



## **Induction Pack for Visitors, Volunteers and New Staff**



## Safeguarding Advice

This leaflet is designed to help parents, carers, volunteers and visitors to our school to understand the expected behaviour around our children in order to ensure their safety and wellbeing.

### Keeping Children Safe

We are committed to promoting the safeguarding and wellbeing of every pupil.

Our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors.

We appreciate the help that you are able to give us and hope that you enjoy working in our school.

This leaflet contains information that will be helpful. If you need any more information, or have any questions, please do not hesitate to ask.

### What are my responsibilities?

As a visitor or volunteer you will be issued with a badge when you sign in, this should be worn at all times. Please remember to sign out before leaving the premises.

Volunteers will be required to sign the volunteer code of conduct. Supply teachers are required to sign our 'Acceptable use Policy' for the use of technology in school.

All supply teachers, regular visitors and volunteers will require a Disclosure and Barring Service Enhanced Clearance. If you do not have one of these then you will be supervised while working with our children.

### Safeguarding and Child Protection

**Our Designated Safeguarding Lead is Hardeep Rupra, Deputy Head.** If you are worried about the welfare or treatment of a child during your visit, please inform member of admin team that you wish to speak to the safeguarding lead.

If a child tells you something has happened

If a child tells you something, or you suspect a child is being abused or at risk of being abused tell the class teacher or Mrs Rupra immediately.

Stay calm, listen to the child, and keep any questions to a minimum.

Reassure the child they were right to tell, record in the child's own words what has been said. Tell the child that you have to tell someone, act promptly and immediately.

*For further information Please see our Safeguarding Policy available from the school office.*

### 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 bell 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

- If you are working with children, and it is safe to do so, return them to their muster point via the outside of the building.

### **Preventing Extremism**

We have adopted the Government definition of extremism: “Vocal or active opposition to fundamental British values such as democracy, the rule of law and tolerance of different faiths and beliefs.”

There is no place for extremist views of any kind in school, should you have any concerns please ask to speak to a member of the Leadership Team immediately.

How do I ensure my behaviour is always appropriate?

If you are asked to work 1-1 with a child, always keep the door open.

Please do not photograph the children.

**Any unprofessional contact with children may leave you vulnerable to an allegation of abuse being made against you. *This leaflet has been given to you to ensure you understand what is expected of you when you visit Havelock Primary School. If you are unclear about anything in this leaflet, please speak to a member of staff.***



Dear Sir/ Madame,

As part of our duty to safeguard pupils, we need to check whether you or the people you live with have been disqualified from caring for children. Please answer the questions and sign both of the declarations below.

Please note that you are not required to disclose convictions or cautions that are 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

In sending you this form we have sought union advice and the NUT has responded as follows:

*I think it is reasonable for the employer to ask staff to sign such a form. In the same way as a safeguarding training form. The employer has a duty to ensure that all staff meet the criteria for working with children. Teachers are required to declare if they may be living with someone who would make them disqualified by association.*

If you are unsure about any aspect of this form please come and see me in confidence.

When you have signed the form please return to the school office.

Thank you for your support in this matter.

Mrs Rees

**Havelock Primary School & Nursery**

Havelock Road, Southall, UB2 4PA

t: 020 8571 7204

f: 020 8843 988

e: [admin@havelock.ealing.sch.uk](mailto:admin@havelock.ealing.sch.uk)

w: [www.havelockprimaryschool.com](http://www.havelockprimaryschool.com)

**Exceed to Succeed**

**Headteacher: Mrs C Rees**



Name	
Role	

**Self-declaration**

<p>Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) Regulations 2009, been made in respect of you?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Orders disqualifying you from caring for children</li> <li>• Orders disqualifying you from private fostering</li> <li>• Any refusal of an application for you to be registered in relation to a children's home</li> <li>• Care/child protection orders issued in respect of a child in your care</li> </ul>	<b>Yes/No</b>
<p>Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in schedules 2 and 3 of the Childcare (Disqualification) Regulations 2009?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Any offence against or involving a child</li> <li>• Any sexual offence</li> <li>• Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH)</li> </ul>	<b>Yes/No</b>
<p>Have you been barred from working in regulated activity with children (i.e. are you included on the Disclosure and Barring Service Children's Barred List)?</p>	<b>Yes/No</b>
<p>Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?</p>	<b>Yes/No</b>
<p>Please provide further information where you have answered 'Yes' to any of the questions above.</p> <p>.....</p> <p>.....</p> <p>I will make the school aware of any changes in my circumstances, including any cautions or convictions that affect my suitability to care for children.</p> <p>Signed:..... Date:.....</p>	

**Please Turn over**

**Association declaration**

To your knowledge, are you living in a household where another person who has been disqualified from working with children under the Childcare (Disqualification) Regulations 2009 lives or works?	<b>Yes/No</b>
Please provide further information where you have answered 'Yes' to the question above. ..... ..... ..... I will make the school aware of any changes in these circumstances, and will notify the school where I become aware that a person who lives or works in my household is disqualified from caring for children. Signed:..... Date:.....	

March 2017

**Acknowledgment of Policies and Procedures**

**I have read and understood the government legislation on Keeping Children Safe Sept 2016 part 1**

**I have read and understood the Havelock Safeguarding Policy.**

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Havelock Primary School & Nursery**  
**Acceptable Use Agreement: Staff, Governors and Visitors**  
**Acceptable Use Agreement / Code of Conduct**

This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of IT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher and Computing leader.

- I will comply with the IT system security protocols and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils, parents and staff are compatible with my professional role, and never via personal email / phone accounts / social networking profiles.
- I will not discuss school issues on social networking sites / web-blogs.
- I will not give out to pupils, my own personal contact details, such as mobile phone number and personal email address.
- I will only use the approved, secure email system(s) and MLE tools for communications related to my professional role.
- I am aware that communicating with students / pupils via private email / SMS and social networking sites may be considered a disciplinary matter.
- I will ensure that personal data (such as data held on Integrus and other encrypted school drives) is kept secure and is used appropriately, whether in and out of school or accessed remotely.
- I will ensure that I only take school personal data off school site in encrypted form, or will access the data remotely.
- I will not install any hardware or software without permission of the Computing coordinator
- I will not browse, download, upload or distribute any material of a pornographic, offensive, illegal or discriminatory nature. **I understand that to do so may be considered a disciplinary matter, and in some cases a criminal offence.**
- Images and videos of pupils and / or staff will only be taken, stored on school equipment and will only be used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images and video will not be distributed outside the school network / MLE without the permission of the parent/ carer, member of staff or Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role or the school into disrepute.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of IT and related technologies.

**User Signature**

I agree to follow this code of conduct and to support the safe use of IT throughout the school

Signature ..... Date .....

Full Name .....(printed)

Job title .....



## LAPTOP/iPad AGREEMENT FOR STAFF

This agreement is between:

**HAVELOCK PRIMARY SCHOOL & NURSERY** and \_\_\_\_\_  
(staff name)

The following are the conditions under which you accept the provision of a laptop for your use from the School. This Agreement will start on receipt of the laptop from the School. The school reserves the right to transfer the laptop to another eligible member of staff if you do not, or are unable to, for any reason fulfil the requirement of this Agreement.

### **Under this Agreement the School will:**

1. Set up the laptop/iPad to enable you to connect to and make effective use of the school network and provide a secure location for the safe storage of your laptop/iPad during the school day.
2. Plan and manage the integration of laptops/iPads into the school environment, and provide the professional development required to enable you to use the laptop/iPad effectively in your professional practice.
3. Insure the laptop/iPad against loss or damage whilst on the school premises or being used for school purposes outside the school environment provided that the damage or loss is not sustained as a result of the member of staff's negligence.
4. Have an expectation that you will abide by the School's Responsible Use.

### **Under this Agreement You will:**

1. Use the laptop/iPad for the purposes it was provided and abide by the School's Acceptable Use Policy.
2. Provide suitable care and security of the laptop/iPad computer at all times and immediately report any damage or loss of the laptop/iPad to the Headteacher.
3. Be responsible for repair/replacement costs of the laptop/iPad where the loss or damage is as a result of your own negligence.
4. Make a commitment to achieving the Computing goals of the school and take part in the Computing professional development activities provided for you by the School.
5. Make necessary arrangements, for the return of the laptop/iPad to the School when you resign or leave the school or when you will be away from the school for an extended period.
6. In accordance with school policies, be held responsible for any involvement by yourself or any other user of your laptop/iPad in activities associated with accessing inappropriate or illegal materials

**LAPTOP/iPad AGREEMENT**

**ACCEPTANCE OF CONDITIONS**

\_\_\_\_\_  
(staff name)  
accepts the conditions, as outlined in the Laptop/iPad Agreement, for provision of a laptop/iPad by

**HAVELOCK PRIMARY SCHOOL & NURSERY**

You have been provided with a \_\_\_\_\_ laptop  
(model)

The serial number for this laptop is: \_\_\_\_\_

You have been provided with a \_\_\_\_\_ ipad  
(model)

The serial number for this laptop is: \_\_\_\_\_

I also confirm that I have read and understood Havelock Primary School's Acceptable Use Policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Staff name)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Headteacher)