



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:

[Policies – Much Wenlock Primary School and Nursery](#)

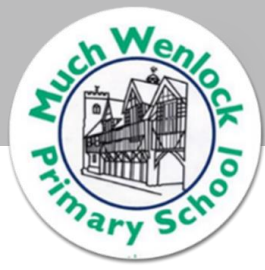
Shropshire Safeguarding Community Partnership Video

Watch the video here:

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

Designated Safeguarding Leads

The Head Teacher is the appointed Child Safeguarding Officer and the Deputy Head teacher as the Designated deputy lead. Matters of a sensitive nature should be discussed only with them. A record will be kept of any children who are especially vulnerable and all information will be treated in strictest confidence.



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Carl Litchfield DSL



Rachel Howell-James DSL



Clare Marsh DSL



How to report a Safeguarding Concern?

Our Safeguarding system is called CPOMS.

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

All Safeguarding concerns are recorded on CPOMS (staff have their own logins) and can be accessed by all members of staff. Records should be kept of any child concerns including small incidents such as occasional observations of children missing breakfast. If the teacher has any doubts or notices a pattern in these incidences, they should discuss this with the DSL immediately.

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@wps.318education.co.uk) and follow the forgotten password link for your first-time registration.



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Child Protection Training

We will require you to complete 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.

We also require to complete Safeguarding Training on the National College and print off your certificate to hand in at the office: [Professional Development \(CPD\) for Primary Schools \(nationalcollege.com\)](http://nationalcollege.com)

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 inform the office of all visitors they have arranged. 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 have a visitor sticker 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



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onto silent or turned off during teaching time. Staff should not use their mobile phones during their working hours (this does not include break and lunch times).

Year 6 children may bring a phone into school for the purposes of walking home alone but phones must be handed into the school office. Any photography/filming in school must be taken using a school device – Ipad.

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 displayed in the staffroom.

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.