



The Federation of the Church Schools of  
Shalfleet and Freshwater & Yarmouth

*Together for a Brighter Future*

# **Safeguarding and Child Protection Induction for New Staff & Volunteers**

Reviewed by: Sarah Woodburn

Date: Spring 2025

Review Date: Spring 2026

## **Introduction**

We believe that a comprehensive induction programme helps all of our new members of staff to settle into school life as quickly as possible and to start to make an effective contribution. Every new member of staff is given an induction.

## **Induction on Child Protection**

Every new member of the teaching and non-teaching staff is required to complete Child Protection training via our online training portal. The adults who only work at or visit the school who are exempted from this requirement are:

- Out of hours cleaners whose hours of work mean that they do not have contact with pupils.
- Occasional visitors, including occasional workshop leaders/participants and contractors, who sign in and are given a security badge by our Administrator 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 Senior Person**

Mrs Elizabeth Grainger, our Headteacher is the Designated Safeguarding Lead for Child Protection and Mrs Georgina Westhorpe, our Deputy Headteacher is our Deputy Safeguarding Lead, across our Federation. The Designated Safeguarding (DSL) takes responsibility for safeguarding and child protection in our schools and all concerns must be recorded on CPOMS for their attention. DSL & Deputy DSL have been fully trained for the demands of the 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 and maintain close links with the Local Safeguarding Children Board (LSCB) for the Isle of Wight. More details for the DSL role are described in the Child Protection Policy which is given to staff and whose contents form an important part of our training module.

## **What is the Reason for 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 their approval is re-issued. Refresher training for all staff is held regularly in line with advice from the Local Safeguarding Children Board.

## **What Topics Does Training Cover?**

Our induction training will tell you about:

- The roles of the senior leadership team and the DSL
- The role of teachers, key workers and other staff
- Our partnerships with parents and guardians

We will describe our arrangements for providing additional support for pupils with special educational needs (SEND) and for whom English is an additional language (EAL).

### **The Legal Framework for our Child Protection and Anti-Bullying Policies**

We describe this briefly and our policies cover:

- Anti-bullying
- Behaviour
- Disability, Special Educational Needs and Learning Difficulties
- Equal Opportunities
- 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 child protection checks have been carried out
- Arrangements for checking volunteers, contractors' staff, volunteers and others, such as drivers who have unsupervised access to children
- The safe supervision of visitors
- Keeping Children Safe in Education (you will receive part 1 to discuss)
- Working Together to Safeguard Children
- Obligations under the Childcare (Disqualification) Regulations 2009
- The Prevent Duty (you will need to complete online training for this)
- British Values Policy

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. Staff complete training to be 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.

### **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.

### **The School's Policies on Child Protection**

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

- Child Protection Policy
- Whistle-blowing Policy
- Staff Behaviour and Conduct Policy
- IT Code of Conduct and Use
- GDPR

Copies of these documents can be found on our website ([www.fosay.co.uk](http://www.fosay.co.uk)) or on the teachers 'T' drive. We also draw upon official guidance, such as 'Keeping Children Safe in Education'. **Please note that staff and volunteers will be required to have read Part 1 of Keeping Children Safe in Education and to have signed the attached declaration.**

#### Visitors and Site Security

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

#### 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.

#### 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. staff meetings) as required, at least annually.

#### Induction Checklist

A checklist is issued to new staff. See Appendix 1.

APPENDIX 1:

**THE FEDERATION OF THE CHURCHS SCHOOL OF FRESHWATER  
& YARMOUTH and SHALFLEET PRIMARY**

**INDUCTION CHECKLIST**

PRIVATE & CONFIDENTIAL

Name: ..... Date Joined: .....

Name of person conducting Induction: .....

*Please read this form and then sign the statement below.*

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I have read and understood the Induction Power Point and will complete the online training as requested. I will keep myself informed of any updates that are distributed and complete any training requested.

Employee Signature: ..... Date:.....

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I have supplied the following documentation and information (tick as applicable).

Details marked \* can be recorded on the back of this form.

- a) Contract
- b) Job Description/Staff Code of Conduct
- c) P45 or P15/Signature on P46
- d) National Insurance Number
- e) Certificate of reduced rate NI (if applicable)
- f) Bank Details \*address, sort code, account number
- g) Emergency Contact \* name, address, telephone number, relationship
- h) Police Background Check (DBS) documentation
- i) Personal Details
- j) Copies of Qualifications
- k) Safeguarding Self Declaration

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The Handbook has been explained to me and I have the following training (tick as applicable)

- a) Child Protection Policy inc.
  - KCSIE part 1
  - FGM
  - Protecting Children from Radicalisation
  - The Prevent Duty
  - British Values
- b) Hours of work, including break times
- c) Layout of premises, including fire exits, first aiders

- d) Introduction to colleagues
- e) Welfare facilities including toilets, arrangements for breaks, refreshment
- f) Employee safety
- g) Staff policies and where to find them to read and understand
- h) Discuss required training identified

Please sign and return to the School Business Manager

### **CHILD PROTECTION INDUCTION PROCEDURES**

I, \_\_\_\_\_ have attended an induction session on child protection procedures. As a result, I:

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

- The School's Child Protection Policy
- 'Keeping Children Safe in Education' (Part 1 and Annex A)
- Anti-Bullying
- Health & Safety
- First Aid
- Working Together to Safeguard Children
- Whistleblowing Policy
- IT/USE policies
- GDPR
- Discipline
- Complaints

(B) I will complete the online training as requested

(D) I am aware of the procedures for child protection at The Federation

(E) I know that Elizabeth Grainger is the Designated Safeguarding Lead at The Federation, and that Georgina Westhorpe is the Deputy Designated Safeguarding Lead. I understand CPOMS and know that I need to update CPOMS with any safeguarding concerns. I am aware that I can discuss any concerns that I may have with either one of the deputies.

(F) I know that further guidance, together with copies of the policies are available on the website, in the policy file and 'T' drive.

(G) I understand the responsibilities of all staff in this area and the issues that may arise.

(F) I understand my obligations in respect of the Childcare (Disqualification) Regulations 2009, if relevant.

Signed:

Date: