

Introduction

Safeguarding children is everyone's responsibility. Although Responsible Reliable Recruitment Ltd. does not function as a school, it does recruit school staff and therefore recognises the responsibility it has indirectly under section 175 (*Section 157 for Independent Schools and Academies*) of the Education Act 2002 and directly via Keeping Children Safe in Education (March 2015) and Working Together to Safeguard Children (March 2015) to have arrangements in place to safeguard and promote the welfare of children.

This policy sets out how Responsible Reliable Recruitment Ltd. discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children attending the schools in which Temporary Workers are placed. This policy applies to Responsible Reliable Recruitment staff and all Temporary Workers placed by them in school. It is consistent with Local Safeguarding Children Board (LSCB) procedures.

Prevention

Responsible Reliable Recruitment Ltd. recognises that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children.

Responsible Reliable Recruitment Ltd. understands and actively draws attention to its Temporary Workers to ensure that they are fully aware of their responsibility to work within the curriculum, policies and procedures of the school in which they are placed to:

- establish and maintain an environment where children feel safe in both the real and the virtual world and are encouraged to talk and are listened to
- ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate
- include in the curriculum activities and opportunities which equip children with the skills they need to stay safer from abuse both in the real and the virtual world and information about who to turn to for help
- include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to child care and parenting skills

Procedures

Responsible Reliable Recruitment Ltd. will work with its Temporary Workers and Client Schools to ensure that school/ Local Safeguarding Children Board (LSCB) procedures are fully complied with.

In order to support this work, Responsible Reliant Recruitment Ltd. has a Designated Safeguarding Lead for Child Protection (DSL).

This is Anita Laws.

Responsible Reliable Recruitment Ltd.'s Designated Safeguarding Lead has undertaken Designated Lead Professional training which is updated every two years in accordance with government guidance.

Responsible Reliable Recruitment Ltd. will ensure that all Temporary Workers are aware who its DSL is and how this person can be called upon to support them with any safeguarding/ child protection concern.

The DSL is responsible for ensuring that all Temporary Workers receive mandatory Child Protection Training before commencing work in school (or as soon as is practical) and are kept informed of changes to government guidance.

Training provided by Responsible Reliable Recruitment Ltd. is generalised and includes the statutory elements- raising awareness of:

- the personal responsibilities of all those working in school
- their responsibility to provide a safe environment in which children can learn
- how to identify the signs of abuse and neglect
- the need to be alert to the signs and indicators of possible abuse, including possible child sexual exploitation, female genital mutilation, forced marriage and radicalisation
- the need to record concerns (in accordance with the policy and procedures of the school in which they are working)
- how to support and respond to a child who tells of abuse
- the fact that staff must be clear with children that they cannot promise to keep secrets
- legislative responsibilities with regard to the reporting of children who are deemed to be at immediate risk of harm as well as statutory reporting of FGM and radicalisation

- their professional responsibility to share information with other agencies in order to safeguard children (in accordance with their school procedures)
- their duty to raise concerns about poor or unsafe practice by colleagues in regard to children (and that such concerns should be addressed sensitively and effectively in a timely manner in accordance with the school's whistleblowing policy)
- procedures for dealing with concerns against members of staff
- where to find the Inter – Agency Procedures on the LSCB website according to the locality in which they are working

The DSL is responsible for ensuring that all temporary Workers are aware of their responsibility to comply fully with the specific policy and procedures in place within the school in which they are working which includes knowing:

- the name of the school's designated person/s and their role
- how to pass on and record concerns about a pupil
- that they have an individual responsibility for referring child protection concerns to the Designated Person/s within the school itself

The DSL is also a Home Office approved PREVENT trainer and holds a Home Office Registration No.

As from September 2016, all Temporary Workers placed in schools will be required to attend PREVENT training led by its DSL prior to taking up the placement or asap afterwards (unless the Worker is able to produce a PREVENT training certificate which is less than 1 year old).

Temporary Workers placed by Responsible Reliable Recruitment Ltd must also complete mandatory training in Female Genital Mutilation (FGM), Child Sexual Exploitation (CSE) and Forced Marriage. Workers will be expected to complete the relevant Home Office e-learning modules and send certificates of completion to the DSL.

Supporting Vulnerable Children

Responsible Reliable Recruitment Ltd. recognises that abuse or witnessing violence may have an adverse impact on those children which may last into adulthood without appropriate intervention and support.

It is important for all those working in school that they are aware of the fact that their school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may become withdrawn.

We recognise that some vulnerable children may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.

Temporary workers recruited by Responsible Reliable Recruitment Ltd. will be expected to support the pupil through:

- Curricular opportunities to encourage self-esteem and self-motivation
- Providing a classroom ethos that actively promotes a positive, supportive and safe environment and values the whole community
- Consistent use of the school's behaviour policy
- Liaison with other agencies which support the pupil such as Social Care, Child and Adolescent Mental Health Services, Sexual Behaviour Service or Locality Teams according to the services available to the specific school as required by the school itself
- A commitment to develop productive and supportive relationships with parents/carers
- Recognition that children living in a home environment where there is domestic abuse, drug or alcohol abuse or mental health issues are vulnerable and in need of support and protection; they may also be young carers
- Monitoring and supporting pupil's welfare, keeping records and notifying the school's DSL of all concerns so that Social Care is kept up to date in accordance with Local Safeguarding Children Board "Inter – Agency Procedures"

Supporting Temporary Workers

Responsible Reliable Recruitment Ltd. has a responsibility to protect the Temporary Workers it places in school from possible criticism or allegation of unprofessional behaviour. In order to support in this Responsible Reliable

Recruitment Ltd ensures that all Temporary Workers are fully aware of the responsibilities and standards of behaviour expected of them in school.

This includes making Temporary Workers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents/carers as advised within the Responsible Reliable Recruitment's Code of Conduct. As part of the Induction process, all Temporary Workers will receive guidance about how to create appropriate professional boundaries (in both the real and virtual world) with all children, especially those with a disability or who are vulnerable.

All staff are asked to sign to confirm that they have received a copy of the RRR Code of Conduct and Guidance for Safer Working Practice for Those Working with Children and Young People in Education Settings (October 2015, Safer Recruitment Consortium).

Responsible Reliable Recruitment Ltd will ensure that all Temporary Workers are aware that sexual relationships with pupils aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of Trust).

Responsible Reliable Recruitment Ltd will ensure that all temporary Workers are aware that all communication between pupils and adults, by whatever method, must be transparent and take place within clear and explicit professional boundaries and are open to scrutiny.

Preventing unsuitable people from working with children

As a specialist Recruitment Company, in all instances the Client will be a school or organisation whose primary business is to work with children and young people under the age of 18.

While the vast majority of people who work with children have the best motives for doing so, it is an unfortunate fact that there is a small minority who may not hold suitable attitudes and who may pose a risk to children and young people.

Responsible Reliable Recruitment Ltd. is fully aware of its responsibility to safeguard and promote the welfare of children and thus incorporates measures into its recruitment and selection procedures designed to help deter, reject or identify those who might abuse children, or who might otherwise be unsuitable to work with them.

In order to meet this requirement RRR Ltd. operates a rigorous recruitment process in accordance with current legislation, regulations, statutory and non-statutory guidance.

This includes:

- the recommendations of the Warner Report: Choosing with Care (1992),
- the Blanchard Inquiry (2004)

- Keeping Children Safe in Education Statutory Guidance (July 2015)
- Disqualification under the Childcare Act 2006 Statutory Guidance (Feb 2015)
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Immigration, Asylum and Nationality Act 2006
- The Children Act 1989 and 2004
- The School Staffing (England) Regulations 2009 as amended by SI 2012/1740 and SI 2013/1940
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended
 - Education (Health Standards) (England) Regulations 2003
- Guidance: ID checking guidelines for DBS check applications (October 2015)
- An employer's guide to right to work checks (May 2015)
- EU Directive 2005/36/E

Pre-employment checks

Prior to interview all Applicants are provided with a Person Specification which clearly outlines the skills, qualifications, experience, abilities, behaviours, attitudes and values that Responsible Reliable Recruitment Ltd. are looking for, and how these will be assessed.

The suitability of Applicants is decided based on checks and evidence which include the appropriate level of DBS, barred list checks, and prohibition checks together with references and interview information in accordance with the government statutory guidance '*Keeping Children Safe in Education*' (July 2015). For Applicants who have lived and or worked overseas for more than 3 months within the 5 years prior to interview relevant overseas criminal record checks are required.

Further full details of Responsible Reliable Recruitment Ltd.'s pre-employment checks can be found in the Responsible Reliable Recruitment Ltd. Recruitment, Selection and Placement Policy.

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, is always conditional on satisfactory completion of the necessary

pre-employment checks. This fact is recorded on the Confirmation of Placement Form which is signed by all Temporary Workers before the placement starts.

Single central record

Schools and colleges must keep a single central record. The single central record must cover all staff who work in the school including Temporary Workers supplied by Agencies. The information that must be recorded in respect of staff members is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check
- a barred list check
- an enhanced DBS check/certificate
- a prohibition from teaching check
- further checks on people living or working outside the UK
- a check of professional qualifications; and
- a check to establish the person's right to work in the United Kingdom.

For Temporary Workers, schools should also include whether written confirmation that the employment business supplying the Worker has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff, and the date that confirmation was received.

Schools must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate that written notification has been received that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform. Where the position requires a barred list check this must be obtained, by the agency or third-party prior to appointing that individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made.

In order to allow schools to fulfil their statutory requirements details of all pre-employment checks carried out by Responsible Reliable Recruitment Ltd. on Temporary Workers are recorded on the Safeguarding Profile which is sent electronically to schools prior to the first day of work. The Safeguarding Profile contains a photograph of the Temporary Worker which the school should use in order to confirm the identity of the Worker on the first day of work.

Dealing with issues relating to pre-employment and ongoing safeguarding checks

References

References are key to forming an accurate assessment of an Applicant. To ensure that referees provide comprehensive information a standard reference pro-forma which covers all aspects of the information required is sent to referees.

In the event that comments made by referees are unclear or give cause for concern, the referee will be contacted and asked to clarify in writing what has been said.

In the event that two contradictory references are obtained, the Applicant will be asked to provide a third referee.

Criminal record declaration

All applicants are asked to complete a criminal record declaration form for England and if applicable for any other countries in which they have lived or worked in the last 5 year.

Applicants are expected to disclose all criminal records, cautions and warnings subject the Exceptions Order to the rehabilitation of Offenders Act 1975.

When considering how to deal with disclosed information Safer Recruitment practices will be used in which Responsible Reliable Recruitment Ltd will take into consideration;

- Relevance, nature and seriousness of the offence (offences concerning sex, drugs or violence will generally be a concern for anyone who intends to work with children)
- Timescale- age at the time- length of time that has elapsed since the event
- Repetition- was this a lone event or has it been repeated?
- Mitigating circumstances- youth, immaturity, under the influence of others
- Changes and remorse
- Country of conviction- would this be considered an offence in England?

Further questions may be required of the Applicant in order to ascertain more information about the offence itself or the attitude of the Applicant to the event now.

If a disclosure is recent and constitutes a serious offence against or involving children a DBS Barred List Check will be required. If the Applicant is not registered with DBS, it will be necessary for Responsible Reliable Recruitment to consult with DBS to find out if they wish to consider barring this person.

As is communicated on the Application Form and the Criminal Record Declaration Forms -failure to disclose information which later comes to light may be a criminal offence and could result in summary dismissal and possible referral to the police.

Barred List checks

It is a criminal offence for anyone who is barred or disqualified from working with children to apply for a job in school. In the event that an Applicant is found to be named on this list Responsible Reliable Recruitment Ltd would fulfil its statutory obligation to refer the matter to the police. If a subsequent check

on a Temporary Worker revealed inclusion on the Barred List, the Worker would be removed immediately and the police be informed.

Prohibition Orders

Employer Access Online checks are carried out for all Applicants irrespective of their nationality or country of training. Continuing checks are made on a termly basis for all Temporary Workers once they have been placed.

It is a criminal offence to appoint any person prohibited from teaching.

Therefore any Applicant whose name appears on this list would be immediately refused. Workers already placed whose name appears on this register at a later date would have his/ her placement terminated immediately.

EEA Teacher Sanctions

From 18 January 2016 where any European Economic Area (EEA) authority that is responsible for regulating the teaching profession imposes a restriction on a person's ability to work as a teacher, this information must be shared with all other EEA teacher regulators. This list contains those people who have been identified to the National College for Teaching and Leadership (NCTL) as having a current EEA member state restriction/sanction imposed on them.

Whilst such a restriction/sanction does not currently prevent the person from taking up teaching positions in England, as part of its safer recruitment pre-appointment checks and to determine their suitability to work with children, Responsible Reliable Recruitment Ltd, will seek to obtain further information about the circumstances leading to this decision.

In accordance with the EU Directive 2005/36/E Responsible Reliable Recruitment Ltd will contact the EEA regulator responsible for the decision to obtain more information about the reasons for imposing the sanction/restriction.

If it is decided that the sanction does not warrant preventing the teacher to work in schools written permission from the teacher to share this information with a client school will be sought before such information is shared. In the event that a school wishes to offer the teacher a placement, this will need to be confirmed in writing by the school before any such offer can be communicated to the teacher.

In such circumstances Responsible Reliable Recruitment Ltd would fulfil its obligation to inform the National College of Teaching and Leadership (NCTL) immediately, including the date they will begin work, by emailing Misconduct.Teacher@education.gsi.gov.uk or calling 0207 593 5393.

Childcare Disqualification

Under Section 75 of the Childcare Act, 2006 individuals are disqualified from childcare provision if they have committed certain specified offences. This includes certain violent or sexual offences against children, grounds relating to the care of children and having registration refused. Workers may also be disqualified "by association" if they are living or working in the same household as a person who is disqualified. This applies to any Temporary Workers placed in early years childcare (up to the age of 5) or later years childcare (up to the age

of 8) in nursery, primary or secondary school settings or the management of such settings.

Temporary Workers to whom this applies are asked to sign a self-declaration form to confirm that they are not “disqualified by association”.

In the event that it comes to light that a Temporary Worker meets the criteria themselves or by association they will immediately be removed from the setting. Ofsted will be notified within 14 days.

It is then the responsibility of Ofsted to advise if / when the individual can be re-instated. In accordance with the Regulations, an individual may apply to Ofsted for a waiver. However, while a waiver is considered this person may not work with children.

Working with schools in the event of complaints concerning a Temporary Worker’s behaviour Allegations of abuse made against Temporary Workers

In accordance with Keeping Children Safe in Education (March 2015), Responsible Reliable Recruitment has procedures in place to handle allegations of abuse made against Temporary Workers placed in school in addition to procedures to execute its statutory obligation to refer to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.

In the event of an allegation of abuse against a Temporary Worker, Responsible Reliable Recruitment has its own DSL who will endeavour to work with the school to ensure that due processes are followed.

Ideally, the school/ RRR Ltd’s DSL will consult with the Local Authority Named Senior Officer in the event of an allegation being made and will adhere to the relevant procedures set out in Keeping Children Safe in Education and the school's Personnel Manual or other HR provider).

The DSL will liaise with the school to ensure that all allegations are reported to the Local Authority Designated Officer (LADO) within one working day. Following consultation with the LADO, the Named Senior Officer from the school will advise on all further action to be taken.

In such circumstances Responsible Reliable Recruitment Ltd acknowledges it has a responsibility of care towards the Temporary Worker. Individuals will be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless there is an objection by the children’s social care services or the police. The individual will be advised to contact their trade union representative, if they have one, or a colleague for support. They will also be given access to the support of a named member of staff.

RRR 's DSL will advise the school and the Temporary Worker that the school should **not** seek to interview the child/ren or members of staff involved until advice has been sought. Doing so may compromise any police interviews that may be necessary.

The initial sharing of information and evaluation may lead to a decision that no further action is to be taken in regard to the individual facing the allegation or concern; in which case this decision and a justification for it should be recorded by the RRR DSL and the designated officer(s), and agreement reached on what information should be put in writing to the individual concerned and by whom. The DSL should then consider with the designated officer (s) what action should follow both in respect of the individual and those who made the initial allegation.

Responsible Reliable Recruitment Ltd in conjunction with the school will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of Temporary Worker is no longer placed at the school and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.

Temporary Workers who are the subject of an allegation have the right to have their case dealt with fairly, quickly, and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, the Worker may be suspended where this is deemed to be the best way to ensure that children are protected.

Unprofessional behaviour

Many organisations have a set of standards by which members of its professional body must adhere. In the case of teachers with Qualified Teacher Status, (including those trained overseas who have met the QTS requirements) this is the National College of Teaching & Leadership. For teachers trained overseas there are similar organisations.

In the event that a Temporary Worker is found to have behaved in a manner which could be in breach of these standards responsible reliable Recruitment Ltd. would be required to follow the reporting procedures of the specific body to report concerns.

Referral to DBS

As an agency providing Temporary Workers to schools, Responsible Reliable Recruitment Ltd has a legal obligation to refer to DBS any concerns as a result of which both of the following conditions have been met:

Condition 1

- Responsible Reliable Recruitment Ltd. withdraws permission for the Worker to engage in regulated activity with children and/or vulnerable adults. Or the person is moved to another area of work that isn't regulated activity.

This includes situations when it would have taken the above action, but the person was re-deployed, resigned, retired, or left. For example, a teacher resigns when an allegation of harm to a student is first made.

Condition 2

Responsible Reliable Recruitment Ltd. has reason to believe that the person has carried out 1 of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- satisfied the harm test in relation to children and / or vulnerable adults. eg there has been no relevant conduct but a risk of harm to a child or vulnerable still exists. or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence

This policy was adopted by Responsible Reliable Recruitment Ltd. January 2015
It was reformatted and updated in January 2016 to reflect changes in Statutory Guidance Keeping Children Safe in Education (July 2015) and EU Directive 2005/36/E

