



Safeguarding Induction for Supply teachers, Visitors & Volunteers

Key safeguarding documents to read (our website is: www.akps.org.uk)

- **Working Together to Safeguard Children (2018)** [Working Together to Safeguard Children 2018 \(publishing.service.gov.uk\)](http://www.publishing.service.gov.uk)
 - **Keeping Children Safe in Education (2022) (KCSIE)** (Part 1) [Keeping children safe in education 2022 \(publishing.service.gov.uk\)](http://www.publishing.service.gov.uk)
 - **AK Child Protection Policy** [Model school Safeguarding and Child Protection Policy website\) \(akps.org.uk\)](http://www.akps.org.uk)
 - **AK Staff Behaviour Policy** [Model school Safeguarding and Child Protection Policy website\) \(akps.org.uk\)](http://www.akps.org.uk)
 - **AK Whistleblowing Policy** [Microsoft Word - Whistleblowing policy 2019-2022.doc \(akps.org.uk\)](http://www.akps.org.uk)
 - **AK Behaviour and Anti-Bullying Policy** [Behaviour Policy \(akps.org.uk\)](http://www.akps.org.uk)
 - **Teaching and Learning Policy** [AK-Teaching-Learning-PolicySep-2022.pdf \(akps.org.uk\)](http://www.akps.org.uk)
 - **Marking and Feedback Policy** [Marking policy \(akps.org.uk\)](http://www.akps.org.uk)
- All policies above can be found on our website www.akps.org.uk

You will be expected to complete online child protection training for staff and complete and assessment, complete e-safety training and prevent duty training and refresher training annually and upon arrival at the school for a new post.

• **The school's response to children missing education** – Mr Hockaday (Deputy Head) is our attendance officer and he works to analyse attendance, ensure pupils do not miss education and ensure no patterns arise (e.g. days regularly off etc). On a daily basis, through our electronic registers, the team are aware of any pupils not in school and our attendance policy is followed (See attendance policy). We track vulnerable pupils regularly including those with disadvantage and SEND. We work closely with parents and carers to ensure attendance of our pupils is high and intervene quickly if anything changes. We also work closely with the Education Welfare Officer for Wiltshire. Within our child protection policy, it alerts you to flow charts which we have on display in our adult cloakrooms to support staff as to the procedure to follow in case of an allegation being raised against an adult, whistleblowing and how to approach the Head or line manager if concerns are around a professional disagreement and escalation or Chair of Governors if concerning the Headteacher.

AKPS Safeguarding Team



Designated Safeguarding & Child Protection Lead (DSL), Designated Senior Mental Health Lead & Designated Teacher for Looked after children
Mrs Samantha Saville Head Teacher



Mr Daniel Hockaday (Deputy Head)



Miss Sarah Igoe



Safeguarding & Child Protection Deputies (DDSL)

Mr Dan Hockaday (Deputy Head) Miss Sarah Igoe KS1 Lead and Mrs Sandra Crowley



E-safety lead -Miss Sarah Igoe



Chair of Governors & Nominated Safeguarding Governor Mrs Michele Collier-Bromelow



PA to Designated Safeguarding Lead- Kim Olden

Safer Recruitment Samantha Saville (DSL), Dan Hockaday, Sarah Igoe, Preet Cook (School Business Manager) Kim Olden Safeguarding PA, Chair of Governors and Vice Chair have completed training in safer recruitment and implement rigorous recruitment processes for all posts connected to the school. Kim Olden (PA) and Designated Safeguarding Lead (Samantha Saville) ensure we maintain a thorough and up to date Single Central Record and that all DBS checks are carried out and references are vetted and checked for safer recruitment. They also ensure that all Staff and Governors are up to date with safeguarding training and with reading and understanding all related policies contained within this document. In line with KCSiE we ensure at least annual refresher training and updates for all staff and Governors.

Keeping Children Safe in Education (KCSiE)

KCSiE sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges. It is your responsibility to read part 1 of this guidance and Annex B and part 5. All visitors, under the guidance of KCSiE, should make sure their approach is child-centred and consider, at all times, what is in the best interests of the child in line with our school safeguarding policy.

What to do if you have concerns about a child

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must report it to a member of the safeguarding team immediately. A 'concern form' must be completed following our Child protection policy - these can be located in the staffroom and with class teachers. Information on this is in the AKP child protection policy., This must then be handed to one of the designated safeguarding leads immediately for action. The DSL/DDSL will follow this up and feedback to you this action.

What to do if you have concerns about a member of staff

All concerns about staff should be reported to the head teacher. There is a low-level concern procedure which will be followed or referral on to the DOFA (Designated officer for allegations if required) If your concern is about the Headteacher then report your concerns to the Chair of Governors (Michele Bromelow) or The Multi-Agency Safeguarding Hub (MASH) 0300 4560108 and if required this will be actioned via the DOFA (Designated officer for allegations)

MASH – The Multi-Agency Safeguarding Hub

The Multi-Agency Safeguarding Hub (MASH) is a partnership between Wiltshire County Council, children's social care, education and youth services, Wiltshire NHS health services, Wiltshire Police and the probation service working together to safeguard children and young people. A factsheet can be downloaded from the links and downloads section of this page. We work closely with the MASH team.

Children's Social Care referrals:	
Multi-Agency Safeguarding Hub (MASH):	0300 456 0108
Out of hours:	0300 456 0100

If you believe a child is **at immediate risk** of significant harm or injury,
you **must** call the police on 999.

Remember – if you are concerned about a child or young person in Wiltshire and want to speak to someone, contact the MASH on **0300 4560108** (8:45a.m.-5p.m. Mon-Thurs) and (8:45a.m.-4p.m.) Friday. Emergency Duty Service **0845 6070888** (5p.m. – 8:45a.m.)and give as much information as you can.

The NSPCC whistleblowing helpline is available for anyone who does not feel able to raise concerns regarding child protection failures within the school. Telephone: 0800 028 0285 from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk

IF ANYTHING WORRIES YOU OR CONCERNS YOU, REPORT IT STRAIGHT AWAY! EVERY SMALL CONCERN BUILDS A PICTURE AND HELPS SAFEGUARD OUR CHILDREN.

How to make a MASH referral

You should speak with a designated safeguarding lead about a concern which may need referring on to external multi-agencies. The designated lead will refer who will follow the correct protocol to make one including calling for a consultation if required. They will use the MASH Model, to make a decision, as to whether the referral should be referred to MASH or if the family need an early help assessment or support. In the event of one of our 4 qualified safeguarding leads not being available, you can call MASH for a consultation and they will advise you on next steps- do not wait for a designated lead to return to school- **Take Action!**

You will be expected to act in line with our child protection and safeguarding policy and staff behaviour policy at all times as a member of staff in this school.

Mobile Telephones

While working with children or in areas of the school where children circulate you are asked not to use your mobile phone. Phones should be switched off and stored safely out of the reach of children.

In the event of a fire:

A continuous alarm will sound. All classrooms have clearly displayed fire safety procedures.

If you discover a fire or hear the fire alarm:

- Leave by the nearest route (see fire details in classroom)
- Sound the alarm on route
- DO NOT STOP to collect personal belongings
- Close all doors on route
- DO NOT RE-ENTER the building
- Assemble in the designated area on the school playground

THANK YOU FOR YOUR SUPPORT IN HELPING ASHTON KEYNES C OF E PRIMARY SCHOOL SAFEGUARD OUR CHILDREN.