



Staff Induction at St Martins School



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:

[safeguarding-and-child-protection-policy-autumn-2023.pdf \(stmartins3-16.org\)](#)

Shropshire Safeguarding Community Partnership Video

Watch the video here: [Keeping children safe and protected in Shropshire, what professionals need to know](#)

Designated Safeguarding Leads

Many of our Senior Leadership Team are Designated Safeguarding Leads plus our Inclusion team. The staff who are DSL's can be found on this link:

[who-can-i-speak-to.pdf \(stmartins3-16.org\)](#)

[safeguarding-at-st-martins-booklet.pdf \(stmartins3-16.org\)](#)

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.

How to access CPOMS?

Please log into the system here:

[CPOMS Log in](#)

You will need to enter your email address (firstname.lastname@stm.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 Shropshire Safeguarding Partnership every 3 years.

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

All staff are required to complete an annual certificate in safeguarding through the National College.

<https://nationalcollege.com/>

Preventing Extremism

Our Preventing Extremism and Radicalisation policy can be read on our website here:

[318 Admissions \(stmartins3-16.org\)](http://318Admissions.stmartins3-16.org)

Prevent Training

We will require you to complete an annual certificate in Understanding the Prevent Duty.

Please complete this here:

<https://nationalcollege.com/>

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

Visitors

Staff must log all visitors they have arranged onto the Central Visitor Record. This can be found on the [staff shared drive](#).

This is used by the admin team to make safeguarding checks and welcome visitors in a professional and timely way into school.

Visitors must sign into school via the electronic signing in system 'Inventory' at Reception.

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 AT ALL TIMES. Visitors will not be admitted into the school building until the member of staff they are seeing comes to reception to collect them.

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.

Students in year 7-11 can bring a phone to school but it must be switched off and kept in a school bag from the time they enter the school site until they leave the school site. Student phones will be confiscated and a parent or carer will need to collect if a student is found with their phone not in their bag.

Year 6 children may bring a phone into school for the purposes of walking home alone but phones must be handed into the class teacher at the start of the day.

Any photography/filming in school must be taken using a school device. School has a number of iPADS for this purpose.

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** – please check as this information is regularly updated

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

All policies relating to Child protection and safeguarding can be found as hard copies on the safeguarding noticeboard in the staff room.