

SAFEGUARDING POLICY

Introduction

Principal Resourcing are an Educational Recruitment Business who provide Schools, Academies and Nurseries with temporary staff. Safeguarding and Safer Recruitment best practice is at the forefront of our priorities. 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.

Principal Resourcing takes its lead from government guidance and legislation in regard to all safeguarding procedures, predominantly DfE Keeping Children Safe in Education and DfE working together to safeguard education. We work closely with our clients, the local authority safeguarding team and other external agents to carry out any necessary practices in the interest of safeguarding children.

Named Safeguarding Team

Name of Safeguarding Lead: Tracy Allen

Name of Deputy Safeguarding leads: Kate Mennell, Amy Brears

Telephone number: 01482 580 409

Recognising the signs and symptoms of abuse

It is important that the Principal Resourcing team and its candidates understand the different forms of abuse that some children may experience and the signs and symptoms of such abuse. We ensure that all staff that work with children and young people access training to help them not only identify, but also act upon any form of abuse that they may suspect or that may be disclosed to them.

Becoming aware of a safeguarding concern

The Principal Resourcing team and candidates need to be aware that there are several ways that we could be notified of a Safeguarding concern.

These Include:

- A safeguarding concern is reported to Principal Resourcing regarding one of its candidates.
- Notification from a third party or anonymous source.
- If a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect.
- A child or young person reports an incident of alleged abuse to a client, or candidate and it is subsequently passed onto us if it involves one of our employees.
- 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 Employee, our internal staff are fully trained to follow the following steps.

1. Identify that the concern is safeguarding related. This means that it has been passed to the clients designated safeguarding lead and that there has been or will be a referral to the LADO, Local area designated safeguarding officer.
2. This will be passed immediately to a Principal Resourcing Safeguarding officer who will commence 'procedures following an allegation'.

This procedure is used in respect of all cases in which it is alleged that a person who works or volunteers with children has:

- Behaved in a way that has harmed a child, or may have harmed a child;
 - Possibly committed a criminal offence against or related to a child; or
 - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children; or
 - Behaved or may have behaved in a way that indicates they may not be suitable to work with children.
3. Liaise with the client and send a copy of this policy.
 4. Contact the Local Authority Designated Safeguarding Officer (LADO) to confirm the concern or allegation meets the below threshold and suspension is then considered.
 5. Inform the candidate there has been a safeguarding allegation, send them guidance and inform them whether they are suspended from duties. At this stage we will not discuss any known information regarding the allegation.

The possible risk of harm to children posed by an accused person needs to be effectively evaluated and managed. Suspension is not an automatic response and is only considered where:

- children are or could be potentially at risk of serious harm
 - where the concern is so serious that it would result in immediate dismissal
 - where there are not alternatives to suspension
- Accordingly, you may be initially suspended from your role, current work or working with children to allow investigations to take place.
6. Inform any necessary parties of the allegation to ensure no further work is provided to the member of staff until the conclusion of the investigation. This may include other agencies and payroll umbrella companies.
 7. Maintain regular contact with the candidate to support them through the allegation.
 8. 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.
 9. An investigation will take place. This will be co-ordinated by the Local Authority designated safeguarding officer. Depending on the circumstances this may be an internal investigation by Principal Resourcing or may involve the Police and / or Children's Social Care depending on the nature of the allegation / concern. As well as this, the safeguarding officer from

Principal Resourcing and a representative from the school will be involved if the incident relates to a specific school.

10. A Managing Allegations Meeting may occur with any of the above representatives.
11. Any Police and / or Children's Social Care investigations will be undertaken prior to the matter being 'released' to Principal Resourcing to undertake our investigation.
12. If the Police / Children's Social Care decide not to proceed any further, the LADO will ask Principal Resourcing to conduct an investigation.
13. The alleged will be invited to attend a safeguarding investigatory meeting with the nominated Safeguarding Officer from Principal Resourcing where they will be advised of the allegation / concern and will be given the opportunity to respond.

Possible outcomes

In line with the procedure, an Allegation Review meeting / discussion will be held following the investigation when a decision will be made on the categorisation of the safeguarding allegation.

The options under the procedure are:

- No Further Action: Allegation, after consideration, does not meet the criteria for these procedures
 - Substantiated: there is sufficient evidence to prove the allegation
 - False: there is sufficient evidence to disprove the allegation
 - Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
 - Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made
 - Unsubstantiated: there is insufficient evidence to prove or disprove the allegation, the term, therefore, does not imply guilt or innocence.
14. A review will be undertaken by those attending the meeting / discussion and a decision on the category will be made.
 15. Appropriate action will be taken 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).
 16. The alleged candidate will be advised of the decision verbally and in writing and whether the allegation and outcome will be referred to in any future references. If the allegation is substantiated it will be referred to in future references and consideration will also be given, at the meeting, as to whether the criteria for referral to the Disclosure and Barring Service or a relevant Regulatory Body are met.

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 from the DfE or Safeguarding boards and rolled out to the team immediately.

Designated Safeguarding Lead – Our DSL has completed Level 3 DSO training which is renewed every 2 years. They are responsible for ensuring all safeguarding training and information is up to date and procedures in relation to safeguarding concerns are updated in line with KCSIE.

Managers – Attend regular internal safeguarding training and have all complete levels 1 and 2 Safeguarding training 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 basic level 1 safeguarding training or produce an in date safeguarding certificate. 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 Data Protection Policy (2018) and GDPR. 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 not recorded on a candidates file. These are kept securely and only shared with those involved in the investigation.
- Principal Resourcing is committed to managing confidential information safely. Data is transferred securely and only shared when necessary with staff and 3rd parties that play a role in the multiagency approach.
- Candidates and children have a right to confidentiality. We will only share information to follow safeguarding commitments and ultimately where necessary to protect children or young people from the risk of harm.

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