

## Safeguarding Policy

### Aims and Values

St Joseph's College SCITT is committed to safeguarding and promoting the welfare of children and young people within the Partnership and we expect all staff and trainees to share this commitment.

The aim of the policy is to ensure that all staff, facilitators and trainees have clear direction about expected behaviour when dealing with safeguarding issues. We recognise that children have a fundamental right to be protected from harm and that they cannot learn effectively unless they feel secure. The health and safety of children in all our partner school is therefore of the utmost importance.

This policy makes explicit the commitment to the development of good practice and sound procedures. This should ensure that any safeguarding concerns are handled sensitively and professionally and in ways which support the needs of the child. This policy will be made available in the SCITT Handbook and on the St Joseph's College Website under Teaching Schools.

### Common principles:

St Joseph's College SCITT shares the common principles of its partnership schools, namely;

- The welfare of children and young people is paramount
- Children and young people should be provided with a safe environment in which to learn
- All children and young people have a right to freedom from abuse
- Children and young people have a right to be treated with respect and dignity, as do the adults who work with them
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people
- All children and young people must have the opportunity to express their views about decisions taken about their lives.

### Enhanced Disclosure and Barring (DBS) Clearance

#### (i) Fee-paying trainees

St Joseph's College will undertake Enhanced Disclosure and Barring Clearances and Prohibition for Teaching checks for all our fee-paying trainees to ensure compliance with DfE requirements. All certificate numbers for trainees are kept on a secure 'single central record'. A satisfactory check is defined as having no criminal convictions (including cautions, reprimands and final warnings) relevant to the post\*. All staff or registered trainees must report any subsequent criminal convictions to the Programme Leader. Failure to do so will result in disciplinary action being taken. It is the responsibility of the trainee to complete the DBS application correctly. For those trainees who have not received a clearance certificate from the DBS prior to the start of the course, the SCITT will liaise with the placement school and decide on next steps in partnership with the school. The SCITT Programme Leader will defer to the Academy's HR Manager for

guidance on DBS clearances and in relation to any query. For those trainees who have received DBS clearance, the SCITT will confirm this in writing to the lead schools before the start of the programme.

**(ii) Salaried trainees**

For salaried trainees, the responsibility for the Enhanced Disclosure and Barring Clearance lies with the lead school as the employer. As with fee-paying trainees, it is the responsibility of the trainee to complete the DBS application correctly. In the event of a subsequent conviction they must report this to the partner school's HR officer, who should then inform the SCITT Programme Leader.

**Safer recruitment and induction procedures**

Our recruitment policies and practices are rigorous and comply with safe recruitment and selection requirements.

- All applicants are required to bring photo ID (passport or driving license) to their interview and proof of current address to confirm their identity.
- All successful applicants will have an enhanced DBS check before starting the programme. This will be carried out by St Joseph's College HR Manager for fee-paying trainees and by the lead school's HR Manager for salaried trainees.
- When a disclosure of an offence is indicated on an applicant's UCAS form we ask the applicant to provide in writing the details and nature\* of their offence which will then be considered by the Management Board prior to interview. They are made aware that this information will be seen by those who need to see it as part of the recruitment process
- At least one member of each interview panel will have undertaken the Safer Recruitment Training
- Trainees should take their DBS certificate into their lead schools at the beginning of their placement.
- This should also do this at the start of their second placement and primary placement.
- All trainees will receive Child Protection and Safeguarding training, including training on Child Sexual Exploitation and Prevent training in the first term and are required to receive training within their lead schools around that school's own policies and procedures for safeguarding and child protection as part of their induction.
- All trainees must adhere to the Safeguarding, Child Protection and Code of Conduct policies of their lead and second placement schools, including the wearing of identity badges at all times.
- Trainees will be tasked with reading 'Working Together to Safeguard Children 2018' and 'Keeping Children Safe in Education' 2018 part 1 annex 1 and to familiarise themselves with their placement school's practice and policies in relation to child protection and safeguarding during their induction.
- When attending Central Training at St Joseph's College, all trainees must sign in and wear a visitor's badge.
- Trainees must familiarise themselves with, and adhere to the placement school's policy on taking images of children. Personal cameras, personal mobile phones or other devices capable of digital storage should not be used to take photographs or videos of children.
- Trainees are advised that children's names should be deleted from work and other documentation submitted in evidence files.
- All trainees must sign and adhere to the SCITT Code of Conduct.

**\*General guidelines on the types of offence that would or would not preclude an applicant from training to teach.**

In making a decision around the relevance of a caution or conviction to an application for teacher training the Management Board is informed by the filtering rules for DBS checks i.e. those offences that would be filtered from a DBS check once spent would typically be:

Eligible for filtering (acceptable)	Not eligible for filtering (unacceptable)
Common assault Drunk and disorderly Many motoring offences Drugs offences only involving possession Theft (where no violence is involved)	Offences involving violence Safeguarding offences Sexual offences Drugs offences that involve supply

In all cases further information is sought from the applicant around the precise nature of the offence and an open and frank discussion is had between the applicant and a member of the Management Board to make them aware of their responsibilities as a teaching professional and of the expectations of the SCITT in relation to professional behaviours.

**Process for informing schools about Enhanced DBS clearance and disclosures**

In the Summer term Head Teachers and HR managers in partner schools are written to outline the SCITT’s safeguarding procedures.

**(1) In the event that no disclosure is made at the application stage**

Following a successful interview the applicant completes an Enhanced DBS and prohibition check with either the St Joseph’s College HR manager (fee-paying trainees) or the lead school’s HR manager (salaried trainees).

Lead schools will then be written to at the start of term to inform them that Enhanced DBS clearance has been obtained and provided with the DBS numbers and clearance dates of all trainees placed at that school.

If DBS clearance is delayed then the school’s Head Teacher will be contacted immediately at the start of term to ask if the trainee can begin their placement under supervision. If not, then alternative provision will be made for the trainee until DBS clearance comes through.

In the event of an offence appearing on the DBS certificate then the trainee will not be able to start their placement until the nature of the offence and reasons why this was not indicated on the UCAS application are investigated.

**(2) In the event that a disclosure is made on the UCAS application form**

The trainee will have been written to request a written statement detailing the nature of the caution or conviction and a decision as to whether or not this precludes the applicant from training to teach is made by the management Board before the trainee was brought to interview. The Head Teacher of a potential placement school will be contacted and made aware of the nature of the offence. Their agreement is then sought on whether or not the trainee can be placed at their school.

The lead school will then be written to at the start of term to confirm that the nature of the offence indicated on the DBS certificate matches the original disclosure. Again Lead Schools will be provided with DBS numbers and clearance dates of all trainees placed at that school.