

## **Safeguarding Children Policy and Procedures**

Supply Teaching Ltd will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. We recognise that the welfare of the child is paramount and all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse. Working in partnership with children, young people and their parents, carers and other agencies, is essential in promoting young people's welfare.

Supply Teaching Ltd also recognises it's responsibility to take appropriate action when a child discloses that they are experiencing abuse or neglect, or if our staff/volunteers have a concern about the welfare of a child, and to ensure staff/volunteers have an understanding of what might indicate this and what action to take. Supply Teaching Ltd adheres to the Keeping Children Safe in Education document 2018 and distributes to candidates and staff as necessary.

The purpose of the policy:

- To provide protection for the children and young people who receive Supply Teaching Ltd services.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.
- The policy applies to all staff, including senior managers, paid staff, volunteers, sessional workers, agency staff, students, or anyone working on behalf of Supply Teaching Ltd.

We will seek to safeguard children and young people by:

- Valuing, listening to and respecting them.
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about concerns with agencies who need to know, and involving external organisations as appropriate
- Providing effective management for staff and volunteers through supervision, support and training.

### **Staff and volunteers**

- Our designated person who co-ordinates child protection issues at Supply Teaching Ltd is: Belinda Sparks.
- Our designated officer who oversees this work is: Belinda Sparks.
- Our Deputy Safeguarding Lead is Danielle Huggett
- We ensure all staff are made aware of our safeguarding policies and procedures.

- Newly registered candidates are required to prove they have had appropriate safeguarding training. Where this is not provided information will be provided to carry out safeguarding training either online, in-house or by an external body
- Applicants for posts within a school setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure Baring Service before posts can be confirmed.
- We abide by Ofsted requirements in respect of references and Disclosure baring

## **Responding to suspicions of abuse**

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the child's teacher/tutor makes a dated record of the details of the concern and discusses what to do with the Safeguarding Lead.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

## **Recording suspicions of abuse and disclosures**

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:

- listens to the child, offers reassurance and gives assurance that she or he will take action; does not question the child;
- makes a written record that forms an objective record of the observation or disclosure that includes:
- the date and time of the observation or the disclosure;



- the exact words spoken by the child as far as possible;
- the name of the person to whom the concern was reported, with date and time; and
- the names of any other person present at the time.
- These records are signed and dated and passed to the school or Belinda Sparks in the first instance which is kept securely and confidentially.

## **Liaison with other agencies**

- We work within the Local Safeguarding Children Board guidelines.
- We have a copy of 'What to do if you're worried a child is being abused' for staff and they are familiar with what to do if they have concerns.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance.

## **Training**

- We seek out training opportunities for all staff and candidates working in schools to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- All candidates must have proof of safeguarding training or have conducted training before any school placement can be made.
- Regular updates of any new safeguarding guidance will be communicated to candidates at least annually.
- We ensure that all candidates and staff know the procedures for reporting and recording their concerns.

## **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board - MKSCB

## Further Guidance

- Working Together to Safeguard Children (revised HMG 2018)
- What to do if you're Worried a Child is Being Abused (HMG 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework (2006)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information sharing: advice for practitioners providing safeguarding services (HMG 2015)
- Keeping Children Safe in Education (revised HMG 2019)

## Milton Keynes Safeguarding Children Board

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