



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
- Contractors working during the school holidays

DESIGNATED SAFEGUARDING LEAD

Dr Linda Ashwell, 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.

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

Everyone is required to take part in the training and to read the mandatory section of KCSIE, regardless of their previous background or level of expertise. 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

Starting with the roles of the following structures:

- 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. 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

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 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 Safeguarding

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

- Safeguarding
- 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)

Copies of these documents can be found on our web site.

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 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 to Dr Linda Ashwell

SAFEGUARDING INDUCTION PROCEDURES in Holmwood House School

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

(A) Am familiar with the contents of the following documents

- (i) Safeguarding and Promoting the Welfare of Pupils
- (ii) Interaction with Pupils: Code of Conduct for Staff
- (iii) Procedures when a Member of Staff, Volunteer, DSL or Headmaster faces Allegations of Abuse
- (iv) Policy for Pupils on Confidentiality
- (v) Use of ICT, Mobile Phones and Other Electronic Devices

(vi) Photography and using Images of Children

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

(C) Know that Dr Linda Ashwell is the Designated Safeguarding Lead and that Helen Mitchell is the Deputy DSL and that I can discuss any concerns that I may have with them.

(D) Know that further guidance, together with copies of the policies are in the Staff Handbook, which is available on the school's network.

(F) Understand the responsibilities of staff in this area, and the issues that may arise.

(G) Know that anyone may make a direct referral to Social Services regarding any child, whether a pupil or not, without reference to the DSL or any other member of school staff. This referral can be anonymous if preferred.

Signed _____

Date _____

Reviewed by: _____ SLT _____

Date: November 2014