

## **ANNEX 45**

### **GUIDANCE ON POLICY FOR INDUCTION OF NEW STAFF IN CHILD PROTECTION**

#### References:

- A: TDA "Guidance on Introductory Training" ([www.tda.gov.uk](http://www.tda.gov.uk))
- B: CWDC "Induction Standards" ([www.cwdcouncil.org.uk](http://www.cwdcouncil.org.uk))
- C: Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117) [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- D: ISI Regulatory Checklist (0309) [www.isi.net](http://www.isi.net)
- E: "The Early Years Foundation Stage: Statutory Framework 2008" ([www.teachernet.gov.uk](http://www.teachernet.gov.uk))
- F: "Safeguarding Children and Safer Recruitment in Education" DCSF guidance, dated 2007,
- G: "Building Brighter Futures: Next Steps for the Children's Workforce", DCSF, 2008 ([www.teachernet.gov.uk](http://www.teachernet.gov.uk))
- H: "Every Child Matters: Change for Children in Schools" ([www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk))
- I: SCIS: "Child Protection Guidelines" June 2006 ([www.scis.org.uk](http://www.scis.org.uk)) ([www.teachernet.gov.uk](http://www.teachernet.gov.uk))
- J: "Whistle-blowing" Section C, the ISBA Model Staff Handbook, January 2009
- K: "What is child abuse?" NSPCC Information document ([www.nspcc.org.uk](http://www.nspcc.org.uk))
- L: "School Staff as Police Officers": An ISBA briefing document by Farrer & Co, Oct 2006
- M: Practice Guidance for the Early Years Foundation Stage, DfES, 2008N: EYFS Guidance for Registered Settings, ISI, September 2010.
- N: Core Standards – Index of Evidence 2010-2011, ISC.

#### **Introduction**

Welcome to Vinehall 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. 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 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, is required to attend a training session on child protection. These sessions are organised by our Deputy Child Protection Officer, 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.

Any new employees of the firm that runs our grounds maintenance are also required to be given training in child protection. The only adults who work in or visit the school who are exempted from this requirement are:

- Weekend 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 security badge by our Receptionist, 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.

#### **Child Protection Officer**

Geoffrey Whitehead, our Deputy Head, is the school's Child Protection Officer (CPO). 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 East Sussex. He reports at least once a year to the Governors' Main Board on child protection issues.

### **What Is The Reason For The Training?**

**Child protection is always our top priority** and 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. Refresher training for all staff is held at three yearly intervals.

### **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 the Welfare Committee, which meets once a term. This Committee is chaired by CPO and comprises the Head, Deputy CPO, School Nurse and Governor with responsibility for overseeing child protection issues.
- The roles of the Senior Management Team and the CPO. The weekly staff meetings, which includes teaching staff, houseparents and some administrative staff.
- The regular monitoring arrangements by the houseparents.
- The role of the School Counsellor, School Doctor and School Nurse.
- 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 who receive Learning support and those for whom English is an additional language.

#### **2. The Legal Framework for our Child Protection and Prevention of Bullying Policies.**

We describe this briefly and cover our policies on:

- The Prevention of Bullying
- Behaviour
- Learning Support
- Equal Opportunities
- Educational Visits

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 shall 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 shall 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 Child Protection.

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

- Child Protection
- Interaction with Pupils: Code of Conduct for Staff
- Checking Employees, Temporary Workers, Governors, Proprietors, Volunteers and Contractors
- Pupils and Confidentiality Issues
- Procedures when a Member of Staff faces Allegations of Abuse
- The use of mobile phones by staff and pupil's use of ICT, mobile phones and other electronic devices
- Photography and using Images of Children
- Whistle-blowing.

Copies of these documents can be found in the Staff Handbook or on the school's intranet under Public / Staff / Staff Handbook.

### 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. Effective Record Keeping.

Why 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.

## **Early Years Foundation Stage**

Early Years (EY) children at Vinehall refer to children from 2 to 5 years of age in our Pre-Nursery, Nursery, Kindergarten and Reception classes. Vinehall EY is included in the whole school Guidance on Policy for Induction of New Staff in Child Protection.

Vinehall has effective systems in place to ensure that all staff, volunteers and other people aged 16 or over having regular contact with children are suitable to do so. All people who work directly with children or who live on the premises or who work on the premises where and when childcare is provided have an enhanced CRB disclosure.

No one whose suitability has not been checked has unsupervised contact with the children. Records used to assess suitability, including the unique reference numbers of CRB disclosures, references, full employment history, qualifications, interviews, identity checks, medical and conviction declarations and are kept by the Senior Administrator on a centralised register and/or in staff files.

## **NQT Induction**

Vinehall has opted to participate in the national arrangements for the induction of NQTs that are described in the Training and Development Agency for Schools' guidance "Supporting the Induction

Process" ([www.tda.gov.uk](http://www.tda.gov.uk)). NQT induction in child protection is as for any other member of staff; however the NQT will have additional support from an induction tutor and mentor with whom they will meet regularly and be closely guided by. The NQT will be monitored and assessed against the core standards (C22 – 25) which include knowledge of safeguarding requirements and procedures.

Related Child Protection Policies:

1. Child Protection Policy
2. Policy and Procedures for When A Member of Staff, Volunteer, Child Protection Officer or Head Faces Allegations of Abuse.
3. Interaction with Pupils: Code of Conduct for Staff
4. Policy for Pupils on Confidentiality
5. Use of ICT, Mobile Phones and Other Electronic Devices
6. Taking, Storing and Using Images of Children

Other Related Documents:

1. Induction Policy for New Members of Teaching Staff.

**CHILD PROTECTION INDUCTION CHECKLIST**

Please sign and return to: Funda Sapolyo, Senior Administrator (for filing in individual's personal file).

**CHILD PROTECTION INDUCTION PROCEDURES in Vinehall 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:

- (i) Child Protection Policy
- (ii) Interaction with Pupils: Code of Conduct for Staff
- (iii) Procedures when a Member of Staff, Volunteer, Child Protection Officer or Head faces Allegations of Abuse
- (iv) Policy for Pupils on Confidentiality
- (v) Pupils' Use of ICT, Mobile Phones and Other Electronic Devices
- (vi) Staff use of Mobile Phones
- (vii) Photography and using Images of Children

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

(C) Know that Geoffrey Whitehead is the Child Protection Officer and that I can discuss any concerns that I may have with him.

(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 \_\_\_\_\_