

Policy for Induction of New Staff, Governors and Volunteers in Child Protection

INTRODUCTION

Welcome to Milton Keynes Preparatory School. 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 the school 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 CHILD PROTECTION

Every new member of the teaching and non-teaching staff, including new peripatetic musicians and sports coaches, is required to attend a [two hour] training session on child protection. These sessions are organised by Matron our Child Protection Officer, 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.

CHILD PROTECTION OFFICER

Mrs May Sturge, our Matron, is our school's Child Protection Officer (CPO). Mrs Karen Smith, Head of Pre Prep, is the CPO in the EYFS. She 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. She receives refresher training every two years, and maintains close links with the Local Safeguarding Children Board (LSCB) for Milton Keynes.

WHAT IS THE REASON FOR THE TRAINING?

Child protection 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

WHAT TOPICS DOES THE TRAINING COVER?

Our induction training will tell you about:

1. Our pupil welfare systems

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

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2. The Legal Framework for our Child Protection and Anti-Bullying Policies

We describe this briefly and cover our policies on:

- Anti-bullying
- Behaviour
- Special Education Needs 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 Child Protection

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

- Child Protection
- Interaction with Pupils: A Model Code of Conduct for Staff
- Pupils and Confidentiality Issues
- Practices and Procedures when a Member of Staff faces Allegations of Abuse

Copies of these documents are available.

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.

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NQT INDUCTION

Milton Keynes Preparatory School has opted to participate in the national arrangements for the induction of NQTs that are described in the Training and Development Agency for Schools' guidance "Supporting the Induction Process" (www.tda.gov.uk)

Please sign and return to []

CHILD PROTECTION INDUCTION PROCEDURES in [] School

I _____ have attended an induction session on Child Protection Procedures. As a result, I:

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

- (i) Child Protection Policy
- (ii) Interaction with Pupils: A Model Code of Conduct for Staff
- (iii) Checking Employees, Temporary Workers, Governors, Proprietors, Volunteers and Contractors
- (iv) Procedures when a Member of Staff, Volunteer, Child Protection Officer or Head faces Allegations of Abuse
- (v) Policy for Pupils on Confidentiality
- (vi) Use of ICT, Mobile Phones and Other Electronic Devices
- (vii) Photography and using Images of Children

(B) Am aware of procedures for Child Protection at [] school.

(C) Know that [] is the Child Protection Officer 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.

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

Signed _____

Date _____