



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

This policy applies across the whole school including the Early Years Foundation Stage (EYFS).

### **INTRODUCTION**

Welcome to Newcastle School for Boys. 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.

### **INDUCTION PROCEDURES ON CHILD PROTECTION**

Each new member of the teaching and non-teaching staff, including new peripatetic musicians and sports coaches, governors and volunteers is required to attend a training session on child protection. These sessions are organised by Mr Graeme Hallam, our Designated Safeguarding Lead (DSL), 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 Sodexo, the firm that runs our catering and cleaning, 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:

- Occasional visitors, including occasional lecturers and contractors, who sign in and are given a visitor badges at our school offices and who are escorted throughout their visit.
- Contractors working in a designated area that is physically separated from the rest of the School and who are required to sign in and out at their site office and to wear visitor badges at all times.
- Contractors working during the school holidays.

### **DESIGNATED SAFEGUARDING LEAD (DSL)**

The School's Designated Safeguarding Lead is Graeme Hallam who is a member of the Senior Leadership Team.

Tracey Innes, Owen Spinks and Sian Woosnam are the Deputy Designated Safeguarding Leads (DDSL) to whom reports should be made in the absence of the DSL. This ensures there is the required cover for the role at all times.

The DSL's role is to take lead responsibility for safeguarding and child protection matters in the School. The DSL's responsibility is to maintain an overview of safeguarding within the School, to open channels of communication with local statutory agencies, support staff in carrying out their safeguarding duties and to monitor the effectiveness of the School's policies and procedures in practice. The DSL works with the governors to review and update the School's ***Safeguarding and child protection policy***. Where a pupil leaves the School, the DSL will also ensure their child protection file is transferred to the new school (separately from the main pupil file) as soon as possible. The DSL will ensure secure transit and obtain confirmation of receipt.

The DSL regularly reviews the School's and their own practices and concerns about welfare and safeguarding matters. This includes the personal and professional duty of all staff to report welfare and safeguarding concerns to the DSL, or in the absence of action, directly to local children's services.

During term time, the DSL and/or DDSL will always be available (during school hours) for staff in the School to discuss any safeguarding concerns. For out of hours/out of term activities, the School's arrangements are to contact Graeme Hallam, DSL on 07525 419099 or, in his absence, the Headmaster on 07793 742699.

Full details of the DSL's role can be found at Annex B of ***Keeping Children Safe in Education 2016 (KCSIE)***.

Ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility should not 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 safeguarding and child protection subcommittee which meets once a term. This committee is chaired by Dr Neil Lloyd-Jones, who is the liaison governor for child protection issues.
- The roles of the senior leadership team and the DSL.
- Pastoral meetings and regular monitoring arrangements.
- The prefect systems.
- The role of the school councils.
- Our partnerships with parents and guardians.

We will also 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 management.
- Discipline and exclusions.
- Disability, Support for learning.
- 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 others who have unsupervised access to children.

- The safe supervision of visitors.
- *Keeping Children Safe in Education (Sept 2016)*.
- *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 safeguarding and 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 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 (Sept 2016)'. **Please note that all staff and volunteers will be required to have read and understood Part 1 of Keeping Children Safe in Education (Sept 2016) and Annex A.**

### 5. Visitors and site security

This covers the need for visitors to be signed in 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

Newcastle School for Boys 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>

Updated September 2017

Please sign and return to Graeme Hallam

## SAFEGUARDING AND CHILD PROTECTION INDUCTION PROCEDURES AT NEWCASTLE SCHOOL FOR BOYS

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

- (A) have read and am familiar with the contents of the following documents:
  - (i) The School's ***Safeguarding and Child Protection Policy***
  - (ii) DfE guidance, ***Keeping Children Safe in Education (Sept 2016)*** (Part one and Annex A)
  - (iii) The School's ***Anti-Bullying Policy***
  - (iv) The School's ***Health and Safety Policy***
  - (v) The School's ***First Aid Policy***
  - (vi) ***Working Together to Safeguard Children March 2015***
  - (vii) The School's ***Whistleblowing Policy***
- (B) Am aware of procedures for child protection at Newcastle School for Boys.
- (C) Know that Mr Graeme Hallam is the designated safeguarding lead and that I can discuss with him any concerns that I may have.
- (D) Know that further guidance, together with copies of the School's policies, is available on the School's intranet.
- (E) Understand the responsibilities of all staff in this area and the issues that may arise.
- (F) Understand my obligations in respect of the Childcare (Disqualification) Regulations 2009, if relevant.

Signed \_\_\_\_\_

Date \_\_\_\_\_