



Pownall Hall School

Policy for Induction of New Staff in Safeguarding

1. INTRODUCTION

Welcome to Pownall Hall School. To ease your entry to the school and help you to make an effective contribution, we arrange for every new member of staff and all new Governors to be given an induction programme tailored to his or her roles and responsibilities. All new teaching and administrative staff are allocated a mentor in their first year, whose role is to provide informal support and assistance.

2. INDUCTION PROCEDURES ON SAFEGUARDING

Every new member of the teaching and non-teaching staff, including new peripatetic teachers, is required to attend a training session on safeguarding. These sessions are organised by our Designated Safeguarding Leads and every effort will be made to hold them as soon as you begin as a new member of staff at the school. Similar training is offered to all Governors and to the parents who help with activities that bring them into contact with children. The training will include:

All staff, including temporary staff, and volunteers will be provided with induction training that includes:

- The school's Safeguarding Policy (including whistleblowing section), E-Safety and Acceptable Use Policy, Behaviour Management Policy, Missing Child Policy.
- The staff code of conduct as outlined in the Staff Handbook.
- The identity of the Designated Safeguarding Lead.
- A copy of KCSiE 2025- Part 1, Part 4, Part 5, Annex A, Annex B, Annex F and all staff are asked to sign to confirm they have read and understood the document on an annual basis.

We ensure that we practise safe recruitment in checking the suitability of staff and volunteers to work with children and young people in accordance with guidance given in "Keeping Children Safe in Education (2025) (KCSiE) ", and "Working Together to Safeguard Children" (2026).

Safeguarding training is provided, including the reading and understanding of the Safeguarding Policy, KCSiE 2025 - Part 1, Part 4, Part 5, Annex A, Annex B, Annex F, and the staff code of conduct, as part of their induction.

We ensure that all staff and volunteers undergo safeguarding training on a schedule to be determined in consultation with the Cheshire East Safeguarding Children's Partnership to protect each pupil from any form of abuse, whether from an adult or another pupil.

The only adults who work or visit the school who are exempted from this requirement are:

- Occasional visitors, including occasional lecturers and contractors, who sign in and are given security badges by our Office Staff, and who are always escorted throughout their visit as deemed necessary by our administrative staff.
- Contractors working on a designated site that is physically separated from the rest of the school, who are required to sign in and out at their site office and to always wear security badges.
- Contractors working during the school holidays.
- Sports coaches and those providing extracurricular clubs, who must provide evidence of DBS clearance and confirmation they have carried out Safeguarding training.

3. DESIGNATED SAFEGUARDING LEADS (DSL and DDSL)

DSL - Whole School: Katherine Lowther

Deputy DSL - Whole School: David Goulbourn

Deputy DSL - Prep: Vicky Hayton

DSL - EYFS; Named Person for Looked After Children: Georgia Flynn

Deputy DSL - SEND: Vicky Hayton

Deputy DSL - SEND; All Year-Round Provision: Charlotte Holleran

Deputy DSL - EYFS (Holidays): Olivia Morton

Deputy DSL - Holiday Quest: Victoria Jackson

They have been fully trained for the demands of this role and regularly attend courses with other child support agencies to ensure that they remain conversant with best practice and that our policies and procedures are current and follow best practice. They receive refresher training every two years and maintain close links with the Cheshire East Safeguarding Children's Partnership. DSL produces a report each term for the Safeguarding Governor and the Safeguarding sub-committee meets at least once a month.

4. SAFEGUARDING IS ALWAYS OUR TOP PRIORITY

Please note:

Every member of staff needs to be confident that he or she understands his or her role in:

- Keeping children safe
- Promoting the welfare of pupils
- Promoting equal opportunities and inclusion
- Preventing bullying and harassment
- Reporting of concerns to the DSL / DDSL

Everyone is required to take part in the training, no matter what their previous background or level of expertise. All members of staff formally review the school's code of conduct on interaction with pupils once a year before it is sent to the Governors for re-endorsement. Refresher training for all staff is held annually at the September Inset days.

Our induction training will tell you about:

I. Our Pupil Welfare Systems

Starting with the roles of the following structures:

- The Governors formally consider safeguarding issues on a termly basis, with day-to-day issues being delegated to its Sub-Committee. This Committee meets once a term and is chaired by the DSL and attended by the safeguarding governor Mrs A Simmonds, who is the Liaison Governor for Safeguarding issues.
- eSafety systems in place to ensure pupils' online safety, including information about the school's filtering and monitoring procedures.
- The regular monitoring arrangements by the SLT and the Form tutors
- The role of the School Council in informing the Leadership Team.
- Our partnerships with parents and guardians.

II. The Legal Framework for Our Safeguarding and Anti-Bullying Policies

We describe this briefly and cover our policies on:

- Anti-bullying
- Behaviour
- Learning Support
- Education & Welfare Provision made for pupils with Statements and English as an Additional Language
- Equal Opportunities
- Educational Visits

Teaching staff have a particular responsibility for supervising pupils and ensuring that they always behave with consideration and good manners, but all staff need to be made aware of the school's policies in these areas. All staff are reminded of their important role in building positive relationships, identifying risks and keeping everyone safe. We cover the internet and technological/cyberbullying, and the risks of the internet and social networking sites.

III. Understanding Challenging Behaviour

We recognise that behaviour can be a form of communication and will ensure that challenging behaviour is explored appropriately, in line with our Behaviour Policy.

We shall draw upon national guidance relating to the safeguarding and protection of children, the signs of abuse, and the duties of staff, as well as the role of specialist agencies. We shall explain our expectations

of how staff should respond in a difficult situation and why they cannot promise confidentiality to a pupil.
The School's Policies on Safeguarding

All new staff will be expected to become familiar with:

- Pownall Hall School's Safeguarding Policy
- Pownall Hall School's policy "Interaction with Pupils: A Model Code of Conduct for Staff"
- Practices and Procedures when a Member of Staff faces Allegations of Abuse as outlined in our Safeguarding and Child Protection Policy
- DfE guidance 2024 (as amended) : "Keeping Children Safe in Education" 2025 Part 1, Part 4, Part 5, Annex A, Annex B, Annex F.

NB: A copy of the school's Safeguarding Policy can be found on our website.

IV. Visitors and Site Security

This covers the need for visitors to be signed in at Reception and, when necessary, to be escorted about the school.

V. Effective Record Keeping

Why effective record keeping matters.

VI. Safer Recruitment

New members of the Governing Body should be familiar with the school's Safer Recruitment Policy and understand staff vetting procedures. They should recognise the importance of the Single Central Register of Appointments.

VII. Refresher Training

The session concludes with reminding staff that refresher training is undertaken annually and that there is a requirement for all staff, Governors and volunteers to certify in writing that they have completed the training session.

5. ECT INDUCTION

Pownall Hall School has opted to participate in the independent schools' teacher induction programme (IStip) for the induction of ECTs. Please refer to the ECT Policy (HR008).

MONITORING AND REVIEW

This policy will be monitored by the Headmaster, Deputy Head and the Sub-Committee for Safeguarding and will be reviewed annually in line with new guidance.

Presented to Governors for approval

April 2026

Signed:

Mrs Eileen MacAulay, Chair of Governors

April 2026

Next Review: April 2027

REVISION LOG

Date	Changes Made	Version No
Nov 2009	Created	V1
Jan 2010	Reviewed	V1.1
Dec 2010	Reviewed	V2
Nov 2011	Reviewed	V2.1
Dec 2011	Reviewed	V3
Nov 2012	Reviewed	V4
Nov 2013	Reviewed	V5
Nov 2014	Reviewed	V6

Nov 2015	Reviewed	V7
Nov 2016	Reviewed	V8
Nov 2017	Reviewed	V9
Nov 2018	Reviewed	V10
Nov 2019	Reviewed	V11
Nov 2020	Reviewed	V12
Nov 2022	Reviewed	V13
Jan 2022	Reviewed	V14
Feb 2023	Reviewed	V15
Sept 2023	Reviewed	V16
Sept 2024	Reviewed	V17
April 2025	Reviewed - Removed reference to Louise Edwards, Section 2 - clarified we ask staff to confirm they have read and understood the KCSiE document on an annual basis, Section 3 - updated list of DSL's, clarified reporting and sub-committee meetings Section 4 added bullet point reporting concerns to DSL / DDSL	v18
Sept 2025	Updated KCSiE reference	V19
April 2026	Reviewed – updated to add correct sections of KCSiE to be read plus updated reference Working Together to Safeguard Children 2026	V20

REFERENCES:

- A: TDA “Guidance on Introductory Training” (www.tda.gov.uk)
- B. CWDC “Induction Standards” (www.cwdcouncil.org.uk)
- C: Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117) www.ofsted.gov.uk
- D. ISI Regulatory Checklist (Ref 0918) www.isi.net
- E. Statutory Framework for the Early Years Foundation Stage 2022” (www.education.gov.uk)
- F. “Keeping Children Safe in Education” DfE guidance 2025
- G. “Building Brighter Futures: Next Steps for the Children’s Workforce”, DCSF, 2008 (www.education.gov.uk)
- H. “Every Child Matters: Change for Children in Schools” (www.everychildmatters.gov.uk)
- I. SCIES: “Child Protection Guidelines (www.scis.org.uk)
- J. “What is child abuse?” NSPCC Information document (www.nspcc.org.uk)
- K. “Briefing for Section 5 Inspectors on Safeguarding Children” (Reference 090205) www.ofsted.gov.uk
- L. 'Working together to safeguard children' updated March 2026

Appendix 1



Pownall Hall School

Safeguarding Induction Procedures

Please Note: Sign and return to Mr David Goulbourn.

I, _____ have attended an induction session on Safeguarding Procedures. As a result, I:

- Am familiar with the contents of the following documents:
 - i. Safeguarding Policy
 - ii. Staff Code of Conduct
 - iii. Procedures when a Member of Staff, Volunteer, Safeguarding Officer or
 - iv. Head faces Allegations of Abuse
 - v. Photography and using Images of Children
 - vi. Safer Recruitment Policy (*members of the Governing Body*)
 - vii. Read and understood DfE Guidance, 2024 (as amended): “Keeping Children Safe in Education” 2025- Part 1, Part 4, Part 5, Annex A, Annex B, Annex F
- Am aware of procedures for Safeguarding at Pownall Hall School.
- Know that I can discuss any concerns that I may have with:
 - DSL - Whole School: Katherine Lowther
 - Deputy DSL - Whole School: David Goulbourn
 - Deputy DSL - Prep: Vicky Hayton
 - DSL - EYFS; Named Person for Looked After Children: Georgia Flynn
 - Deputy DSL - SEND: Vicky Hayton
 - Deputy DSL - SEND; All Year-Round Provision: Charlotte Holleran
 - Deputy DSL - EYFS (Holidays): Olivia Morton
 - Deputy DSL - Holiday Quest: Victoria Jackson
- Know that further guidance is contained in the Staff/Governors’ Handbook and that copies of the policies may be found on the school website.
- Understand the responsibilities of staff in this area and the issues that may arise.

Signed: _____

Print Name: _____

Date: _____