



**WALTHAMSTOW HALL**  
SEVENOAKS

## **POLICY ON INDUCTION OF NEW STAFF AND VOLUNTEERS IN CHILD PROTECTION**

**Including the Early Years Foundation Stage**

**[This policy forms one of a suite of policies at Walthamstow Hall for safeguarding children]**

### **Introduction**

Every new member of staff at Walthamstow Hall is given an induction programme that is tailored to their roles and responsibilities. All new teaching staff are allocated a mentor (usually their Head of Department) 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 (VMTs) and sports coaches, ancillary staff and volunteers in regulated activity, are required to attend a training session on child protection. These sessions are organised by the Headmistress or one of the Deputy Heads on behalf of the Headmistress who is the Designated Safeguarding Lead (DSL) and Prevent Lead (SPOC). The Deputy Head (Mr Carl Hughes), Mrs Nicky Armitage (Junior School) and Mrs Gill Palmer (Nursery) have undergone specialist child protection training and are recognised as Deputy DSLs. Every effort will be made to hold training sessions before commencement of employment or within the first week of joining the School. Similar training is offered to all Governors, Volunteers and parents who help with activities that bring them into contact with children and to all those whose activities constitute 'regulated activity'. The only adults who work or visit the School who may be exempted from this requirement are:

- Night-time/early morning cleaners whose hours of work mean that they do not have regular contact with pupils.
- Occasional visitors, including occasional speakers and contractors, who sign in and are given security badges on arrival and who are escorted throughout their visit. Visiting speakers may be subject to formal or informal vetting checks as appropriate in advance of their visit, eg internet search.
- 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. Formal confirmation of statutory safeguarding checks will be sought from contractors and other agencies as required.

## **Designated Safeguarding Lead (DSL)**

The Headmistress, Ms Louise Chamberlain, is the Designated Safeguarding Lead at Walthamstow Hall. She and the Deputy DSLs have been fully trained for the demands of this 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 annually and maintain close links with the Kent Safeguarding Children Multi-Agency Partnership. The Headmistress reports to the Governing Body regularly, at least once a term, on child protection issues.

## **Prevent Lead**

The Headmistress is the Designated Prevent Lead (Single Point of Contact, SPOC) for the School. As such, she is trained in Prevent and CHANNEL and works in partnership with the KSCMP as necessary.

## **Rationale Underpinning the Training**

Because 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.
- Identifying children at risk of radicalisation, Female Genital Mutilation (FGM), Honour Based Violence (HBV) and Child Sexual Exploitation (CSE).

Everyone is required to take part in the training, no matter what their previous background or level of expertise. Refresher training for all staff is held at three yearly intervals, most recent being 19 April 2022, with annual updates as necessary.

We have a culture of safety and raising concerns – see Whistleblowing Policy

## **Training**

In accordance with the latest Statutory Guidance ‘Keeping Children Safe in Education’, all staff including temporary staff and volunteers are provided with information on:

- The Walthamstow Hall Safeguarding (Child Protection) Policy.
- The Walthamstow Hall Staff Code of Conduct.
- A copy of Part 1 of ‘Keeping Children Safe in Education’ and Annex A plus KCC Induction Leaflet (external contacts).

Guidance is provided in where to access certified online training in Prevent/CHANNEL and where to access full details of all pertinent key policies. All staff and volunteers in regulated activity are also given an appropriate level ICT systems induction training and safety awareness.

Specifically, the induction training covers the following:

## **1. Pupil Welfare Systems at Walthamstow Hall**

This includes:

- The roles of Governors in relation to child protection issues, along with those of the Senior Management Group (including the DSL and Deputies), Heads and Assistant Heads of 6<sup>th</sup> Form, Middle School and Lower School and the School Medical Staff; the Deputy Head of the Junior School and the Junior School Senior Leadership Team.
- Monitoring arrangements for pupil welfare.
- Leadership and peer mentoring training given to senior pupils.
- Partnerships with parents and guardians.

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

This includes summaries of our policies on:

Anti-bullying including cyber-bullying.

Behaviour and Sanctions.

SEND.

Able, Gifted and Talented.

Equality.

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. The induction also includes the risks of the internet and social networking sites.

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

All new staff are expected to become familiar with Walthamstow Hall policies on:

- Safeguarding (Child Protection) Policy
- Code of Conduct for Staff
- Procedures following Allegations of Abuse
- Pupils on Confidentiality Issues
- E-safety Policy for Staff and Students
- Taking, Using & Storing Images of Children
- Whistleblowing Policy
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## **4. Visitors and Site Security**

New staff are made aware of the importance of site security and the use of entry codes to access the School as well as the need for visitors to be signed in upon arrival and subsequently escorted about the School.

## **5. Effective Record Keeping**

Staff are made aware why effective record keeping is important.

## 6. Refresher Training

Information is provided about the specialist refresher training in child protection delivered annually. All staff undergoing induction are then asked to certify in writing by completion of the form attached: "Child Protection Induction Procedures at Walthamstow Hall".

**Additionally, in the Early Years Induction training for staff, the following are included:**

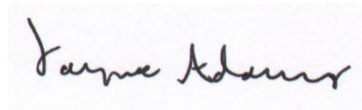
- Help in understanding roles and responsibilities.
- Information about emergency evacuation procedures.
- Safeguarding and child protection.
- Walthamstow Hall's Equality Policy.
- Health and Safety issues.

This policy has regard to the guidance issued by the Secretary of State.

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.***

Revised: November 2023  
Next Review Date: November 2024

Signed: .....



Mrs J Adams  
Chair of Governors

..... Date: ...17 November 2023..



## Appendix I

**Please sign and return to:** The Deputy Head, Senior School

### **CHILD PROTECTION INDUCTION PROCEDURES AT WALTHAMSTOW HALL**

I (print name) \_\_\_\_\_ have attended an

Induction session on Child Protection Procedures. As a result, I:

- (A)** Am familiar with the contents of the following documents:
  - (i) Safeguarding (Child Protection) Policy
  - (ii) Code of Conduct for Staff
  - (iii) Pupils on Confidentiality Issues
  - (iv) E-safety Policy for Staff and Students
  - (v) Taking Using & Storing Images of Children
  - (vi) Whistleblowing Policy
- (B)** Am aware of procedures for Child Protection at Walthamstow Hall
- (C)** Know that the Headmistress, Ms Louise Chamberlain, is the Designated Safeguarding Lead (DSL) and Prevent/Channel Single Point of Contact (SPOC) and that I can discuss any concerns that I may have with her; alternately I could speak with one of the Deputy DSLs Mr Carl Hughes, Mrs Nicky Armitage or Mrs Gill Palmer. I understand that I should make a referral directly to children's social care if there is a risk of immediate serious harm to a child.
- (D)** Know that further guidance is in the Staff A-Z Handbook that is available on the School's intranet or from the School Office.
- (E)** Understand the responsibilities of staff in this area, and the issues that may arise.
- (F)** Have received and read a copy of the latest Department for Education statutory guidance ***Keeping Children Safe in Education***.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_