

## Safeguarding Policy

### 1. RCTTP Safeguarding Policy

This Safeguarding Policy outlines the expectations and roles and responsibilities of everyone involved and connected with the Partnership so that each individual knows what is expected of them.

The policy is made available to all members of the Partnership through the RCTTP website. A hard copy of the policy is available, with relevant appendices, in the centrally held policy file.

Redcar and Cleveland Teacher Training Partnership fully recognises its responsibilities for safeguarding children. The welfare of the child is of paramount importance to all the adults who work within our organisation and hence RCTTP will:

- Ensure safer recruitment and vetting practises are followed, checking the suitability of staff and trainees who wish to work within our Partnership.
- Raise awareness of safeguarding / child protection issues with trainees and Partnership staff.

#### 1.1 Recruitment

As part of our recruitment, we adhere to the principles of safer practice in recruitment as specified in 'Keeping Children Safe in Education' (regularly updated). RCTTP staff involved in recruitment have completed Safer Recruitment training.

During the recruitment process, RCTTP will:

- ensure that advertisement and publicity make clear the organisation's commitment to safeguarding and promoting the welfare of children. Adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a place on the programme;
- process applications made through the DfE system and consider references that are provided as part of this system (at least one reference should be from a professional email address, where this is not the case candidates successful at interview will be asked to provide an alternative professional email for their referee or provide an additional professional reference)
- check for any gaps in the candidate's employment history (where gaps are identified candidates successful at interview will be asked to complete an additional form leaving no gaps in employment/study/unemployment)
- obtain and scrutinise comprehensive information from applicants, and take up and satisfactorily resolve any discrepancies or anomalies;
- conduct a face-to-face interview that explores the candidate's suitability to work with children including a safeguarding related question
- verify the successful applicant's identity;
- verify that the successful applicant has any academic or vocational qualifications claimed;

- As part of the interview explain to candidates that Enhanced DBS clearance and suitable references will be a condition of any offer made.

## **1.2 DBS**

All trainees are required to gain an Enhanced DBS clearance through Redcar and Cleveland Borough Council before the commencement of the course. The document and identity checks are completed by RCTTP in line with council policy. RCTTP will confirm to schools that a trainee's DBS check has been completed and that the individual has been judged to be suitable to work with children. Schools may record this evidence in their single central record. Trainees will also be subject to a prohibition order check which is completed by RCBC HR.

RCTTP will check any trainee who is already registered as having a TRN to determine if they have been removed from a programme because they have behaved in a way that indicates they may be unsuitable to work with children.

RCTTP have regard to the Disqualification under the Childcare Act 2006 And makes trainees aware of this guidance. It is the trainee's responsibility to declare anything that could compromise their position.

If the individual's DBS provides details of a conviction or other matters, RCTTP will follow RCBC policy (Appendix 6) and discuss the disclosure with the individual concerned, consider the seriousness, the length of time since the offence/other matter occurred and the relevance to the position in question. In line with RCBC policy, the final decision about the suitability of a candidate will be made by Kathryn Boulton (Corporate Director for Children and Families)

Where a trainee has worked or travelled abroad for over 3 months in the previous 5 years they must include it on their DBS application. Where appropriate a letter of good conduct may need to be obtained, this is the trainees responsibility.

DBS information is sent to Partnership Schools in advance of the commencement of the programme. Where a trainee's DBS clearance has not been received prior to the start of the programme the trainee will only be able to commence the school placement at the discretion of the Head Teacher.

In line with ITT criteria schools are made aware that they should not ask trainees for sight of their DBS clearance.

RCTTP will provide confirmation that DBS has been completed to any establishment where additional visits are completed as part of the training programme.

The Programme Manager and Secondary Course Leader will have DBS clearance and carry photo ID issued by RCBC. ITT criteria (Appendix 1) states Partnership Tutors who only have occasional contact with pupils and are not left unsupervised with children do not need DBS clearance, however RCTTP has taken the decision to complete checks

for Partnership Tutors through Redcar and Cleveland Council. External Moderators may well have DBS clearance through other organisations but RCTTP will not complete this. Schools will be made aware of this and must ensure that they are at all times that they are in the company of individuals that have DBS clearance.

### **1.3 Training**

All trainees will attend Safeguarding training delivered by an external specialist. Trainees also complete online Prevent training.

All trainees will sign a Partnership Agreement (Appendix 7a) that specifies that they must adhere to all school policies and statements relating to Personal and Professional conduct as set out in Part 2 of the Teachers' Standards. Schools ensure that trainees are made aware of school safeguarding procedures. At the start of a placement the school will provide the following documentation

- the school's child protection policy
- the school's staff handbook/code of conduct
- information about the role of the school's designated safeguarding lead

RCTTP will provide all trainees with a copy of the Keeping Children Safe in Education document.

Any issues relating to school policy will be handled by individual schools in consultation with RCTTP with reference to the Concerns Procedures. (Appendix 4)

## **2. Roles and Responsibilities**

### **2.1 Executive Group**

The Executive Group will:

- review the safeguarding policy on an annual basis
- assess and monitor the impact of this policy by annually reviewing any action taken under it

### **2.2 The Programme Manager**

The Programme Manager will:

- raise a concern with the Executive Group about any issues relating to safeguarding
- monitor the completion of DBS checks
- follow RCBC policy to manage any disclosures in DBS checks

### **2.3 The Course Administrator**

The Course Administrator will:

- complete DBS checks in line with RCBC policy

### **2.4 Partnership Staff**

Partnership Staff will:

- familiarise themselves with this policy and their resulting responsibilities

## **3. Complaints Procedure**

If anyone in the Partnership feels that this policy is not being followed then they should raise the matter with the Programme Manager who will facilitate the appropriate action under the RCTTP complaints procedure. In the first instance this will be raised informally in order to seek a solution. Action by the Programme Manager may include an investigation and report on the issue. Reports on any such complaints will be raised at the Executive Group