



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://priory.tpstrust.co.uk/media/6304/child-protection-and-safeguarding-policy-pri-approved-nov-23.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

Most of our Senior Leadership Team are Designated Safeguarding Leads plus our Learning Engagement Team. Our Designated Safeguarding Leads can be seen on display reception.

[Child Protection Poster Nov 23.docx](#)

Designated Safeguarding Leads are available on radio.



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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 ensuring the child is safely supervised first.



How to access CPOMS?

Please log into the system here:

[Login - CPOMS](#)

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

Child Protection Training

We will require you to complete a 2 hour Raising Awareness Safeguarding Training session with the DSL every 3 years.

We will arrange for you to complete this at the next available training date if you don't hold this certificate.

Prevent Training

We will require you to complete Government Home Office Prevent Duty Training every 3 years.

Please complete this here:

<https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal>

Course 1-Awareness for all staff

Course 1 & 3 for DSL staff.

Please forward a copy of the certificate to the Head Teachers PA.



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Visitors

InVentry is our visitor management system and is used by the office staff to make safeguarding checks and welcome visitors into school.

Staff must email reception details of visitors they have arranged in order for the booking to be added onto 'InVentry'. All pre-booked visitors receive an invitation to accept the booking and a copy of our visitor protocol.

Visitors must sign into school using 'InVentry' in reception. Once they sign in you will receive an email notification that they have arrived.

Those visitors with DBS clearance will wear blue lanyards and those without DBS will wear red lanyards and will require supervision around the school. Staff wear black 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. Mobile phones should be switched onto silent or turned off during teaching time. Students may bring a phone into school for the purposes of walking to and from home but phones must be put away once inside the school grounds. 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.

Student Consents

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

A number of children in school do not have consent for sharing images. Staff should check in Arbor prior to publishing images.