

## Candidate Safeguarding Brief

Stafflex Education takes Safeguarding children seriously and complies with relevant national and local requirements. All members of the Stafflex team that work in regulated activity with children and vulnerable adults are required to complete tasks before they commence employment with Stafflex Education.

**We require you to read and understand the following documents before you attend your registration appointment:**

1. [Guidance for safer working practice for those working with children and young people in education settings, February 2022, Safer Recruitment Consortium](#)
2. [Keeping children safe in education - Statutory guidance for schools and colleges, September 2021](#)
3. [Stafflex Education: Procedures following a safeguarding allegation /concern](#)

**We require you to undertake:**

- *Safeguarding training* every year through either Stafflex Education, an online course or another agency or school that offers Safeguarding training.
- If you have already completed training within the last year, please bring certificate evidence to your registration appointment.

**Optional e-learning courses:**

- [Free Positive Behaviour Support \(PBS\)](#) online course provided by the Department of Health. Please complete if you work in a support/challenging behaviour environment.
- [Free Prevent online course](#) provided by the Home Office

For further information on safeguarding children, there is a wealth of information at:

<http://www.kirkleessafeguardingchildren.co.uk/>

<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>

For any safeguarding questions or concerns please contact our designated Safeguarding Lead at Stafflex Education; Peter Joseph or Deputy Safeguarding Lead; Poppy Stahelin

## **Stafflex Education: Safeguarding Policy and Procedures following a safeguarding allegation/concern**

### **Introduction**

Stafflex Education are Recruitment Agency and Business who provide Educational establishments with temporary and permanent staffing. Our Clients include Primary Schools, Secondary Schools, Academies, Special Schools, Out of School Clubs, 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**

Stafflex Education'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 2019, '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 2019) as well as guidance on Safer Recruitment and Safeguarding from the Local Authorities that our client are linked with.

### **Named Safeguarding Team**

Name of Safeguarding Lead: Peter Joseph

Name of Deputy Safeguarding lead: Poppy Stahelin

Telephone number: 01484 351010

### **Recognising the signs and symptoms of abuse**

Child abuse is quite rare. However, it is important that all Stafflex Education staff (internal and 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 identify.

There are four types of abuse which can cause long term damage to a child or young person.

**PHYSICAL ABUSE:** May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

**EMOTIONAL ABUSE:** Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they

communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning,

or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber-bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**SEXUAL ABUSE:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**NEGLECT:** Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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

Stafflex Education staff need to be 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.
- A child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect (whilst a Stafflex Education consultant is visiting a school).
- A child or young person reports an incident(s) of alleged abuse to a client and it is subsequently passed onto us if it involves one of our employees.
- A verbal or written report is made by a Stafflex Education 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 Stafflex Employee, our internal staff are fully trained to follow these 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 Staffflex Education 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 / managing allegations 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) Inform 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 Staffflex Education safeguarding officer who will then assess the information and liaise with either school contacts, the Staffflex 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 Staffflex Education. 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 Staffflex or 3rd 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
- NCTL Employer Access/Teacher 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 'Safeguarding Document' and provided to clients prior to the work assignment starting. This includes required information that schools can add to their single central record.

Staffflex Education complete ongoing checks throughout the duration of the candidate's employment to ensure the minimum DfE expectations are met. These include:

- Annual DBS check
- Annual Barred list check
- Annual NCTL employer access checks
- 3 month employment gap checks
- Up to date training provision (including safeguarding)
- Visa checks
- Qualification expiry checks

## **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 REC, DfE or Safeguarding boards and rolled out to the team immediately.

Managers – attend regular safeguarding lead training through local authorities to ensure we are operating in harmony with the clients we work with. 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). They are also offered training on a regular basis so there is ample opportunity for them to meet our company requirement of attending safeguarding training every two years. Our policy and procedures are passed onto all staff when joining the company and are displayed in the office. Any updates are circulated around the team in writing.

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

Stafflex Education follow the Data Protection Policy Act (1998) and GDPR (2018). In addition to this we account for heightened data protection procedures when dealing with sensitive information including information related to safeguarding. Good practice identified in the 'Information sharing advice for practitioners', 2018 is followed to ensure that information is shared on a need to know basis, when it is interest of a child.

- 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.
- Stafflex Education 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 3rd 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

### **Procedures Following a Safeguarding Allegation / Concern**

Stafflex Education take Safeguarding children seriously and comply with relevant national and local requirements when managing any safeguarding allegations or concerns that we are made aware of. These procedures exist to protect children, ensure consistency with legislation and to protect both our employees and clients.

These procedures will commence if Stafflex Education or a client believes that a Stafflex 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.

Following the confirmation that a Safeguarding concern or allegation has been made and subsequently passed over to the Safeguarding Local Area Designated Officer (LADO), Stafflex Education will:

- Assign the case to a designated Safeguarding Officer.
- Contact the member of staff the concern or allegation relates to, to inform them of the allegation or concern.
- **Suspend** the member of staff immediately until a safeguarding investigation has been concluded. At this stage, it is important to note that we won't be able to discuss any details of the allegation or concern with the suspended member of staff until we have been given permission by the safeguarding LADO. No pay will be provided during this period of suspension other than any holiday pay that the individual may have accrued.
- Co-operate with any 3<sup>rd</sup> parties that the LADO include in the investigation. This includes any police or social services involvement. Please note, if the Police or Social Services are involved in a concern or allegation, their investigation will commence prior to that of Stafflex Education's.
- Liaise with the client's designated safeguarding officers and the Safeguarding LADO to complete a thorough investigation. This includes attending any managing allegations or strategy meetings and obtaining and assessing any evidence or statements.
- Invite the member of staff to meet with our designated Safeguarding Officer to take a statement in response to the allegation or concern. Please note, you will be made aware of the details of the allegation at this stage.
- Decide on an outcome of the investigation. Outcomes include:
  - Continued employment
  - Continued employment with necessary provisions (such as intervention, training or assignment restrictions)
  - Discontinued employment
  - Update involved 3<sup>rd</sup> parties of the outcome of the investigation for their records.
- Offer support to the suspended member of staff. This includes a dedicated contact during the period of suspension who will keep the member of staff updated on the progress of the investigation (without discussing details of the allegation or concern) and support in contacting any unions (if applicable).
- Only share information with parties involved in the investigation in line with both 'working together to safeguard children' guidelines and the data protection act (1998).

Please note that if we remove an individual from regulated activity (or they have resigned before we would have), we are duty bound to refer the details of this to the DBS or NCTL (where necessary) for barring or restriction consideration.

## **Referral and Reporting**

### **Client**

If any information or a concern regarding the candidate comes to light after they have been placed, they will be removed from the setting immediately, pending investigation. Stafflex would remain in constant contact with the client, either verbally or via email. All communication would be recorded in IQX.

### **Candidate**

Meet with the candidate face to face, or speak with on the telephone, and take a statement which would be recorded in IQX. Keep informed regarding communications with the client, where appropriate.

### **Professional Feedback**

At the end of the first day of a placement, Stafflex will contact the candidate for their feedback, which is recorded in IQX. Stafflex will also contact the client at the end of the day to gain feedback with regard to the candidate's performance. This is also recorded in IQX.