



HOLMWOOD HOUSE

POLICY FOR INDUCTION OF NEW STAFF IN SAFEGUARDING (SAFEGUARDING AND THE WELFARE OF CHILDREN)

INDUCTION PROCEDURES FOR SAFEGUARDING AND THE WELFARE OF CHILDREN

Every new member of the teaching and non-teaching staff, including peripatetic musicians, sports coaches, catering staff and cleaners, is required to complete either an online training course on safeguarding and/or in house training by the Designated Safeguarding Lead (DSL) or Deputy DSL within the first half term. The only adults who work or visit the school who are exempt from this requirement are:

- Occasional visitors, including occasional speakers and contractors, who sign in and are given a security badge by our office staff, and 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 (some regular contractors have DBS checks in place)
- Contractors working during the school holidays

DESIGNATED SAFEGUARDING LEAD

Mrs Francesca Bradbury, our Deputy Head, is our Designated Safeguarding Lead (DSL) and Mrs Helen Mitchell, Headmaster's wife, is the Deputy DSL. They have been fully trained for the demands of this role and regularly attend courses with other child support agencies to ensure that they remain conversant with best practice and that our policies and procedures are current and follow best practice. They receive refresher training every two years. The DSL reports at least once a year to the Board of Directors on safeguarding issues and ongoing cases are discussed in an anonymised fashion at every board meeting.

WHAT IS THE REASON FOR THE TRAINING?

Safeguarding 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

Mechanisms are in place to ensure adequate safeguarding training is provided and recorded for every member of staff. Everyone is required to take part in the training and to read, and sign to confirm they have read, the mandatory section of KCSIE (Part 1), regardless of their previous background or level of expertise. Staff are also required to complete and sign a self-declaration form annually to confirm no changes to their circumstances have taken place since their last DBS check. Refresher training for all staff is held at, at least, three yearly intervals.

WHAT TOPICS DOES THE TRAINING COVER?

Our induction training will tell you about:

1. Our pupil welfare systems (Headmaster/Deputy)

Starting with the roles of the following structures:

- The Board of Advisors and the Board of Directors formally consider safeguarding issues at each board meeting and in more detail once a year, with day to day issues being delegated to the Headmaster, who, in turn, has appointed his deputy as the DSL.
- The roles of the Senior Leadership Team and the DSL/DDSL. The regular pastoral meetings, which includes Heads of Element, boarding staff and the school nurse
- The regular monitoring arrangements by the Deputy Head, the Heads of Element and the Housemistress
- The role of the School Council and year group forums
- Our partnerships with parents and guardians

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

2. The Legal Framework for our Safeguarding and Anti-Bullying Policies (Headmaster/Deputy)

We describe this briefly and cover our policies on:

- Anti-bullying
- Behaviour, Discipline & Exclusions
- Disability, SEND and Learning Difficulties
- 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 cyber-bullying, and the risks of the internet and social networking sites.

3. Understanding Challenging Behaviour

We shall draw upon local (ESCB) and national guidance (KCSIE and Working Together) 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 (use 'MyConcern' or the pink 'Record of Concern' form), and why they cannot promise confidentiality to a pupil.

4. The School's Policies on Safeguarding (**DDSL**)

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

- Safeguarding (incorporating Child Protection and Prevent Duty)
- Interaction with Pupils: A Code of Conduct for Staff
- Pupils and Confidentiality Issues
- Practices and Procedures when a Member of Staff faces Allegations of Abuse (part of the Safeguarding Policy)
- Whistle-blowing (which is part of our Employees' Handbook)
- Staff Code of Conduct

Copies of these documents can be found on our website.

5. Visitors and Site Security (**Headmaster/Deputy**)

This covers the need for visitors to be signed in at Reception and to be escorted about the school.

6. Effective Record Keeping (**DDSL**)

Why effective record keeping matters.

7. Refresher Training (**DSL/DDSL**)

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

NQT INDUCTION

Holmwood House School has opted to participate in the national arrangements for the induction of NQTs that are described in the Department for Education's guidance Induction for Newly Qualified

Teachers. (<https://www.gov.uk/government/publications/induction-for-newly-qualified-teachers-nqts>)

Please sign and return this form to the Headmaster's PA.

SAFEGUARDING INDUCTION PROCEDURES in Holmwood House School

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

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

- (i) The Safeguarding and Child Protection Policy
- (ii) 'Keeping Children Safe in Education' DfE Guidance September 2016 (Part one and Annex A)
- (iii) The Anti-Bullying Policy
- (iv) The policy on Health and Safety
- (v) The First Aid policies
- (vi) Working Together to Safeguard Children March 2015
- (vii) The Whistleblowing Policy
- (viii) The policy for pupils on confidentiality
- (ix) The policy on use of ICT, mobile phones and other electronic devices
- (x) The policy of photography and using images of children
- (xi) The Staff Handbook (Part A Information for Employees)
- (xii) The Mental Health & Emotional Wellbeing Policy

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

(C) Know that the Deputy Head is the designated safeguarding lead (DSL) and that I can discuss any concerns that I may have with her. The Deputy DSL is Helen Mitchell.

(D) Know that further guidance, together with copies of the policies are in the Staff Handbook which 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.

(G) Have completed and signed the staff suitability self-declaration form

Signed _____

Date _____

The Board of Directors understand it is their responsibility to oversee, monitor and review this policy and to ensure its implementation.

Reviewed by: _____ **SLT, HJM, Ab** _____

Date: **August 2017**