Principal Resourcing
EDUCATION SPECIALISTS

SAFEGUARDING CHILDREN POLICY

Sharing with you our commitment to Keeping children safe in Education

Introduction

Principal Resourcing are an Education Recruitment Business who provide Schools, Academies, Colleges and Nurseries with temporary Teaching and Support staff. Safeguarding is at the forefront of our priorities and we are committed to fulfilling our responsibilities when it comes to keeping children safe. Principal Resourcing takes its lead from statutory guidance in regard to all safeguarding procedures, predominantly Keeping Children Safe in Education and Working Together to Safeguard Children. 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.

Expectations of Supply Staff

As all workers (Supply staff) we place are working in regulated activity with children and young people, it is imperative that they are fully committed to safeguarding and protecting the safety and welfare of children and young people. We provide regular training and guidance to all workers to enable them to recognise types and signs of abuse. We ensure that all supply staff that work with children and young people can not only identify safeguarding concerns, but can also act upon any form of abuse that they may suspect, or that may be disclosed to them.

Our supply staff training and guidance includes:

- Annual safeguarding training.
- Ensuring all workers read and understand the latest version of Keeping Children Safe in Education Part 1.
- A comprehensive supply staff handbook, safeguarding handbook, code of conduct, and guidance on safer working practices.
- Support and guidance on what happens when a safeguarding allegation is made.
- Updates whenever necessary on new safeguarding information and changes to legislation.
- Access to a free training platform of safeguarding CPD including courses, webinars and podcasts.

Safer Recruitment

We operate a robust safer recruitment process to ensure the workers we place in Schools, Academies, Colleges and Nurseries are suitable and safe to work with children. Our Safer Recruitment Policy is made available to all clients and letters of assurance are provided by request. Our processes are regularly audited internally and externally.

Named Safeguarding Team

Designated Safeguarding Lead: Tracy Allen
Deputy Safeguarding Lead: Michelle Grassby
Telephone number: 01482 580409
Email: HR@theprl.co.uk

It is the responsibility of the Designated Safeguarding Lead to implement this policy which is intended to explain our commitment, and processes in relation to safeguarding children. This policy should work alongside client policies which should be made available to all supply staff prior to them starting any assignment. As a business, we do not work directly with children, but internal staff are adequately trained to understand the fundamentals of Keeping Children Safe in Education, and how to manage a safeguarding concern. Our Designated Safeguarding Lead completes annual Level 3 DSL training and updates their knowledge on an ongoing basis.

Our Designated Safeguarding Lead works on behalf of Principal Resourcing to:

- Implement all necessary policies and processes in relation to Safeguarding and safer recruitment for Principal Resourcing.
- Manage all Safeguarding concerns and allegations in line with statutory guidance.
- Promote the principals and practices of Keeping Children Safe in Education, internally and externally.
- Keep adequate records of safeguarding concerns.
- Ensure the safeguarding knowledge of internal staff, supply staff and safeguarding leads is up to date.

What we will do as a company

As part of our safeguarding policy Principal Resourcing will:

- Promote Safeguarding and Keeping Children Safe in Education.
- Embed safeguarding into all our practices.
- Adopt best practices through our policies, procedures and code of conduct for supply staff and internal staff.
- Adequately train supply staff and internal staff on best practice when it comes to safeguarding and safer recruitment.
- Provide effective management of any safeguarding allegations and fulfil our expectations in line with KCSIE, in relation to concerns and allegations.
- Work continuously to improve our safeguarding practices.

Being made aware of Safeguarding Concerns

There are several ways that we could be notified of a safeguarding concern which include:

- A safeguarding concern reported to Principal Resourcing by a client regarding one of our supply workers.
- Notification by the LADO of a concern or referral regarding one of our supply workers.
- Notification from a third party or other employer, regarding one of our supply workers.
- A verbal or written report made by a Principal Resourcing supply worker regarding the serious misconduct of a colleague, towards a child or young person during an assignment.
- A verbal or written report made by a Principal Resourcing supply worker to us, regarding concerns of abuse to a child or young person.
- A pattern of low level concerns identified by Principal Resourcing regarding one of its supply workers
- Concerns raised during safer recruitment checks/references.

Procedures following notification of a safeguarding concern

If we receive notification of a Safeguarding concern from a supply worker regarding a colleague or pupil at the establishment they are working in, we will advise the supply worker to report any concerns directly to the Designated Safeguarding Lead at the establishment. If there is an immediate danger, we will advise them to contact the police.

For concerns raised regarding one of our supply workers our process is to:

- Forward the concern to the Principal Resourcing Designated Safeguarding officer who will identify if the concern meets the threshold to commence the process 'Procedures following a safeguarding allegation'.

  This procedure is used in respect of all cases which meet the safeguarding threshold. This means there is suspicion or evidence to suggested 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; o
  - 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.

Procedures following a safeguarding allegation

The Principal Resourcing DSL, or Deputy DSL will:

- Liaise with the client to gather more information and provide a copy of this policy.
- Communicate with the LADO as to whether the allegation meets the threshold for a formal allegations management process.
- Cooperate with the client and any external agencies, including if necessary the police and social services, during the allegations process.
- Take guidance from LADO and be actively involved in any investigation.
- Inform the alleged, when appropriate, that an allegation has been made and provide a copy of this policy, and guidance on allegations.
- Risk assess whether the alleged can continue to work, or needs to be suspended from duty until an outcome is reached.
- Support the alleged during the process and advise them to contact their union for additional support and guidance.
- Be the liaison between the alleged and other parties involved.
- Ensure the alleged gets a right to reply to the allegations.
- Ensure the process is carried out promptly and fairly.
- Attend any necessary allegations management meetings.
- Communicate the outcome to the alleged verbally and in writing.
- Facilitate any corrective action with the alleged following the outcome.
- Make any necessary referrals to the DBS or TRA.

Suspension of duties

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 harm
- where the concern is so serious that it would result in immediate dismissal
- where there are no other alternatives to suspension
- where there are concerns in relation to a candidates suitability to work with children
- where is is proportionate following the outcome of a risk assessment.

If a suspension is necessary, the alleged is informed that they should not carry out any work with children through Principal Resourcing or any other employer. This includes voluntary work.

Possible outcomes following a safeguarding allegation

Following a safeguarding allegation, the process will end with an outcome. This outcome will be one of the following, which will be communicated by Principal Resourcing to the alleged.

- 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.

Appropriate action

Action will be taken at the conclusion of a safeguarding allegations process. This could include dismissal, continued employment with no further action, or continued employment subject to provisions (such as further training / intervention, observations, amended assignments, management guidance). 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. They will be made aware of how their information will be kept in relation to the allegation and for how long. If the allegation is substantiated it will be referred to in future references and consideration will also be given, as to whether the criteria for a referral to the Disclosure and Barring Service or a relevant Regulatory Body are met. If criteria is met for referral, this is carried out by Principal Resourcing's Designated Safeguarding Officer.

Low level concerns

Principal Resourcing continuously monitor candidate feedback. Any concerns relating to professional conduct or behaviour are logged centrally by the Designated Safeguarding Lead, and monitored. Any safeguarding concerns raised, that do not meet the threshold for an allegations process are investigated internally and also logged centrally. This information is important to identify concerns, patterns, and to allow a full picture of feedback for future investigations. Low level concerns are not mentioned in references however, factual information may be shared by Principal Resourcing if questions are asked relating to conduct issues or in the best interests of keeping children safe.

Recording and Managing Confidential Information

Principal Resourcing abide by the Data Protection Act (2018) and GDPR. In addition to this we account for heightened data protection procedures when dealing with sensitive information including information related to safeguarding.

Actions we take include the following:

- 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 , or third parties that play a role in the multi agency 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.
- All information shared with an alleged worker, during an investigation, is redacted to protect the identity of the child, unless express permission has been given by the LADO or Client to share information necessary for a full and fair investigation.

Reviewing and improving our policy and processes

This policy is reviewed on a regular basis, and whenever necessary to incorporate a change in legislation or to improve our practices. Principal Resourcing aim to enhance our safeguarding knowledge and processes on an ongoing basis. This is to continuously fulfil our obligations to protect children and young people, and to provide the best possible support and guidance to our agency workers to enable them to fulfil their safeguarding responsibilities..