A black background with a black square

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A group of young boys playing chess

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Staff, Governors, Volunteers Safeguarding Induction

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| Owner |  |  |
| Review Date: | | June 2024 |
| Approver |  |  |
| Next Review Date | | June 2025 |

This induction pack is for all staff/governors/people in regulated activity who work in school whether on a paid or voluntary basis.

"It could happen here."

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 Dec 2023, 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 DDSL (deputy) as soon as possible. The school you are in will have a way of recording concerns and it is imperative that you understand these processes.

It is also important that your conduct and practice is transparent and that you make sure that you keep yourself safe. TCSET has a staff code of conduct which 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**. 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 Annexe B – Further Information.

You should receive refresher training around KCSIE at least annually.

**TCSET yearly training**

The Trust, in addition to induction training (as detailed below) has mandatory training throughout the academic year.

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| **Autumn**  *Governors can attend or can do online training through their usual provider)* | Safeguarding refresher. KCSIE Update in person using Trust developed materials as a minimum. 60 minutes needs to be set aside for this session.  AND  *EDUCARE online KCSIE (mandatory for anyone who missed the in person INSET) to supplement the in-person training - it includes a short knowledge test.* |
| **Spring** | EDUCARE online safety (school based staff only)  Safer recruitment (for HT and Gov) |
| **Summer** | Schools choose training that is relevant to their context EDUCARE |

**Documents**

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

* Part 1, annex B and part 5 of KCSiE
* Child protection policy, which should include how to deal with child-on-child abuse
* Behaviour policy (which will include measures to prevent **all forms** of bullying)
* Staff code of conduct
* Attendance policy - contains safeguarding response to children who go missing from education
* Information regarding who the DSL and DDSLs are and what their roles are

**Reporting concerns / using CPOMS or My Concern / your LA procedures**

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.

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)

**Listening to Children (the most important basics)**

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**

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| **Local Authority Safeguarding Contacts** | | |
| Southwark Safeguarding - MASH | 020 7525 1921  020 7525 5000 (out of hours)  [mash@southwark.gov.uk](mailto:mash@southwark.gov.uk) | |
| Southwark Schools Safeguarding Officer | Apo ÇAĞIRICI | 020 7525 2715 |
| Southwark Local Authority Designated Officer (LADO) | Eva Simcock | 020 7525 0689 |
| Lambeth Safeguarding | Lambeth Integrated Referral Hub | 020 7926 3100 (Monday to Friday, 9am-5pm)  020 7926 5555 (after office hours)  [helpandprotection@lambeth.gov.uk](mailto:helpandprotection@lambeth.gov.uk) |
| Lambeth Local Authority Designated Officer (LADO) | Andrew Zachariades  [lado@lambeth.gov.uk](mailto:lado@lambeth.gov.uk) | 020 7926 4679 or 07720 828 700 |
| Lewisham Safeguarding | [mashagency@lewisham.gov.uk](mailto:mashagency@lewisham.gov.uk) | 020 8314 6660 |
| Bromley Safeguarding - MASH | [mash@bromley.gov.uk](mailto:mash@bromley.gov.uk) | 020 8461 7373 |
| Police | Southwark Safer Schools Team | 020 232 7273 |

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| **The Charter Schools Educational Trust** | | |
| Trust Designated Safeguarding Lead (DSL) | Cassie Buchanan (CEO) | [cbuchanan@tcset.org.uk](mailto:cbuchanan@tcset.org.uk) |
| Trust DDSL | Lucy Ellis (primary)  Gary Phillips (secondary)  Shalene Varcoe (policies and operations) | [lellis@tcset.org.uk](mailto:lellis@tcset.org.uk)  [gphilips@tcset.org.uk](mailto:gphilips@tcset.org.uk)  [svarcoe@tcset.org.uk](mailto:svarcoe@tcset.org.uk) |
| Co-Chairs of Trustees | Jonathan Slater | [chair@tcset.org.uk](mailto:chair@tcset.org.uk) |
| Trustee Responsible for Safeguarding | Karen Robinson | [info@tcset.org.uk](mailto:info@tcset.org.uk) |
| **XXXXX Primary/Secondary School** | | |
| DSL |  |  |
| DDSL |  |  |
| Headteacher |  |  |
| Chair of Governors |  |  |
| Safeguarding link governor |  |  |

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| **Safeguarding Induction** | | |
| Staff / Volunteer Name: |  |  |
| Date: |  |  |
| Documents / Information/Training | Acknowledgement of receipt  Date training completed | Signed off by |
| **National Guidance (I have read this)**  [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)  [Working Together to Safeguard children (Dec 2023)](https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf) |  |  |
| **School Policies: (I have read these)**  Child Protection and Safeguarding (all)  Child on Child Abuse (school based staff)  Positive handling (school based staff)  Behaviour (all)  Whistleblowing (all)  Online safety (school based staff)  Attendance (school based staff) |  |  |
| **Documents (I have read these)**  Staff Handbook / Code of Conduct for school  TCSET code of conduct  Governors Code of Conduct (if applicable) |  |  |
| **Documents**  I have read and signed the staff IT Acceptable Use Agreement |  |  |
| I have received contact details for DSL and DDSL within the school (see above) |  |  |
| I have been told and understand the school’s processes on reporting concerns – the flowchart for recording concerns |  |  |
| I know what CPOMs/My Concern is and know what I need to do |  |  |
| **Training to be completed online (for school staff only)**   * **Child Protection in Education** * **H&S in Education: Staff awareness (Educare)** * **A Guide to UK Data Protection** * Working with display screen equipment (unless no computer is involved in a role) * Moving and Handling * [**Prevent (DfE)**](https://www.gov.uk/guidance/prevent-duty-training) * **Online safety** * [**Cybersecurity (from the NCSC)**](https://www.ncsc.gov.uk/information/cyber-security-training-schools) | Please ask your school administrator for a log in to TES Educare (bold courses are compulsory) |  |