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See Distribution

04 January 2017

FOUNDATION POLICY FOR INDUCTION OF NEW STAFF IN SAFEGUARDING

A Legal Requirement & an ISI Reporting Standard

References:

- A: TDA 'Guidance on Introductory Training' (www.tda.gov.uk)
- B: Commentary on the Regulatory Requirements September 2016 (www.isi.net)
- C: Boarding Schools: National Minimum Standards http://members.theisba.org.uk/media/691179/boarding_nms_published_november_2012.pdf
- D: 'The Early Years Foundation Stage: Statutory Framework 2014': https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335504/EYFS_framework_from_1_September_2014_with_clarification_note.pdf
- E: 'Keeping Children Safe in Education' DfE guidance, dated Sep 2016: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418686/Keeping_children_safe_in_education.pdf
- F: 'Whistle-blowing' Section D, the ISBA Model Staff Handbook, November 2014
- G: 'What is child abuse?' NSPCC Information document (www.nspcc.org.uk)
- H: Working Together to Safeguard Children March 2015 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf
- I: Statutory guidance issued under section 29 of the Counter-Terrorism and Security Act 2015

Introduction

Welcome to the Coventry School Foundation. 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 Coventry School Foundation 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, medical and administrative staff are allocated a mentor in their first year whose role is to provide informal support and assistance.

Induction Procedures on Safeguarding

Every new member of the teaching and non-teaching staff, including new peripatetic musicians and sports coaches, and trustees, governors and volunteers is required to attend a training session on Safeguarding.



BABLAKE
SENIOR SCHOOL



BABLAKE
JUNIOR & PRE-PREP



KING HENRY VIII
SENIOR SCHOOL



KING HENRY VIII
PREPARATORY SCHOOL

Coventry School Foundation is a registered charity (charity number: 528961) with a corporate trustee, Coventry School Trustee Limited, a company limited by guarantee registered in England and Wales under company number 10138291, whose registered office is at Unit I, Kings Chambers, Queens Road, Coventry, CV1 3EH.

These sessions are organised by the Designated Safeguarding Lead (DSL) listed at **Annex A** 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 AiP, the firm that runs our catering, are also required to be given training in Safeguarding. 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 lecturers and contractors, who sign in and are given a security badge by our Receptionist 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.

Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) takes lead responsibility for safeguarding and child protection in the Schools and is listed at **Annex A** 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. They receive refresher training every two years and maintains close links with the Local Safeguarding Children Board (LSCB) for Coventry. They report at least once a term to the governors' *DSL sub-committee* on Safeguarding issues. More details of the DSL's role are described in the Foundation Safeguarding 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?

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
- The Prevent initiative

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 Safeguarding issues once a year with day-to-day issues being delegated to its Academic and Resource Committee which meets once at least once a term. The Chair of Governors is the liaison governor for Safeguarding issues.
- The roles of the senior leadership team and the DSL. The pastoral meetings which includes heads of year/the school nurse etc.

- The regular monitoring arrangements by the heads of year.
- The role of the school counsellor.
- 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 with special educational needs (SEN) and for whom English is an additional language (EAL).

2. The Legal Framework for Our Safeguarding and Anti-Bullying Policies

We describe this briefly and our policies cover:

- Anti-bullying
- Behaviour
- Disability, Special Education Needs and Learning Difficulties
- Equal Opportunities
- Prevent
- FGM
- CSE
- 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 Safeguarding 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
- Keeping Children Safe in Education
- 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

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

- Safeguarding
- Pupils and Confidentiality Issues
- Whistle-blowing (Safeguarding 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'. **Please note that all staff and volunteers will be required to have read Part 1 of Keeping Children Safe 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

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

The Coventry School Foundation 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>

Drafted By:



Mr Shaw
Bursar

Endorsed By:

SIGNED ON ORIGINAL

Mrs J McNaney
Chair of Governors

Please sign and return to your DSL

SAFEGUARDING INDUCTION PROCEDURES - COVENTRY SCHOOL FOUNDATION

I _____ have attended 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 School's Child Protection Policy
 - (ii) 'Keeping Children Safe in Education' DfE Guidance Sep 2016 (Part one and Annex A)
 - (iii) The school's Anti-Bullying Policy

(iv) The school's policy on Health and Safety

(v) The school's First Aid policies

[(vi) The school's guidance on adults staying with boarding house staff]

(vii) Working Together to Safeguard Children March 2015

(viii) The School's Whistleblowing Policy

(B) Am aware of procedures for child protection at [insert school name]

(C) Know that [insert name] is the designated safeguarding lead and that I can discuss any concerns that I may have with [her/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.

(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 _____

Coventry School Foundation Designated Safeguarding Lead (DSL) Register

The following are the respective DSLs within each of the Foundation Schools. They are to be the first points of contact (*) for Safeguarding issues, (except in cases of allegations against staff, when the first point of reference will be the Head).

Bablake Senior School

Mrs Gill Press (Deputy Head Pastoral)* Senior DSL Tel: 02476 271200

Mrs Sue Smith (Asst DSL)

Mrs Lisa French (Asst DSL)

Mr Jeremy Hobday (Asst DSL)

Mrs Kelly Lenihan (Asst DSL)

Mrs Lynsey Lawrence (Asst DSL)

Mrs Alison Tumber (Asst DSL)

Bablake Junior School

Mr Lorrian Holder (Deputy Head)*

Bablake Pre Prep

Mrs Tracy Horton (Head of Pre Prep)*

Mrs Tirth Bains (Head EYFS)

King Henry VIII School

Mr Warren Honey (Deputy Head Pastoral)*

Mrs Wendy Bolland (School Nurse)

King Henry VIII Prep School

Miss Caroline Soan (Deputy Head Pastoral)*

Mrs Jane Lovell – (Head of Early Years)

In the absence of DSL, staff must speak with the Head of the appropriate School.