



Hopelands Preparatory School

38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

Induction of New Staff, Governors and Volunteers in Child Protection

SCOPE OF POLICY

This policy applies to the school including the EYFS.

INTRODUCTION

Welcome to Hopelands Preparatory 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 their 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 is required to attend a session on child protection. These sessions are organised by Sheila Bradburn, 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. 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 contractors, who sign in and are given a security badges by the office 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.

CHILD PROTECTION OFFICER

Sheila Bradburn, our Head, is the School's DSL. She has been fully trained for the demands of this role and regularly attends courses with other child support agencies to ensure that he/she remains conversant with best practice and that our policies and procedures are current and follow best practice. She receives refresher training every two years and maintains close links with the Gloucestershire Safeguarding Children Board (GSCB). She reports at least once a year to the governors on child protection issues. More details of the DSL's role are described in the Child Protection Policy which will be given to you and whose contents form an important part of our training module.

WHAT IS THE REASON FOR THE TRAINING?

Child protection is always our top priority.

Every member of staff needs to be confident that they understand their 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 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 its DSL. This committee is chaired by the Chair of Governors and the liaison governor for child protection issues, Jan Lawry.
- The roles of the senior leadership team and the DSL. The weekly staff meetings which include teaching and administration staff.
- 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
- Special Education Needs and Learning Difficulties
- Equal Opportunities
- Educational Visits
- Safer recruitment of staff covering our procedures in recruiting, checking that our staff are suitable for 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

Teaching staff have a 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.

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 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 our policies on:

- Child Protection and Staff Behaviour
- Acceptable Use of ICT, Mobile Phones and Other Electronic Devices
- Whistle-blowing
- Taking, Storing and Using Images of Children
- Interaction with Pupils: Model Code of Conduct for Staff
- Policy for Pupils on Confidentiality
- Procedures when a Member of Staff, Volunteer, Child Protection Officer or Head faces Allegations of Abuse

Copies of these documents can be found on our website. We also draw upon official guidance, such as 'Safeguarding Children and Safer Recruitment in Education'

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.

NQT INDUCTION

Hopelands Preparatory School 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).I

This policy was adopted at a meeting of

Hopelands Preparatory School

Held on

May 2022

Date to be reviewed

May 2024

Signed on behalf of the senior management team



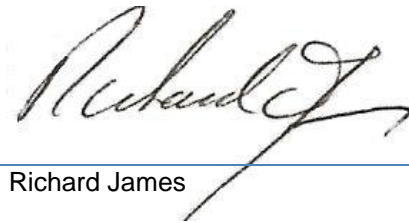
Name of signatory

Sheila Bradburn

Role of signatory

Head

Signed on behalf of the Governing Body



Name of signatory

Richard James

Role of signatory

Chair of Governors