Inspiring Futures through Learning

Staff Induction Policy

September 2023 to September 2024

Policy name:		Staff Induction Policy
Version:		V4.3
Date relevant from:		September 2023
Date to be reviewed:		September 2024 *This policy will be reviewed every year unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.*
Role of reviewer:		IFtL HR Manager
Statutory (Y/N):		Y
Published on website*:		2C

Policy level**:	2
Relevant to:	All employees through all IFtL schools and departments
Bodies consulted:	School / department governance bodies
Approved by:	IFtL Board of Trustees
Approval date:	29th August 2023

Key:

* Publication on website:

IFtL website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

** Policy level:
1. Trust wide:
   - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
     o *Approved by the IFtL Board of Trustees.*
2. Trust core values:
   - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore from the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
     o *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
     o *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*

3. School / department policies
   - These are defined independently by schools / departments as appropriate
     o *Approved by school / department governance bodies.*

Staff Induction Policy and Procedures

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

We are committed to using disciplinary procedures that deal effectively with adults who fail to comply with the school's safeguarding and child protection procedures and practices, including referring any allegation of abuse against an adult working with children to the Designated Officer/ Local Authority Designated Officer (LADO) within one working day of the allegation being made.

 A referral will be made if an adult has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

1 Purpose

1.1   The purpose of this policy is to set out the requirements of an induction process that aims to:

Provide clear and comprehensive information to individuals who are joining the Trust to help them adapt as quickly as possible to their new working environment. In addition to helping them to understand their own responsibilities towards the safeguarding of the children.

1.2   Safeguarding and Child Protection induction process aims to:

- Ensure all members of new staff receive the appropriate information, training and have a clear understanding of what is required of them from a statutory and trust/ school perspective.
- Understand the importance of safeguarding and child protection within all IFtL schools and our unwavering commitment to ensure it is 'everybody's business'
- Understand the requirement to comply and adhere to all safer-recruitment checks and fulfil all training requirements otherwise they will not be able to commence their role
- Know what to do if they are concerned about a child or an adult and how to report concerns and understand this is a legal requirement
- Know who to contact if they have any questions in relation to child protection and safeguarding including whistleblowing and making referrals.

2 Introduction

2.1 This policy applies to all employees and, as appropriate, to volunteers, agency staff, Trustees and Governors who will receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme.

2.2 The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer, Trustee or governor to the duties of the post, and to the School/Trust as a whole, provide the foundation for successful and safe contribution to the School/Trust. The Induction Programme is designed to help new employees, volunteers, Trustees and governors become familiar with the requirements of their position and learn about the School culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. The Induction Programme should be cross-referenced to the ECT Induction requirements and probationary periods for support staff, as appropriate.

2.3 The induction process will:

- Provide information and training on the School and Trust's policies and procedures;
- Provide Safeguarding training and assess its effectiveness;
- Enable the colleague to contribute to improving and developing the overall effectiveness of the School and Trust, raising pupil achievement, and meeting the needs of pupils, parents and the wider community;
- Contribute to the colleague's sense of job satisfaction and personal achievement;
- Explain IFtL's Code of Conduct to ensure that all staff, volunteers, Trustees and governors new to the School understand what is expected of them at the School and gain support to achieve those expectations;
- Identify and address any specific training needs.

2.4 The induction programme will include:

- An induction checklist of the policies, procedures and training to be covered;
- An induction timetable;
- Details of help and support available;
- Details of work shadowing, if appropriate;
- A diary of induction meetings;
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor.

3 Induction Processes

3.1 HR Induction Process:

- Safeguarding training arrangements – including induction; online Safeguarding; Prevent and FGM training

- Introduction to line manager and team
- Tour of the School
- Arrange photo pass to access the School
- Ethos and vision (Trust one page profile and School key documents e.g. Motto, creed etc.)
- Location of facilities (washrooms etc)
- Provide details of working hours and working weeks (contract information)
- A briefing on School and Trust procedures in relation to Covid-19, health and safety in school, PPE and procedures when a member of staff or child develop symptoms, in line with Government advice.
- Outline role responsibilities and provide Job Description
- Arrangements for breaks and lunch (if applicable)
- Use of personal mobiles and social media
- ICT Familiarisation
- Access to Trust and School Policies including those relevant to Safeguarding and HR
- Code of Conduct
- Fire and Emergency procedures
- Details of lock down procedure
- Identify key staff in the school as well as Trust core team members
- First Aid contacts
- Outline Sickness Absence procedure
- IFTL Employee portal – location of and policies
- Details of Employee Benefits portal
- Ensure any reasonable adjustments that were highlighted during recruitment are discussed and adaptations reviewed and made where possible.
- Where relevant risk assessments will be written and agreed between the line manager and new employee, ensuring that the specific needs of any new members of staff with medical needs or disabilities will be addressed to minimise any risk.

3.2   Safeguarding and Child Protection Induction Process:

Prior to commencing the role:

- All safer-recruitment processes must be adhered to and completed by every member of staff before they start their role as detailed in the IFtL Safer Recruitment Policy. It is a requirement that the member of staff must provide all the necessary information to enable all the required checks to occur. Without all the appropriate checks in place, the member of staff will be unable to commence their role.
- Key policies must be shared with the member of staff before but at the very latest, on the first day they start. These are, as a bare minimum:
  - The IFtL's Child Protection and Safeguarding Policy (Reviewed September 2023 version)
  - Part 1 and Annex A of 'Keeping Children Safe in Education' DfE Guidance, 2023 (hard copy given key changes were explained within the refresher training) **is a legal requirement**
  - IFtL Behaviour Policy
  - IFtL Whistleblowing Policy **is a compliancy requirement all staff fully aware**

- IFtL Managing Allegations Against Staff Policy
- IFtL Code of Conduct
- IFtL Safer recruitment policy **includes statutory and compliancy requirements, including checks and SCR**
- IFtL Staff Induction policy
- In addition, each school will give them the equivalent of their school policies. As a bare minimum these must include:
  - The school safeguarding and child protection policy
  - The school behaviour policy (or equivalent)
  - The school code of conduct

<u>On the first day of their role (or before):</u>

All staff must be provided with and attend a face-to-face induction meeting which must include the following from a safeguarding and child protection perspective:

- All key **policies** and **IFtL Signing Agreement** signed and dated within SMARTLOG to confirm have received, read and understood the policies stated within the IFtL signing agreement and they understand who the Designated Safeguarding Officers/Leaders are, the need to report extremism/ radicalisation, the law within positive handling, their GDPR compliancy requirements, the safe use of technology and safe use of Social Media, including Instagram, Facebook, use of social communication facilities, for example, WhatsApp, text, Snapchat etc, requirement for appropriate and suitable behaviour for working with children and they understand and agree to the school code of conduct.
- The induction process must include signs and symptoms of abuse, KCSIE key information, who to report any concerns to and how to record concerns i.e CPOMS, whistleblowing procedures, key safeguarding/ child protection contact information). Sharing induction information, for example induction power point by Andrew Hall, is recommended.
- Attention drawn to Safeguarding posters around school and the DSL/DDSL/DSO's contact information (email and phone contacts – these also can be found in the CP & Safeguarding Policy).

<u>Prior to commencement or during the first month of starting:</u>

All members of staff, including volunteers and anyone in regulated activity must:

- Receive child protection and safeguarding protection (on-line training can be used but must be followed up with and include a face-to-face meeting to check understanding of key points). Certificate should be kept in their employee file or in a secure central place according to the administration procedures of the school.
- prevent training must be included within the above training as a bare minimum. However, it is recommended staff complete the home office training www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html and print out a copy of the certificate to be kept in their employee file.

- Female genital mutilation training should be included in the child protection and safeguarding training and all staff must understand they must refer any FGM concerns and this is a legal requirement.

KCSIE 2023 states all schools must ensure schools remain up-to-date and refreshed and therefore IFtL require schools to ensure regular bite size sharing of information in addition to formal training occurs throughout the year and these include contextualised issues to the school and local community. Formal refresher training should be attended at least annually.

This induction policy is to be read and followed in conjunction with other IFtL and school policies including:
- IFtL and school Safeguarding and Child Protection Policy
- IFtL Whistle Blowing Policy
- IFtL Safer Recruitment Policy
- IFtL Behaviour and Core Values Policy and school behaviour policy (or equivalent)
- IFtL Policy on procedures for dealing with allegations against staff
- IFtL Data Protection Policy (which includes GDPR requirements)
- Sickness Absence Management Policy
- Disciplinary and Grievance Policies
- Code of Conduct

Managers must complete must use the Checklists (Appendix 3) for each new member of staff and it should be held on the employee staff file.

This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.

All IFtL and all the schools within the trust, will ensure they fulfil statutory requirements including those in line with Keeping Children Safe in Education, September 2023 and Working Together to Safeguard Children 2018 and GDPR May 2018.

Safeguarding Statement

Safeguarding is everybody's business. IFtL is committed to ensuring that all our children and young people are safe and feel safe. The right to be safe for any member of the IFtL community is a non-negotiable and paramount. Safeguarding and child protection is crucial and we are fully committed to ensuring the welfare and safety of all our children and staff. IFTL and all the schools within the Trust must fully adhere to all safeguarding and child protection legislation, policy and procedures at all times and under any circumstances. Any concerns at a Trust level will be referred to IFtL safeguarding Leads, Victoria Blackmore, Kim Kemp or Sarah Bennett, and to the relevant designated safeguarding officers within each school for concerns pertinent to children within the school. IFtL fully adheres to all Safeguarding and child protection legislation..

Management and Organisation of Induction

1. Responsibility for Induction

    Each school will have identified members of staff:

    - responsible for the overall management and organisation of induction of new employees supply teachers, and agency staff.
    - responsible for the overall management and organisation of induction of volunteers.
    - responsible for the overall management and organisation of induction of Governors.

<u>Within IFtL core team:</u>

V Blackmore, K Kemp and Michelle Gardner are responsible for safeguarding and child protection induction

A Perrin (HR Manager) is responsible for HR induction

2. The person/ people responsible for induction will:

    – Make arrangements to ensure that a new member of staff, volunteer, Trustee or governor is welcomed.
    – Ensure that immediate needs are identified **before** taking up the position, where possible.
    – Ensure that any reasonable adjustments for new members of staff with medical needs or disabilities will be considered and accommodated wherever possible in the avoidance of discrimination and in accordance with The Equality Act 2010
    – Provide a tour of the School and information about facilities, answer questions and give practical advice.
    – Introduce key personnel.
    – Ensure that an Induction Programme is provided, delivered and evaluated.

Appendix 2

The Induction Programme

The person/ people responsible for induction should ensure that an Induction Programme is provided personally, or by the Line Manager, Mentor, or another person with delegated responsibility, which will include:

- A statement of training needs, in particular Child Protection and Health and Safety;
- A training timetable;
- Share login details including portal and CPOMS
- A checklist and access to the policies and procedures to be understood;
- Details of help and support available;
- A diary of meetings;
- Details of other relevant individuals with responsibility for induction, e.g. the designated mentor or supervisor.

Induction programmes should be tailored to specific individuals. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

Supply Teachers and Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training and resources. This will include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education 2023;
- Health and safety;
- Lanyards for visitors explained and challenge for anyone not wearing a lanyard or if you are not sure who they are;
- Trust and school procedures in relation to Covid-19: Health and Safety
- Fire and emergency procedures;
- First aid;
- Code of Conduct;
- Behaviour management policy;
- Relevant information from the Staff Handbook;
- Relevant information on curriculum, schedules, term dates and timetables.

Teaching Staff including Teaching Assistants

All new staff should be given appropriate induction advice, training and resources and will include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education 2023;
- Shown how to log a concern via CPOMS
- Health and safety;
- Lanyards for visitors explained and challenge for anyone not wearing a lanyard or if you are not sure who they are;
- Fire and emergency procedures;
- First aid;
- Code of Conduct;
- National Curriculum documents;
- Staff Handbook;
- Trust and school procedures in relation to Covid-19: Health and Safety
- School Brochure;
- Staff Benefits details including Employee Assistance;
- Staff lists including Senior Leadership and Wellbeing lead;
- Policy documents, including School Improvement/Development plan;
- Year group schemes of work;
- Assessment advice, recording, reporting, resources and procedures;
- Class and set lists; Information on whole school and year group resources, including ICT;
- Timetables;
- SEN information.

Administrative Staff

All new staff should be given appropriate induction advice, training and resources and will include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education 2023;
- Health and safety;
- Lanyards for visitors explained and challenge for anyone not wearing a lanyard or if you are not sure who they are;
- Fire and emergency procedures;
- First aid;
- Code of Conduct;
- Staff Handbook;
- Trust and school procedures in relation to Covid-19: Health and Safety
- Staff Benefits details including Employee Assistance Programme;
- Staff lists including Senior Leadership and Wellbeing lead;
- School administrative systems and procedures;

- Specific job-related training such as finance, for recruitment selection administration, etc.

Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources and will include:
- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education 2023;
- Lanyards for visitors explained and challenge for anyone not wearing a lanyard or if you are not sure who they are;
- Health and safety;
- Fire and emergency procedures;
- First aid;
- Trust and school procedures in relation to Covid-19: Health and Safety
- Staff Benefits details including Employee Assistance Programme;
- Staff lists including Senior Leadership and Wellbeing lead;
- Code of Conduct;
- Staff Handbook;
- Specific job-related training such as manual handling, use of ladders, kitchen safety, etc.

Midday and Cover Supervisors

All new staff should be given appropriate induction advice, training and resources and will include:
- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education 2023;
- Lanyards for visitors explained and challenge for anyone not wearing a lanyard or if you are not sure who they are;
- Health and safety;
- Fire and emergency procedures;
- First aid;
- Trust and school procedures in relation to Covid-19: Health and Safety
- Staff Benefits details including Employee Assistance Programme;
- Staff lists including Senior Leadership and Wellbeing lead;
- Code of Conduct;
- Staff Handbook;
- Specific job-related training such as behaviour management.

Governors

All new governors, Trustees and Members should be given appropriate induction advice, training and resources and will include:
- Safeguarding children, children protection and the statutory guidance   Keeping Children Safe in Education 2023;

- Lanyards for visitors explained and challenge for anyone not wearing a lanyard or if you are not sure who they are;
- Health and safety;
- Fire and emergency procedures;
- First aid;
- Code of Conduct;
- Trust and school procedures in relation to Covid-19: Health and Safety
- Staff Benefits details including Employee Assistance Programme;
- Staff lists including Senior Leadership and Wellbeing lead;
- Current relevant school information, policy documents and School Improvement Plan data;
- School brochure including staffing, Ofsted and school performance data;
- DfE information on the role of governor;
- Governing Body Policy documents;
- Dates and times of whole governing body and subcommittee meetings;
- Access and information of previous governing body minutes;
- Latest governing body report to parent and school newsletters;
- Information and access to governor training courses.

Volunteers

All new volunteers should be given appropriate induction advice, training and resources and will include:
- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education 2023;
- Lanyards for visitors explained and challenge for anyone not wearing a lanyard or if you are not sure who they are;
- Health and safety;
- Fire and emergency procedures;
- First aid;
- Trust and school procedures in relation to Covid-19: Health and Safety
- Staff lists including Senior Leadership and Wellbeing lead;
- Code of Conduct.

Induction for new members of staff

Name of staff member	
Date induction started	
Induction led by	

All new members of staff should be given a tour of the school before commencing their role or on their first day at the latest.

Safeguarding & Child Protection Led by: **insert role and full name**	Signed off & date
Prior to starting:	
All **safer recruitment** checks in place, including DBS, before starting role and recorded on SCR. All relevant records in personnel files including evidence for the documents within SCR.	
All key **policies** and **IFtL Signing Agreement** signed and dated within SMARTLOG to confirm have received, read and understood the policies stated within the IFtL signing agreement.	
Safeguarding training - SMARTLOG safeguarding training completed and an induction of the school processes and procedures including CPOMS completed - FGM online training and certificate shared Recognising and preventing FGM training is available for professionals with safeguarding responsibilities. - Prevent online training and certificate shared E-LEARNING TRAINING ON PREVENT	
Ethos and vision - IFtL one page profile - School key documents e.g. Motto, creed etc.	
First Day Induction (Safeguarding):	
Meet Induction Co-ordinator and introduction to Headteacher	

Vision and ethos discussion including IFtL and school expectations/ beliefs	

Introduce the Safeguarding team:
 	
    o DSL -
    o Deputy DSL –
    o DSOs –
    o Attention drawn to Safeguarding posters around school and the DSL/DDSL/DSO's contact information (email and phone contacts – these also can be found in the CP & Safeguarding Policy).	

Log into CPOMS set up	
Safeguarding and Child protection policy discussed to check understanding and respond to any questions. Ensure know how and who to report concerns to, key signs and symptoms to look out for and must share concerns by law. Operate a better be safe than sorry approach, small things matter as can make up a bigger picture, no concern too small to share.	
Advised that concerns must also reported to a DSL or DSO to make them aware of the concern within 10 minutes. Shown how to log a concern via CPOMS	
Safeguarding Training discussed and check understanding/ respond to any questions	
Lanyards for visitors explained and challenge for anyone not wearing a lanyard or if you are not sure who they are	
IFtL signing agreement discussed and returned (signed and dated within CPOMS)	
IFtL Whistleblowing policy discussed to check understanding (new staff member made aware that in the case of concern about the conduct of a member of staff they must contact the Headteacher. If the concern is about the contact of the Headteacher, they must contact Victoria Blackmore (IFtL DSL) or Sarah Bennett (CEO). If the concern is about the CEO or Head of Safeguarding then they must contact Marilyn Hubbard (IFtL Chair of Board of Trustees)	
Home welfare check/visit process and logging information	

Responsible Use Policy	
Attendance and punctuality and link to safeguarding & child protection	
Signposted to safeguarding policies and where to find them: on the portal for HR and Safeguarding & CP and also school website/ IFtL website Policies – Inspiring Futures Through Learning (iftl.co.uk) Insert school website direct link to policies	
Medical reporting including medication (logging in and administering)	
First Day Induction (General)	
Tour work area & introduce to work colleagues and work area	
Location of facilities – toilets, fire exits, etc.	
Arrangements for breaks and lunch	
Code of Conduct (including use of mobiles, professional behaviour, use of social media and dress code)	
ICT and Resources familiarisation	
Individual Risk Assessment (where relevant)	
Health and Safety aspects relating to individual's work environment and role including information and training in relation to the employee's responsibilities	
Fire and Emergency procedures including: • Location of school/building fire safety manual, fire action and other fire notices • Location of firefighting equipment. • Means of raising the alarm including the position of fire alarm points (i.e. break glass units). • Fire evacuation procedure and means of escape. • Fire assembly points. • Times of fire alarm sounder tests	
First Aid: • Location of first aid provisions • Location of notices bearing details of qualified First Aiders. • Means of obtaining first aid assistance	

• Policy on providing medicine and first aid for pupils	
Access to Polices relevant to employees eg Sickness Absence, leave of Absence, etc These can be found on the Trust portal HR Policies and from the School office. ** All staff must sign an acknowledgement that they know how to access policies and have read them.*	
One week after role commenced:	
Meet with Induction Co-ordinator, review progress and agree training and development needs.	
Schedule probation meetings.	
Two weeks after role commenced:	
Check in and ensure understand all key aspects of safeguarding and child protection. Do they know who to report concerns to? Do they know how to do this? Have they logged any concerns? Discuss forms and quality. Any other questions or concerns?	

School site, evacuation procedures Led by: caretaker – **insert name**	Signed off & date
Fire and lockdown procedures	
Car park and access and fobs	
Health and Safety policy shared	

Registers, Absences, Sickness Led by: HR – **insert name**	Signed off & date

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Register procedures and how to use Bromcom	
Dinner registers and band system	
Pre-planned absence (e.g. medical appointments) *Leave of absence form to be handed to SLT as soon as leave is known to be required. *Evidence of the need for absence should be provided wherever possible.*	
Calling in sick *Staff member to call insert name and role at insert time on the day of absence. A call to the school office must be made by insert time the next day if the staff member is going to be off the next day. If the staff member does not call, it will be assumed they will be in work the next day.*	
If a child is unwell in school and you feel they need to go home, only a member of SLT can authorise this.	
Order forms and staff expense forms e.g. travel claims	
How to gain IT support	
Signing in and out	
Wearing lanyard at all times	
Staff accident log (Incident Log)	

Teaching and classroom-based support staff

Assessment, Curriculum, PPA and Rotas Led by: insert role – insert name	Signed off & date
Assessment processes explained (Cornerstones, including dates) *Class data information to be provided as appropriate*	
Break duty processes explained	
Curriculum	
School visits and risk assessments	
IFtL Childhood pledge	
Staff meeting timetable and staff briefings	

Inclusion Led by: insert role – insert name	Signed off & date
Behaviour policy given & school rules shared	
Share and show how to record any behaviour incidents	
Shared key inclusion policies/ information including SEND information report	
Team Teach named staff shared and location of Bound and Numbered book shared or way to record positive handling. Reiterate must let a member of SLT know and complete record the same day.	
Positive Intervention Plans	
Lists of vulnerable groups (PP, SEND, Medical, LAC, EAL etc.) shared as needed. (Class demographics shared)	
Medication processes explained	
Additional Support Plan shared	
SEND Information Booklet shared including TAC process	
Pupil Premium fund request form shared	

Induction with Phase/ Team Leader	Signed off & date
School timings explained / timetables / assemblies	
Phase/ team specific information shared	

Induction with Lead Mid-Day Supervisors Led by: insert role – insert name	Signed off & date
Rotas	
Key duties and process explained	

Signing and declaration:

Induction completed on ………………………………………..…………………...…….

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Signed by Induction Lead: …………………………………………………………….

<u>**New Staff Member**</u>

I confirm that the above induction information has been shared with me and, in particular, I am aware of the following:

The names and contact details of the DSL/DDSL/DSOs
How to report a concern about a child
How to report a concern about the conduct of a member of staff (Whistleblowing)

Signed: ……………………………………………………………………

Date: ……………………………………………………………………

Copy to be made for employee.

Copy to be given to office manager to go into the personnel file.

Signs of child abuse and neglect

High Risk Factors

- Families with complex needs
- Parental substance use
- Poor parental mental health
- Parents with learning difficulties
- Children with disabilities
- Families with past history of childhood abuse

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities including non-contact activities.
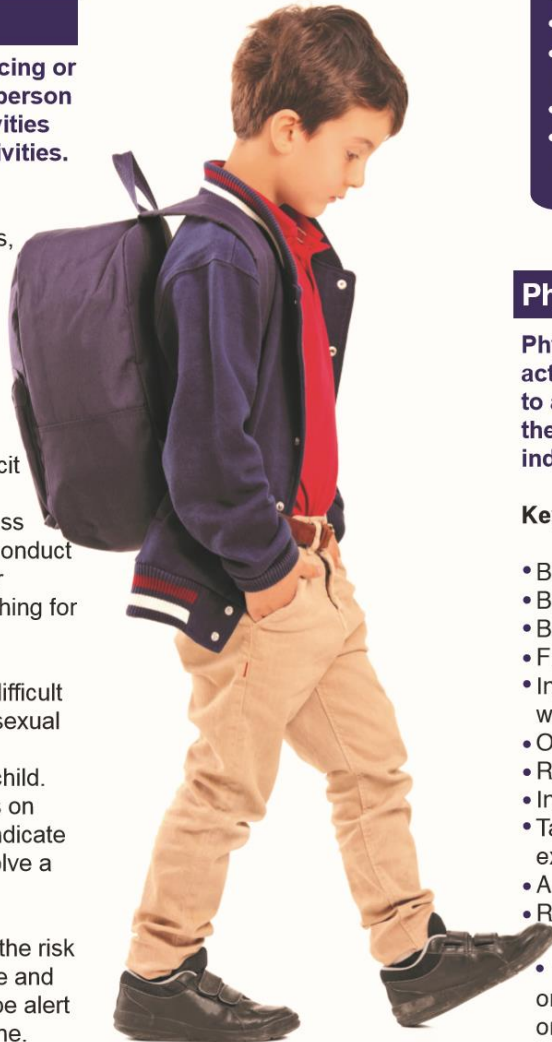
Key features

There are few physical signs, more likely to be emotional and behavioural factors.

- Aggression
- Withdrawn
- Self harming, including eating disorders
- Drawings of sexually explicit behaviours
- Promiscuity/ precociousness
- Inappropriate sexualised conduct
- Sexually explicit behaviour
- Reluctance to remove clothing for swimming or PE

Sexual abuse can be very difficult to recognise and reporting sexual abuse can be an extremely traumatic experience for a child. Whilst there is often a focus on 'stranger danger', studies indicate that over 90% of cases involve a known adult.

The internet has increased the risk of non-contact sexual abuse and children and parents must be alert to these dangers when online.

Physical Abuse

Physical abuse involves any action that causes physical harm to a child including fabricating the symptoms of or deliberately inducing illnesses.

Key features

- Bruising of various ages
- Bite marks
- Burns and scalds
- Fractures in non- mobile children
- Injuries in unusual areas or with well-defined edges
- Old injuries or scars
- Refusal to discuss injuries
- Inconsistent explanations
- Talk of punishment which seems excessive
- Arms and legs kept covered
- Reluctance to remove clothing for swimming or PE
- The parents are uninterested or undisturbed by an accident or injury

Neglect

Neglect is the failure to meet a child's physical and or psychological needs.

Key features

- Persistently hungry
- Inadequate clothing for the child's size, weather or time of year
- Underweight for age
- Frequent school absences
- Poor health
- Emotionally needy

Further Information

The statutory guidance for schools is set out in the following documents:

Keeping Children Safe in Education (2018)

Working Together to Safeguard Children (2018)

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child.

Key features

- Development delay.
- Abnormal attachment to parent/ carer.
- Low self-esteem.
- Lack of confidence.
- Inappropriate emotional response.

APPENDIX 5 – Key Information about KCSIE (Andrew Hall)

KEEPING CHILDREN SAFE IN EDUCATION
WHAT YOU NEED TO KNOW

A child means everyone under the age of 18.

Children need the right help at the right time to address risks

Remember 'it could happen here' where safeguarding is concerned.

We are all responsible for the welfare of children and keeping the environment safe, whatever our job.

What is safeguarding?

Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

What do I need to do?

ALWAYS ACT in the best interests of the child. Never promise confidentiality.

KNOW HOW to identify children who may benefit from early help.

KNOW THE DIFFERENT types of abuse and neglect, so that you can identify children who may be in need of help or protection.

Know what to do if a child tells you they are being abused or neglected.

Know who the Designated Safeguarding Lead is and talk to them as soon as you are concerned.

Everyone must read: Keeping Children Safe in Education Part One and Annex A. Child Protection policy Staff behaviour policy

Any staff member can make a referral to children's social care, but they should inform the designated safeguarding lead as soon as possible.

If a teacher finds Female Genital Mutilation appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

Staff Behaviour

If you are concerned about the behaviour of any staff member, you should speak to the headteacher. Concerns about the headteacher should be referred to the Chair of Governors.

Whistleblowing

If you're worried about poor or unsafe safeguarding practices, or potential failures in the school, talk to the Designated Safeguarding Lead, any senior leader, or the Chair of Governors. If you feel unable to talk someone in school, you can call the NSPCC whistleblowing helpline on 0800 028 0285 or **email: help@nspcc.org.uk** .

APPENDIX 6 – IFtL Whistleblowing Key Contacts

REPORTING TO IFtL

IFtL WANTS YOU TO BE CONFIDENT THAT YOUR CONCERNS WILL BE TAKEN SERIOUSLY AND THAT YOU WILL BE PROTECTED FROM VICITIMISATION OR BULLYING OR HARRASSMENT IF YOU RAISE A CONCERN.   IF YOU HAVE A CONCERN ABOUT IFtL PROVISION PLEASE READ THE IFtL WHISTLEBLOWING POLICY. AT IFtL, WE ADHERE TO THE MILTON KEYNES SAFEGUARDING BOARD WHISTLEBLOWING PROCEDURES AND RECOMMENDATIONS.

REPORTING TO IFtL

Headteacher / Head of School	See school websites for contact details Links to these can be found at https://www.iftl.co.uk/schools/
Designated Safeguarding Leads across the Trust	See school websites for contact details Links to these can be found at https://www.iftl.co.uk/schools/
Whistleblowing Officer - IFtL	Stephanie Boak 07739 791869 sboak@iftl.co.uk
Head of Safeguarding, Health, Children and Families - IFtL	Victoria Blackmore 07909 257778 vblackmore@iftl.co.uk
Chair of IFtL Board of Trustees	Marilyn Hubbard 01908 794051 mhubbard@iftl.co.uk
IFtL's external auditors	Landers Accountants Ltd 01525 873922 info@landerstheaccountants.com
Confidential counselling hotline	Health Assured – Employee Assistance Programme 0800 028 0199
Public Concern at Work	Helpline: 0207 404 6609 Email: helpline@pcaw.co.uk

APPENDIX 7 – IFtL Safeguarding and Child Protection Key Contacts

Role	Name	Contact details
Chief Executive Officer, IFtL	Sarah Bennett	sbennett@iftl.co.uk
Safeguarding Trustee, IFtL	Dawn Rogers	drogers@iftl.co.uk
IFtL Designated Safeguarding Leads	Sarah Bennett Victoria Blackmore (DSL) Kimberley Kemp Jamie Ainscow	sbennett@iftl.co.uk vblackmore@iftl.co.uk kkemp@IFtL.co.uk Jainscow@iftl.co.uk
School Designated Safeguarding Leads	Chestnuts School: Karen Wilkes	Karen.wilkes@chestnuts.milton-keynes.sc.uk
	Two Mile Ash School: Hayley Cook	Hcook@tma.bucks.sch.uk
	Whitehouse Primary School: Jackie Puddephatt	Jpuddephatt@iftl.co.uk
	Olney Infant School – Stephanie Hartwell	shartwell@olneyinfant.org
	Olney Middle School -	lcircuitt@olneymiddle.milton-keynes.co.uk
	Fairfields Primary School – Emily Castle	ecastle@fairfieldsprimary.co.uk

	Woodnewton Primary School: Jezamin Lindsay	JezaminLindsay@woodnewtonalc.com
	Exeter Primary School: Jennifer Doherty	jenniferdoherty@exeteralc.com
	Priors Hall Primary School: Jacqueline White	jacquelinewhite@priorshallalc.com
	Ashbrook School: Jamie Ainscow	jainscow@iftl.co.uk
	Holmwood School: Jess Elford	Jelford@holmwoodschool.co.uk
	Rickley Park Primary School: Maddie Boothroyd	mailto:NBramwell@rickleypark.co.uk MBoothroyd@rickleypark.co.uk
	Heronshaw School- Kirsty Outtram	kouttram@heronshawschool.co.uk
	Glebe Farm: Erin Stewart	Estewart@glebefarmschool.co.uk
IFtL Prevent Specific Point of Contact	Victoria Blackmore	vblackmore@iftl.co.uk
Designated Trustee for Safeguarding and Safer recruitment	Dawn Rogers	Drogers@iftl.co.uk
IFtL Human Resource Contact	Amelia Perrin Steph Boak	aperrin@iftl.co.uk sboak@iftl.co.uk

Other external contacts:

MK Multi Agency Safeguarding Hub (MASH) Team **MILTON KEYNES**	Multi-Agency Safeguarding Hub (MASH) and Child Protection Team	01908 253169/70 during office hours or Emergency Social Work Team 01908 265545 out of office hours Email: children@milton-keynes.gov.uk
Designated Officer (DO) (formerly LADO) **MILTON KEYNES**	For allegations about people who work with children: Contact MASH as above or: Milton Keynes Local Authority Designated Officer (LADO)	01908 254306 lado@Milton-keynes.gov.uk 01908 254300
Multi Agency Safeguarding Hub (MASH) Team **NORTHAMPTONSHIRE**	Northamptonshire Multi-Agency Safeguarding Hub: Telephone: 0300 126 1000 Email: MASH@northamptonshire.gcsx.gov.uk	Out-of-hours: 01604 626 938
Designated Officer (DO) (formerly LADO) **NORTHAMPTONSHIRE**	Designated Officer prior to submitting a referral please e-mail you query to: AndSmith@childrenfirstnorthamptonshire.co.uk / CYork@childrenfirstnorthamptonshire.co.uk	Designated Officer Administrator - 01604 364031 Designated Officer Andy Smith - 01604 367862 Designated Officer Christine York – 01604 362633
Whistleblowing	Whistleblowing hotline on 01908 533283 Public Concern at Work on 0207 404 6609 or helpline@pcaw.co.uk	

GDPR	If there are any concerns with regards to data breaches (for example, where data is lost, accidentally deleted our stolen), the Data Protection Officer – Jason Smith within IFtL – must be informed immediately. Jsmith@iftl.co.uk 07429 872735

IFtL Staff Induction Policy 2023-2024