



## **SAFEGUARDING INDUCTION FOR NEW STAFF**

In this policy the following members of staff are referred to:

<b>TITLE</b>	<b>NAME OF STAFF MEMBER</b>
Head Teacher	Lucas Motion
Designated Safeguarding Lead (DSL)	Lucas Motion
Deputy Designated Safeguarding Lead (DDSL)	Alarie Drummonds
EYFS DSL	Lucas Motion
Board Level Lead (BLL)	Deborah Livsey
Chair of the Teaching and Learning Committee (TLC) (Chair of TLC)	Andrew Ellams
School Administrator	Louise Kavanagh
Head of HR	Dawn Knee

### INTRODUCTION AND PRINCIPLES

Our policy is to ensure that all members of the School Community who are involved with the management or running of the School are aware of the School's and their own responsibilities for ensuring that children are kept safe in the School. Induction and training are given at different levels of intensity to reflect the different activities and responsibilities of each individual, but with a certain core level of understanding underlying all training.

This policy applies to all pupils including those within the Early Years Foundation Stage (EYFS).

### OUR GENERAL POLICY GOVERNING OUR PUPILS

The safety and well-being of all our pupils is our highest priority and our active business is to know everyone as an individual. We make every endeavour to create a secure and caring environment at the School so that every pupil can learn in safety. We expect respect, good manners and fair play to be shown by everyone in the School so that each pupil can develop their full potential and feel positive about themselves as an individual; and so that pupils care for and support each other.

The Department for Education and other bodies have also outlined guidance on induction. The relevant documents where this is set out are the following:

- Training and Development Agency for Schools - 'Guidance on Introductory Training'
- 'The Early Years Foundation Stage: Statutory Framework 2021'
- 'Keeping Children Safe in Education' - DfE guidance, as updated 2023 (KCSIE)
- 'What is child abuse?' NSPCC Information document
- 'Working Together to Safeguard Children' as updated 21 February 2019
- Statutory guidance under section 29 of the Counter-Terrorism and Security Act 2015
- 'The Prevent Duty: Departmental advice for schools and childcare providers'- as updated August 2015

## SPECIFIC OBJECTIVES

Within the School, we have the following areas of focus and concern in safeguarding our children, which we update to latest statutory guidance, specifically this year to the DfE document "Keeping children safe in education" as updated 2023:

1. Safer Recruitment of staff in regulated activities, including specialists, supply and volunteers (understood simply as those staff in regular contact with our children). Supply Staff for teachers and teaching assistants are usually provided by either Vibe or Zen Recruitment agencies who train all of their workers on Child Protection and Prevent. Supply staff who cover for short periods of time will be briefed on the Child Protection and Safeguarding Policy by the School Administrator, and informed to refer any concerns to the Designated Safeguarding Lead (DSL) or Deputy DSL. Workers who cover for longer periods of time will be asked to read the entire suite and complete the online Safeguarding and Child Protection training as part of their induction, which is organised by the NMS Head of HR.
2. Induction and Training for all staff engaged in regulated activities on safeguarding, ensuring the latest available guidance is imparted on the best practice for understanding and dealing with protection issues, identifying and reporting on bullying and pursuing the appropriate interaction of staff and pupils.
3. Consideration of the particular issues of EYFS children.
4. Staff who are Early Career Teachers (ECT's) i.e. in their first two years of employment as a qualified teacher
5. Certification by all permanent members of staff that they have completed their induction and understand all policies and procedures provided to them

## SAFER RECRUITMENT

1. The School follows the Government's recommendations for the Safer Recruitment and employment of all staff who work with children.
2. The Education (Independent School Standards) Regulations require that all staff, including non-teaching staff, music and sports coaches, involved in regulated activities with children are thoroughly vetted before appointment and then trained in child protection policies and procedures. The requirement applies to everyone (including volunteer helpers and Directors and Advisors) who are likely to have contact with children and young people, irrespective of whether they are employees of the school.
3. All members of the teaching and non-teaching staff at the School are accordingly subject to statutory child protection - Disclosure and Barring Service (DBS) - checks before starting work and we retain documentation on file as required by the Independent Schools Inspectorate.
4. Additionally, we give particular regard to ensuring the appropriateness of new staff by vetting qualifications, references, social media presence and criminal records, as well as prohibitions, directions, sanctions and restitutions where appropriate.
5. We have ensured that we have performed all statutory checks on our current pre-existing staff.
6. Please refer to the **Recruitment, Selection and Disclosures Policy** for further details.

## INDUCTION PROCEDURES ON CHILD PROTECTION

Unless they are able to furnish proof of training via a recent training certificate, every new member of the teaching and non-teaching staff in statutory regulated activities, including new peripatetic musicians, specialist teachers and sports coaches, is required to take an intensive training session on child protection, which is usually a TES/ EduCare online course, or another approved provider. At the end of this training, they are examined and required to obtain a pass-mark on examination. This training is organised by the NMS Head of HR and every effort is made for the training to be completed before staff commence working with children. The DSL arranges a seminar on child protection and safeguarding for all new joiners prior to the start of the Autumn school term. New joiners after the start of the new school year will receive one-to one training from the DSL or Deputy DSL.

All new staff are allocated a mentor in their first year whose role is to provide informal support and assistance.

Similar training is required of all Directors, Advisors, regular volunteers, administration staff and other adults whose activities bring them into contact with children. Certain adults who may work in or visit the School may be exempted from this requirement if they 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 or label by our School Administrator and who are escorted throughout their visit. Visiting speakers are assessed for appropriateness in compliance with Prevent duty statutory guidance.
- Contractors working on a designated site that is physically separated from the rest of the School 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

## INTENSIVE TRAINING FOR TEACHING STAFF

Every member of the teaching staff needs to be confident that they understand their role in:

- Keeping children safe and 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. Certificated refresher training for all staff is held at three yearly intervals, with regular updates at least on an annual basis; refresher training for the School's *Designated Safeguarding Lead (DSL) and Deputy DSL, and the NMS Board Level Lead (BLL)* is every two years.

Our induction training covers:

### **1. Our pupil welfare systems**

We set out below the structures involved:

The School's Head Teacher is also the DSL and is assisted by a Deputy DSL and an EYFS DSL (where relevant).

The DSL takes lead responsibility for safeguarding and child protection in the School. They have been fully trained for the demands of this role and regularly attends 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 maintains close links with other agencies. They report at least once a year to the New Model School Advisory Board on child protection issues. More details of the DSL's role are described in the **Staff Code of Conduct Policy** which is given to new staff and whose contents form an important part of our training module.

The Deputy DSL has been trained to the same standard as the DSL, as is the EYFS DSL. However, ultimate responsibility rests with the DSL and cannot be delegated.

The DSL reports to the BLL (Board Level Lead) on all safeguarding matters. The role of the DSL, and their Deputies are explained during the induction process and their identities are clearly flagged.

The DSL reports at least once a year to the NMS Advisory Board, comprising NMS Directors and Advisors on child protection and safeguarding issues with consideration of day-to-day issues being delegated to the NMS Senior Management Team (SMT), a body which includes the NMS CEO/BLL and the Head Teachers of the two NMS Schools under the chairmanship of the NMS CEO. This typically meets on a monthly basis during term time.

We attach, as Appendix 3, a chart showing the governance of NMS, which includes a Health and Safety Committee. All members of staff should read and understand the Health and Safety General Policy, and the Health and Safety appendix to the Staff Handbook, which is emailed to all staff, including new staff, on an annual basis.

In addition, NMS has a Teaching and Learning Committee (TLC) which meets to consider pupil issues of various kinds once a term. The TLC Chair is an NMS Advisor. The TLC also covers our arrangements for providing additional support for pupils with special educational needs and disabilities (SEND), and for whom English is an additional language (EAL).

## **2. The Framework for our Safeguarding and Anti-Bullying Policies**

We list our full suite of Safeguarding Policies in Appendix 2

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 and procedures in these areas. All staff are reminded of their important role in building positive relationships, identifying risks and keeping everyone safe. The suite of Safeguarding policies includes cyber-bullying and the potential risks (as well as benefits) of the internet and social networking sites. We also cover the expectations, roles and responsibilities involved with filtering and monitoring. We train staff in being alert to the "The Prevent Duty – Departmental advice for schools and childcare providers – updated June 2015" which is to identify and protect children at risk of radicalisation and extremism, which is referred to in the suite of policies.

Teaching staff are informed of the importance of early help; providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to upper school years and how it sits in the wider safeguarding system, e.g. in the first instance staff should discuss early help requirements with the DSL. Staff should know the difference between a concern and a child in immediate danger and the required action in each case.

## **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 Child Protection and Safeguarding**

Copies of the Safeguarding Policy suite of documents, which includes Child Protection, are to be found in the School staffroom, and also on our website, and listed at this end of this policy.

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

- Child Protection and Safeguarding, and in particular, practices and procedures when a member of staff faces allegations of abuse
- Pupil Confidentiality
- Staff Code of Conduct (which includes whistleblowing)
- The identity and role of the DSL and deputy DSL(s)
- The name of the designated Board Level Lead for safeguarding
- The **Acceptable Use of I.T, e-Safety** and **Bring Your Own Device** policies
- Responsibilities under the Prevent strategy.

All staff and volunteers will be required to have read Part 1, 5 and Annexe B, of Keeping Children Safe in Education, as updated September 2023.

## **5. Visitors and Site Access and 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**

The session concludes with reminding staff that refresher certificated safeguarding and child protection training is given at three yearly intervals, with regular updates given at least on an annual basis. All staff, directors, advisors and volunteers are asked to certify in writing that they have completed the training session (see certification statement below). "Prevent" awareness will be part of this.

### EARLY YEARS FOUNDATION STAGE (EYFS)

The School ensures that new members of staff understand the particular environment and additional level of care and attention needed when dealing with EYFS children.

### ECT INDUCTION

The School follows the current 'Statutory Guidance on the Induction of Early Career Teachers (England)' Revised May 2021, effective 1<sup>st</sup> September 2021. The School has opted to participate in the national arrangements for the induction of ECTs which is provided by the Independent Schools Teacher Induction Panel ([www.istip.co.uk](http://www.istip.co.uk)).

Lucas Motion  
Head teacher  
August 2023

Review approved by Deborah Livsey CEO  
The New Model School Company Limited  
August 2023

The next review will be in August 2024

## APPENDIX 1

Please sign and return to School Office c/o of Dawn Knee, Head of HR.

Safeguarding sign – off: I \_\_\_\_\_ have completed an induction session on child protection procedures. As a result:

- (a) I have read in full:
- A. 'Keeping Children Safe in Education' DfE Guidance – as updated 2022 (Part 1, Annex A)
  - B. "The Prevent Duty: Departmental advice for schools and childcare providers - as updated June 2016"
  - C. The School's Child Protection and Safeguarding Policy
  - D. The School's Anti-Bullying Policy
  - E. The School's Behaviour Policy
  - F. The School's Staff Code of Conduct Policy which includes Whistleblowing procedures
  - G. The School's Health & Safety Policy and procedures
- (b) Am familiar with the contents of the following documents and know that these are on the school website if I need to refer to these:
- A. The School's Educational Visits Policy including EYFS Educational Visits
  - B. First Aid policies
  - C. The School's Missing Child and Procedures When A Child Is Not Collected On Time Policy and procedures
  - D. The School's Policy for Pupils on Confidentiality
  - E. The School's policy on Recruitment, Selection and Disclosures
  - F. The School's policy on Taking, Storing and Using Images of Children
1. I know that I can discuss any concerns that I may have with the DSL, DDSL and EYFS with any of them, and that I am able to identify them.
  2. I know that the CEO is the "Board Level Lead" for Safeguarding who should be contacted in the event of an allegation against the DSL.
  3. Know that further guidance is available from the Head Teacher or other members of the school Senior Management Team, together with copies of the policies which are available on the School's website.
  4. Understand the responsibilities of all staff in this area and the issues that may arise.
  5. Am familiar with the School's Complaints Policy.
  6. If I am a teacher or teaching assistant working with EYFS-age children, I am also familiar with the Policy called EYFS - Information for Parents
  7. I have received a copy of the NMS Employee Staff Handbook including the School's whistleblowing procedures, and the Health and Safety appendix to the Handbook, which I can use as a reference guide.
  8. Know that if at any point, there is a risk of immediate serious harm to a child, a referral should be made to children's social care immediately. Anybody can make a referral.
  9. Understand my obligations in respect of the Childcare (Disqualification) Regulations 2009, if relevant.



Signed\_\_\_\_\_

Date\_\_\_\_\_

**APPENDIX 2**  
RELATED SAFEGUARDING POLICIES

Please refer to the following policies, all available at our website, which relate to Safeguarding matters and which should be read in conjunction with each other:

- **Anti-Bullying Policy**
- **Behaviour Policy**
- **Child Protection and Safeguarding Policy**
- **Educational Visits - EYFS Policy**
- **Educational Visits Policy**
- **Health and Safety Policy**
- **Induction of New Staff, Board Members and Volunteers in Safeguarding Policy**
- **Missing Child Policy and Late collection procedures**
- **e-Safety Policy**
- **Policy for Pupils on Confidentiality**
- **Recruitment, Selection and Disclosures Policy**
- **Staff Code of Conduct Policy**
- **Taking, Storing and Using Images of Children Policy**