



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>



Safeguarding and Child Protection Policy

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

<https://www.williambrookes.com/wp-content/uploads/2024/03/Safeguarding-and-Child-Protection-Policy.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 Leader. 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.



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 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.

Preventing Extremism

Although serious incidents involving radicalisation have not occurred at William Brookes School to date, it is important for us to be constantly vigilant and remain fully informed about the issues that affect the region in which we teach. Staff are reminded to suspend any professional disbelief that instances of radicalisation 'could not happen here' and to refer any concerns to the Designated Safeguarding Leads.



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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 Business Manager.

Visitors



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

Visitors must sign into school via the electronic signing in system 'Inventory' in 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. 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 and empty classrooms. Mobile phones should be switched onto silent or turned off during teaching time. Students may bring a phone into school 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 mobile phones which can be taken on trips by staff.

Pupil Consents

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

Some children in school do not have consent for sharing images, these can be found on Arbor.

You may photograph/video 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.