

## **Safeguarding Policy**

### **Introduction**

Principal Resourcing are an Educational Recruitment Agency who provide Schools, Academies and Nurseries with Supply staff. Our Clients include Primary Schools, Secondary Schools, Academies, Special Schools, Nurseries and Colleges. As we place staff into regulated activity with Children (and sometimes vulnerable adults), it is imperative that we are fully committed to safeguarding and protecting the safety and welfare of children, young people and / or vulnerable adults.

### **Legislation**

Principal Resourcing's procedures are based on Department for Education (DfE) Guidance as well as the Recruitment and Employment Confederation's (REC) requirements to achieve the accredited Gold Standard in Education Recruitment status. The DfE's guidance published in March 2015 and updated Sept 2018, 'Keeping Children Safe in Education' is the primary document we use for our Safeguarding policies and procedures. 'Putting pupils first' is a document created by the REC to guide agencies on Safer Recruitment checks that are required and this is an additional document we utilise. Other areas of our Safeguarding Policy are derived from 'Guidance for Safer Working Practice for those working with children and young people in education settings' published by the Safer Recruitment Consortium, the government issued 'Working together to Safeguard children' (updated 2018) as well as guidance on Safer Recruitment and Safeguarding from the Local Authorities that our client schools and nurseries are linked with.

### **Named Safeguarding Team**

Name of Safeguarding Lead: Tracy Allen

Name of Deputy Safeguarding lead: Rachel Parker (Hull) Kate Mennell (Leeds)

Telephone number: 01482 580409 Hull/0113 8874380 Leeds

### **Becoming aware of a safeguarding concern**

Principal Resourcing staff are aware that safeguarding is everyone's responsibility. They are aware that there are several ways that we could be notified of a Safeguarding concern.

These Include:

- Notification from a third party or anonymous source.
- Being notified by a client that there has been a safeguarding incident involving one of our candidates.
- A verbal or written report is made by a Principal Resourcing Candidate regarding the serious misconduct of a worker towards a child or young person.

### **Procedures following notification of a safeguarding concern**

If we receive notification of a Safeguarding concern from a client regarding a Principal Resourcing candidate, our internal staff are fully trained to follow the following steps.

1. Identify that the concern is definitely being treated as a safeguarding concern. This means that it has been passed to the Schools designated safeguarding officer, it has been, or will be, passed to the local area safeguarding team (Safeguarding LADO) and the member of staff in question has been or will be removed from regulated activity at an appropriate time.

2. We will then assure the client of our procedures following an allegation which will involve suspending the member of staff in question ASAP.
3. This will be logged on the candidate and client file and passed immediately to a Principal Resourcing Safeguarding officer who will commence 'procedures following an allegation' (based on DfE and local current guidance) and contact the candidate.

We will:

- a) Inform the candidate of the allegation and suspend them with immediate effect. At this stage we will not discuss any known information.
- b) Inform necessary parties of the allegation to ensure no further work is provided to the member of staff until the conclusion of the investigation. This includes payroll umbrella companies.
- c) Liaise with the LADO that the allegation has been passed to.
- d) Pass on any required information to the LADO or school for the purposes of the investigation. This includes any previous concerns or issues logged on file.
- e) Attend any strategy meetings.
- f) Liaise with social services and / or the police where necessary.
- g) Maintain regular contact with the candidate to support them through the allegation.
- h) Offer counselling to the candidate if they feel they would like it and remind them of the possibility of contacting their union for support and guidance.
- i) Invite the candidate in to the office (at the appropriate stage) to take a statement from them and ask any required questions to gain as much information as possible.
- j) Engage with all parties involved in the multiagency investigation and complete the investigation after shared consensus and a further assessment amongst our internal safeguarding team.
- k) Take the appropriate action at the conclusion of the investigation. This could include dismissal, continued employment with no further action or continued employment subject to provisions (such as further training / intervention, observations, amended assignments).
- l) Log all correspondence, conversations and meetings.
- m) Make any required referrals to the DBS or NCTL.

If a concern is received from someone other than a client school, the information is passed to a Principal Resourcing safeguarding officer who will then assess the information and liaise with either school contacts, the Principal Resourcing management team or the local safeguarding board as necessary and appropriate, depending on the information we receive. If we feel that a concern meets the safeguarding threshold then we would follow the steps 1-3.

A safeguarding concern would be passed over to the local Safeguarding LADO if we feel a member of staff has

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal relevant offence or an offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.

## **Safer Recruitment**

Safeguarding children and quality recruitment of teachers and support staff' is paramount to Principal Resourcing.

It is our policy to ensure that all relevant checks are carried out by staff that are trained in procedures and understand their responsibilities.

We thoroughly vet all of our supply staff to ensure suitability. Checks are completed prior to the first placement of the candidate and are repeated during service if / when required. The following checks apply to all staff and are completed prior to placement:

- Face to face interview
- Clear Barred list check (Formally list 99)
- Hold Current DBS through Principal or 3<sup>rd</sup> party and on the update service or a DBS in progress (if agreed with school in writing firstly)
- Overseas police clearance or letter of good conduct if they have been out of the country for 3 months or more in the last 5 years
- Qualifications verified
- Two written references (1 being most recent employer / last post in regulated activity)
- Signed rehabilitation of the offenders Act statement
- Teacher Regulation Agency check (if applicable)
- Have permission to work in the UK
- Identity checks (Proof of ID and Address in line with the DBS regulations)
- Health declaration
- Various declarations signed - including permission to check the update service, living with disqualified workers, rehabilitation of offenders act, data protection act, declaration of convictions, health and safety policy, permission to disclose medical information (if applicable) and our terms and conditions.

These checks are documented on the candidate's 'Principal passport' ID card and provided to clients prior to the work assignment starting. This includes required information that schools can add to their single central record.

If the candidate has some outstanding checks but still meets the minimum requirement of the DfE keeping children safe in education 2018, the candidate may be offered to the client with full transparency of the checks in place and the specific outstanding items. The client must confirm in writing that they are aware and satisfied with this. This is at each client's discretion. The confirmation is documented on the booking on our database. This must be in place prior to the candidate being placed. Some documentation is available to clients upon their request for full transparency and includes references, qualifications and all DBS checks that contain information.

The Principal Resourcing administration team complete ongoing checks throughout the duration of the candidate's employment to ensure the minimum DfE expectations are met.

These include:

- Annual DBS check/Update service check
- Annual Barred list check
- Annual TRA employer access checks
- 3 month employment gap checks
- Up to date training provision (including safeguarding)
- Visa checks

- Qualification expiry checks
- Principal Resourcing passport ID card annual expiry

### **Staff Training and Policy reviews**

We are committed to ensuring that candidates, internal staff and safeguarding leads are fully up to date with local and national procedures. Any changes to safeguarding guidance are identified early through communication with the REC, DfE or Safeguarding boards and rolled out to the team immediately.

**Safeguarding Team** – ensure their knowledge is up to date through regular training and reading. They are responsible for ensuring policies and legislation are compliant with current safeguarding guidance. Regular meetings and reviews of procedures and current best practice ensure we are up to date and constantly assessing the effectiveness of the company policy and procedure.

**Internal Staff** – all internal staff complete full safeguarding awareness training and training on managing an allegation. Regular updates are sent out to all staff and briefed in team meetings. All staff are aware of the designated safeguarding officers and what their duties are to protect the welfare of children.

**Candidates** – All candidates complete Safeguarding awareness training when they join the company. They are required to read important up to date national guidance (including safer working practice guidance, Part 1 and Annex A of Keeping Children Safe in Education and our company procedures following an allegation).

Our policy and procedures are passed onto all staff when joining the company and are displayed in each office. Any updates are circulated around the team in writing.

### **Recording and Managing Confidential Information**

Principal Resourcing follow the GDPR rules 2018. In addition to this we account for heightened data protection procedures when dealing with sensitive information including information related to safeguarding.

- Details of an allegation are recorded on a candidates file.
- Further details are recorded on a safeguarding allegations form. This includes sections for all areas of an allegation and includes the concerns/allegations of abuse, harm or neglect, contact details for involved parties, steps to be taken in the allegation and outcome details. This form is kept securely with the candidates file with a safeguarding officer.
- Principal Resourcing is committed to managing confidential information safely. Our physical paperwork is securely stored, our electronic information is password protected and shared only with authorised personnel. Data is transferred securely and only shared when necessary with staff and 3<sup>rd</sup> parties that play a role in the multiagency approach.
- Candidates and children have a right to confidentiality. We will only share information in order to follow safeguarding commitments and ultimately where necessary to protect children or young people from the risk of harm.