

Safeguarding & Safer Recruitment Policy

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Safeguarding and promoting the welfare of children is defined for the purpose of this policy in line with Keeping Children Safe in Education (2021)

MAT Recruitment understand the importance of safeguarding children in education and therefore ensure that all of our policies meet the legislative requirements as detailed in the Keeping Children Safe in Education Act, utilising the statutory guidance of Working Together to Safeguard Children.

We are committed to abide by the safeguarding policies and maintain the highest standards, promoting best practice and will endeavour to meet the following objectives;

- Take reasonable steps to safeguard and promote the welfare of children at all times.
- Prevent unsuitable individuals working with children and vulnerable adults.
- Encourage safe practices and uncover and challenge those practices deemed unsafe.
- Promote positive working partnership arrangements with all those involved in the placement of permanent staff into schools and academies across the UK.

To uphold the highest standards of safeguarding and safer recruitment all staff will undergo training annually alongside an annual review of our safeguarding and safer recruitment policy to ensure it is up to date.

MAT Recruitment is an organisation who provides staffing services to education and therefore we will always ensure that when we carry out duties to safeguard and promote the welfare of children, we do everything we can to prevent any permanent appointment of people who may pose a risk to children. We will complete a number of safeguarding checks prior to working with a candidate, these checks will compliment the safeguarding checks schools complete as part of their 'Safer recruitment practice' for employing permanent staff.

- Completed initial telephone vetting – checking suitability, work history and outlining what will be required in our registration and vetting standards.
- Applied for and received two satisfactory references including one from the last/current employer (where possible to be obtained prior to interview).
- For temporary workers - Undertaken a standardised, face-to-face interview (digital) with the applicant recording all answers provided; including questions in relation to any unfiltered convictions, cautions, reprimands, warnings or bind-overs which they have incurred.
- Obtained a full CV and accounted for any gaps.
- Obtained a signed declaration from all candidates that they have not been disqualified under the Childcare Act 2006.
- Obtained confirmation that the candidate is medically fit to work in an education setting.
- Confirmed the identity of the applicant and their proof of address in line with the required documentation set by the Disclosure and Barring Service (originals only)

Obtained original confirmation of right to work in the United Kingdom, including relevant

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- Confirmed the relevant qualifications of the applicant
- For ECT's – confirmed their status for their statutory induction period within the required time limit as set out by the DfE and ensuring that they have not failed induction
- Teacher Regulation Agency (TRA) – all staff checked via the Teacher Services portal to ensure
 - They do not have disciplinary sanctions which prohibit them from working in the profession
 - They are not subject to disciplinary sanctions from the GTCE/EWC
 - That they do not have a current EEA member state restriction/sanction imposed upon them
 - That they are not barred from taking part in the management of independent schools
- Confirmed overseas trained teachers hold qualifications deemed by UK NARIC to be the equivalent to UK teaching qualifications
- Confirmed national insurance number via official documentation
- Obtained proof of any name changes where applicable
- Obtained an enhanced DBS certificate for the appropriate workforce OR a current DBS certificate for the appropriate workforce issued by another employer the suitability of which will be checked by the DBS Update Service on an annual basis
- Conducted the relevant Barred List check in all names
- Conducted a QTLS check if applicable
- Obtained a disqualification by association declaration for applicable roles in line with guidance.

Safeguarding Online

- Staff must be in suitable surroundings with a “blur” filter in the background to make it appropriate for online sessions.
- Staff must record sessions for safeguarding purposes.
- Staff must report any incidents that highlight safeguarding concerns to the DSL.
- Appropriate business dress is required at all times.
- When using platforms such as Teams – enable drop in from members of staff only.
- Follow the same classroom format and school policies for behaviour, attendance, engagement and Safeguarding.

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Allegations

MAT Recruitment strives for excellence in recruitment, vetting and the ongoing management of its staff through thorough aftercare with clients and through the continued vetting of staff. In the event of an allegation being made against a worker they are handled as quickly and fairly as possible, consistently, under the direction of our compliance manager alongside the branch director.

During such a process we have a duty of care to the subject of the allegation but first and foremost the obligation is to keep children and vulnerable pupils safe so extreme caution will always be taken.

In the event of an allegation staff are required to:

- Take comprehensive notes of any information provided in relation to the allegation but not to investigate or seek information from anyone involved.
- Report the allegation and provide all relevant information to the branch director and the compliance manager at the earliest opportunity.

On receipt of an allegation directors will inform the recruitment consultant and the worker is placed into the temporary block status. This ensures that during an active investigation the worker cannot be placed into an assignment within an education setting. If they have an ongoing placement or future placements, they are to be removed pending the outcome.

The director will notify the worker they are subject to an allegation and that they are not to conduct assignments or regulated activity of any kind until the investigation is complete.

In such instances, we will work closely with the relevant people in the education setting along with the Local Authority Designated Officer (LADO), the police and social services as is deemed appropriate.

Keeping Children Safe in Education (Sept 2021)

Keeping children safe in education 2021 (publishing.service.gov.uk)

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