



STAFF INDUCTION

Child Protection & Safeguarding



Keeping Children Safe In Education

KCSIE is statutory guidance from the government.

All staff should read Part 1 and Part 5. Staff that are Designated Safeguarding Leads should read it all.

It can be read here:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>



Child Protection Policy

Our Child Protection Policy can be found on our school website. You can read it here:

<https://colehamprimary.co.uk/wp-content/uploads/2024/10/Safeguarding-and-CP-Policy-Autumn-2024-CPS-final.pdf>

Shropshire Safeguarding Community Partnership Video

Watch the video here:

[Keeping children safe and protected in Shropshire, what professionals need to know](#)

Designated Safeguarding Leads

All of our Senior Leadership Team are Designated Safeguarding Leads plus our Pastoral Lead. Our Designated Safeguarding Leads can be seen on the display board in the school entrance. They can also be seen on the Staff page of our website:

<https://colehamprimary.co.uk/home/about/our-team/staff/>

Designated Safeguarding Leads are available on radio and one is on duty each evening until 5:45pm.



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How to report a Safeguarding Concern?

Our Safeguarding system is called CPOMS.

You must log all safeguarding concerns immediately onto CPOMS using a school device (laptop or IPAD)

You may ask any member of staff for assistance with this and ask any Designated Safeguarding Lead (DSL) for a CPOMS demo.

You must report any child disclosure of harm/abuse/neglect immediately in person with a DSL. Always ensure the child is safely supervised first and the Class Teacher is aware that they should not be handed over at collection if home time is imminent.



CPOMS Tips

- Recording a concern-Keep it concise, stick to the facts and use quotation marks to record actual phrases spoken by the child if required.
- **All** concerns need to have explicit **actions** and **rationales** for them in the original concern logs.

Concern-Jimmy came to school wearing dirty uniform for the second day

Staff Actions taken-We provided Jimmy with a new jumper and checked whether he had, had breakfast.

Rationale for your actions-recording to monitor low level concern and inform DSL's

- You will need to fill in the new 'Staff Actions Taken' and 'Rationale For Your Actions' boxes for all cause for concern, mental health concern and behaviour logs.
- Don't record other children's names in a pupil's log. If other children are involved in a behaviour incident you may need to record multiple logs against each child.
- Copy in the Class Teacher or other adults so information is shared with key individuals that work with the child.
- Any behaviour that needs to be reported to a parent should be recorded on CPOMS using the 'Behaviour' button. Other
- If you are helping another member of staff to log a concern, you will need to record 'I am recording this on behalf of and in the presence of X staff member'
- If in doubt about recording requirements, staff should discuss with the designated safeguarding lead (or a deputy).



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How to access CPOMS?

Please log into the system here:

[CPOMS Log in](#)

You will need to enter your email address (firstname.lastname@col.318education.co.uk) and follow the forgotten password link for your first-time registration.

Child Protection Training

We will require you to complete a 3 hour Raising Awareness Safeguarding Training session with a Trust DSL session every 3 years.

We will arrange for you to complete this at the next available training date if you haven't completed a similar version with localised content.

You are also required to complete annual safeguarding training on National College as soon as possible prior to appointment if induction allows or within the first week of starting work.

Preventing Extremism

We will require you to complete Prevent Duty Training every 2 years.

Please complete this via the National College Portal.

You can find extra resources and information to educate you about Prevent on the Educate Against Hate website:

<https://www.educateagainsthate.com/>

Attendance

We have a large focus on attendance because we know children are safe when they are in school and that children who attend school and participate will enjoy school more and achieve better outcomes than those who have missed a significant amount of lessons.

You can find our School Attendance Policy on the website:

<https://colehamprimary.co.uk/home/key-info/policies/attendance-policy-appendices/>



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Our Attendance Lead is the Deputy Headteacher.

Visitors



Staff must log all visitors on they have arranged onto the Central Visitor Record. This is used by the office staff to make safeguarding checks and welcome visitors into school.

Visitors must sign into school via the electronic signing in system 'Inventory' in the Reception Foyer. Those with DBS clearance will wear green lanyards in school and those without DBS will wear red lanyards in school and will require supervision around the school. Staff wear blue lanyards.

Mobile phone use in school

Staff and visitors are allowed to bring in mobile phones for their own personal use. However, they must be kept away from children at all times and only used in child free areas such as the staffroom, offices, Reception foyer, empty classrooms. Mobile phones should be switched onto silent or turned off during teaching time. Year 6 children may bring a phone into school for the purposes of walking home alone but phones must be put away once inside the school grounds and in the Class Teachers possession during the school day. Any photography/filming in school must be taken using a school device. School has a number of mobile phones which can be taken on trips by staff.

Pupil Consents

Pupil consents are recorded on the Pupil's record in Arbor.

A small number of children in school do not have consent for sharing images, these are summarised on a Non-Consents Poster which is saved on the network and displayed in the staffroom.

You may photograph/video any child in school using a school device only. Teachers/Senior Leaders who are publishing images are responsible for ensuring that children with non-consents are safeguarded.