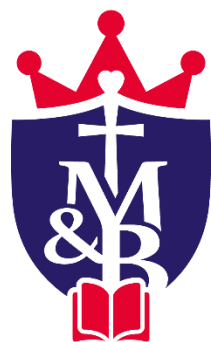


Schools Safeguarding Induction Pack



**St Mary's &
St Benedict's**
RC Primary School

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School Safeguarding Officers
Updated September 2023

Introduction

This induction pack is for all staff/Governors/Proprietors and Management committees who work in school whether on a paid or voluntary basis.

Safeguarding is everyone's responsibility and you have a duty to ensure that you uphold this responsibility. Within the pack you will find information and guidance in relation to the definitions of abuse as defined within Working Together to Safeguard Children 2018, specific forms of abuse, possible signs and symptoms of abuse as well as information on talking and listening to children. When a child tells you something that makes you concerned about their safety or wellbeing it is really important that you pass this information on to the Designated Safeguarding Lead (DSL) or backup DSL as soon as possible. Your school or educational setting will have a way of recording concerns and it is imperative that you understand the processes in your setting.

It is also important that your conduct and practise is transparent and that you make sure that you keep yourself safe. There is an important document called the **Guidance for Safer Working Practice Home** (saferrecruitmentconsortium.org) and this will help you to understand how your conduct relates to safeguarding.

This pack forms part of your induction to safeguarding that you will receive from the Designated Safeguarding Lead or Deputy DSL, and this is in line with statutory guidance, **Keeping Children Safe in Education (September 2023)**. It is essential that you receive a copy of Part 1 of this statutory document, read and understand it. You also need to familiarise yourself with Part 5 of the document regarding Child-on-Child Sexual Violence and Harassment and Annex B – Further Information.

You should receive refresher training at least annually.

Keeping Children Safe in Education 2023 also states that as part of your induction you should receive access to, or a copy of:

- child protection policy, which should amongst other things also include the policy and procedures to deal with child-on-child abuse.
 - behaviour policy (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying).
 - staff behaviour policy (sometimes called a code of conduct).
 - safeguarding response to children who go missing from education; and
 - role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies)
- Copies of policies and a copy of part 1, annex B and part 5 of KCSiE 2023 should be provided to **all** staff at induction.

All staff need to be aware of the early help process and understanding of their role – discuss this with your DSL and find out about this in your area, looking at the Continuum of Need.

[Assessment - Lancashire Safeguarding Children Board Children's Safeguarding Assurance Partnership - Safeguarding information, advice & guidance \(safeguardingpartnership.org.uk\)](http://safeguardingpartnership.org.uk)

If you have any questions before, during or after your induction, you **must** speak to the DSL. You must ensure that all staff are aware, that ANYONE can make a referral if you feel a child is at risk of harm. Where are the important numbers kept in your setting?

Staff, Volunteers and Students must understand their role in reporting concerns about another adult in school and ensure they are aware of the whistleblowing policy and who to report their concerns to. These may be low level concerns or concerns that reach the threshold for a referral to the Local Authority Designated Officer. (LADO)

"It could happen here."

Listening to Children

You are often one of the adults in a child's life who they will confide in and share their worries. It is important that when they do, you respond in an appropriate way. Children may tell you something that causes you to be slightly worried or it could be an allegation or disclosure of abuse. You must follow the guidelines below. If in doubt, speak to the DSL.

DO

- Keep an open mind
- Reassure the child that they are right to tell
- Listen carefully
- Work at the child's pace
- Ask only open questions – if you must ask them, clarify the facts, don't interrogate
- Explain what you need to do next
- Record accurately and quickly using child's words
- Pass on to DSL as soon as possible (do not leave the building with this information)
- Use school's reporting format to record your concerns
- Think carefully about where you listen to children / young people.
- Think about how you use your body to make them feel safe / reassured, listened to, believed (e.g. think about eye contact, nods etc).
- Useful prompts which avoid closed questions; examples include:
 - "Go on, you're doing really well..."
 - "Tell me what you remember about that..."
 - "What else do you want to tell me?"

DON'T

- Make false promises about confidentiality
- Interrupt
- Interrogate / investigate
- Assume e.g. this child tells lies
- Make suggestions about what is being said
- Speculate or accuse anyone
- Show anger, shock etc
- Tell the child to go and speak to someone else
- Forget to record accurately and/or pass on to DSL

Alongside the don'ts outlined above, the following things can also get in the way of us taking appropriate action:

- Fear you may be wrong.
- Doubts about the child's truthfulness.
- Child's attempts to bind you to secrecy.
- Uncertainty or scepticism re procedures and consequences.
- Unresolved personal feelings.
- Not wanting to interfere in family life.
- Not wanting to harm relationships with parents or carers.

YOU MUST ALWAYS PASS YOUR CONCERNS ON TO THE DSL

Safeguarding Contacts

LCC Schools Safeguarding Support Line: 01772 531196

Local Authority Designated Officer: 01772 536694

MASH (Multi-Agency Safeguarding Hub): 0300 123 6720

NSPCC helpline for adults: 0808 800 5000



Safeguarding Induction		
Staff / Volunteer Name:		
Date:		
Documents / Information	Acknowledgement of receipt	Delivered by
Keeping Children Safe in Education 2023		
School Child Protection and Safeguarding Policy		
Guidance for Safer Working Practice 2023		
Staff Handbook / Code of Conduct – to include LLC Policy and Whistleblowing Policy		
DSL / Deputy Information		
Behaviour Policy		
CPOMs / Concern Sheets Info		
Medical Conditions Information and First Aid		

Evidence of Training: (Add / Delete as required)	Date
Safeguarding Training / Refresher to include Online safety	
Prevent Online https://www.elearning.prevent.homeoffice.gov.uk	