, and to report any concerns or issues to the DSL.

Signed _____

Date _____

Print Name _____