

## **TCES – North West London**

### **Safeguarding Children & Vulnerable Young Adults Policy and Procedures**

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## **Part One Safeguarding**

### **Introduction**

This 'Safeguarding Children & Young Adults' policy embodies the philosophy and ethos of the TCES Group, TCES - North West London and the principles of 'Working Together to Safeguarding Children' and 'Keeping Children Safe in Education' statutory guidance. This policy is written in conjunction with the TCES Group e-safety/acceptable use/ICT policy and that the safety and protection of children and young people educated and cared for by TCES are at all time of paramount importance.

Safeguarding children and vulnerable young adults and promoting their wellbeing needs to run through the company like the lettering through a stick of rock. It is an attitude of mind, a belief system and a way of thinking that holds the wellbeing of our children at the forefront of every action, with their safety and protection at all times of paramount importance. Keeping resolutely in mind the twin goals of safeguarding and the promotion of wellbeing informs and shapes our ways of working and will often help to resolve the many conflicts and dilemmas that can occur.

Policies and systems such as safe recruitment, behaviour management, child protection and whistleblowing procedures arise out of that belief system and are used to promote and sustain it. They are not an end in themselves but are essential tools and need to be kept 'live' to support the culture and to help maintain a commitment to best practice and legal requirement. They help clarify the actions we must take in some defined circumstances and may be useful reminders in areas where we have become hazy or are uncertain of what is expected of us. Ultimately, it is our belief that a commitment to safeguarding children and vulnerable adults and promoting their wellbeing will work to the equal safety and wellbeing of all staff and other adults whose aim is to promote good education outcomes and future life experiences for young people.

We hope too that all of you who join with us in our commitment to safeguarding children and vulnerable adults and promoting their wellbeing will find your own lives enriched by the experience."

**Thomas Keaney**  
**Schools' Proprietor**  
**TCES Group**

### **Policy Review**

This policy is reviewed on a yearly basis by the Senior Management Team and the company Management Development Group (School Headteacher and SLT members) and is signed off accordingly by the School Proprietor (recorded and indicated as per the back page of this policy – **The TCES Group Policy Sign off.**)

The Safeguarding Policy is available in hard copy on request and on the school web site.

## **Policy Legislation**

The policy is based on the DfE statutory guidance Keeping Children Safe in Education (September 2020) and Working Together to Safeguard Children (July 2018).

This policy is also based on the following legislation:

- [Part 3 of the schedule to the Education \(Independent School Standards\) Regulations 2014](#)
- [The Children Act 1989 \(and 2004 amendment\)](#), which provides a framework for the care and protection of children
- ['Mandatory Reporting of Female Genital Mutilation - procedural information', Home Office \(October 2015\)](#)
- [The Rehabilitation of Offenders Act 1974](#)
- [Schedule 4 of the Safeguarding Vulnerable Groups Act 2006](#)
- [The Prevent duty: Departmental advice for schools and childcare providers', DfE \(2015\)](#)
- [The Childcare \(Disqualification\) Regulations 2009 and Childcare Act 2006](#)
- [The Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#)
- [Sexual violence and sexual harassment between children in schools and colleges \(Dec 2017\)](#)
- [Children Missing Education 2018](#)
- [Preventing and Tackling Bullying 2017](#)
- [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings' \(October 2015\)](#)
- [What to do if you're worried a child is being abused', DfE \(March 2015\)](#)
- [Information sharing: advice for practitioners providing safeguarding services \(July 2018\)](#)
- The London Child Protection Procedures (as signed up to by Ealing Safeguarding Children Partnership (ESCP)).
- Ealing Safeguarding Children Partnership (ESCP) local procedures.

## **Definitions**

"Children" includes everyone under the age of 18.

Safeguarding and promoting the welfare of children means:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. Abuse is often categorised into 3 types of harm; physical, sexual or emotional. Further definitions can be found within [Working Together to Safeguard Children 2018](#).

Neglect is a form of abuse and 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 material substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



## **The Policy**

It is the policy of the TCES - North West London to create and maintain a culture of vigilance in safeguarding children and young people and an active commitment to the promotion of their general wellbeing. This is promoted through the maintenance of robust and rigorous recruitment and working practices, education and learning modules, child protection systems and multi-agency working.

It is therefore the responsibility of all staff to play an active role in safeguarding children and promoting their wellbeing and to promote the same in others. All staff must actively work to ensure children are protected from possible harm. They must provide a caring, positive, safe and stimulating environment that helps to promote young people's social, physical, emotional and moral development as an integral part of their educational progress.

### **The aims of this safeguarding policy are:**

- To support children's development in ways that will foster security, confidence and independence;
- To raise staff awareness of all their own personal and professional responsibilities in safeguarding children and in identifying and reporting possible cases of abuse;
- To contribute to a systematic means of monitoring children known or thought to be at risk of harm and to develop and implement a structured procedure which will be followed in all cases of suspected abuse;
- To promote good levels of communication between all members of staff;
- To develop and promote effective working relationships with others, especially parents/carers, the referring authority, the Police, Children's Social Services and other partnership agencies;
- To ensure that all adults who have access to children have been checked as to their suitability and to maintain effective supervision where it is required;
- To uphold the ethos of safeguarding children and promoting their wellbeing and to work within the framework of the overall company policy.

## **Procedures**

Our procedures for safeguarding children are in line with current DfE statutory guidance, the London Child Protection Procedures and Ealing Safeguarding Children Partnership local safeguarding arrangements. We will ensure that:

- We have designated safeguarding leads (DSLs) and their deputies available to staff, pupils and external agencies available who undertake regular training in child protection; this training takes place more regularly than the recommended two years.
- All staff including DSL's will be updated annually on any additional guidance issued on safeguarding to provide them with relevant skills and knowledge to safeguard children effectively.
- All members of staff will be appropriately briefed, trained and supported in implementing this safeguarding policy as well as the requirements of the London Child Protection Procedures.
- All members of staff are supported to develop their understanding of the signs and indicators of abuse;

- All members of staff know how to respond to a child who discloses abuse;
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures;
- Our procedures will be regularly reviewed and updated;
- All staff are fully vetted according to our safer recruitment procedures before commencing work with children
- All new members of staff will be given a copy of this Safeguarding policy and procedures as well as Part 1 of Keeping Children Safe in Education (KCSIE) 2020 as part of their induction. They will all be required to read and sign to confirm they understand these documents and their responsibilities contained therein.

## **Supporting Children**

- We recognise that a child who is abused or witness's violence may find it difficult to develop and maintain a sense of self-worth.
- We recognise that a child in these circumstances may feel helpless and humiliated and may feel self-blame.
- We recognise that our education environment may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- We will support all children by:
  - Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying of any nature
  - Promoting a caring, safe and positive environment.
  - Liaising and working together with all other support services and those agencies involved in the safeguarding of children. Notifying Children's Social Care as soon as there is a significant concern.
  - Providing continuing support to a child about whom there have been concerns and who leaves the school by ensuring that appropriate information is forwarded under confidential cover to their new school or other education setting.

***NOTE: see list of associated policies and procedures***

## **Supporting Staff**

- TCES recognise that staff who become involved with a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting.
- We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support where needed, in consultation with Human Resources (HR).
- We offer an Employee Assistance Programme that all staff can access, which offers free, confidential advice and assistance including counseling.

***NOTE: for further information please refer to the TCES Staff Handbook and 'Policies and Procedures on Child Protection'.***



## Prevention of harm

- We recognise that we can play a significant part in the prevention of harm to our children and young people by providing them with good lines of communication with trusted adults and an ethos of safeguarding and protection as outlined in the Munro review, 2011.
- We will therefore:
  - Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to;
  - Ensure that all children know there are adults whom they can approach if they are worried or in difficulty;
  - Include curriculum opportunities in PSICHE which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help should they feel at risk/threatened or under unwelcome pressure.

**NOTE: see associated policies and guidance including 'Listening to Children'.**

## Confidentiality

- TCES - North West London recognises that all matters relating to Child Protection are confidential.
- The DSL or their deputy will only disclose information about a child to other members of staff on a 'need to know' basis.
- We have a professional responsibility to share information with other agencies in order to safeguard children.
- We cannot and must not promise a child to keep secrets.

**NOTE: for further detail see TCES Group e-Safety/Acceptable Use/ICT & General Data Protection Regulation Policies**

## Health and Safety

- The health, safety and welfare of children are central to all educational provision and include action taken to promote good attendance, to manage behaviour and tackle bullying including prejudice based bullying ie, racism, sexism, homophobia and other forms of harassment, and to provide effective personal, social, cultural and health education (PSICHE), linked closely to the principles of 'Every Child Matters' and the 'Healthy Schools' initiative.
- Our Health & Safety policy, set out separately, reflects the consideration we give to the safeguarding of our children both within the education setting and outside, to include 1 to 1 working, work experience placements and educational visits.
- Risk Assessments including any risks specific to individual children are completed and in place prior to any off site activities or programmes and run in conjunction with our Off-Site Visit Policy.
- TCES - North West London has a clear administration of medication policy and procedure which should be read, understood and adhered to. Any staff member administering medication must be suitably competent to do so.

**NOTE: for detail, please refer to list of associated policies**

## Anti-Bullying

- Our policy on anti-bullying is set out separately and acknowledges that to allow or condone bullying including, prejudice-based bullying and homophobic or transphobic bullying may lead to consideration under child protection procedures.

***NOTE: for further detail, please refer to the TCES policy on 'Anti-Bullying'.  
TCES - North West London also fully adheres to the strategies and guidelines set out  
by the DfE :  
The Use and Effectiveness of Anti-Bullying Strategies in Schools***

## Racist Incidents

- Our policy on racist incidents is set out separately and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

***NOTE: for further detail, please refer to the TCES policy on 'Diversity and  
Equal Opportunities'.***

## Physical Intervention

- Our policy on physical intervention by staff is set out in our Behaviour Management policy. It acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person. Any physical intervention which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

***NOTE: for further detail, please refer to the TCES policy on  
'Behaviour Management'.***

## Roles and Responsibilities

At TCES - North West London we are committed to safeguarding children and young people and we expect everyone who works in our school to share this commitment.

Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them.

Staff at TCES - North West London are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

School staff are not expected or trained to diagnose mental health conditions or issues but may notice behaviours that may be of concern.

Where staff have a mental health concern about a child that may also be a safeguarding concern, they should raise the issue by informing the designated safeguarding lead or a deputy in the usual way.

Staff recognise that when a child has a social worker, it is an indicator that the child may be more at risk than most pupils. For example, this may mean that they are more vulnerable to further harm, as well as facing educational barriers to attendance, learning, behaviour and poor mental health.

We take these needs into account when making plans to support pupils who have a social worker.

We will always act in the best interest of the child.

### **TCES Head of Safeguarding will ensure that:**

- The safeguarding policy is in place and is reviewed annually, is available publicly via our website and has been written in line with Local Authority guidance and the requirements of Ealing Safeguarding Children Partnership policies and procedures
- TCES - North West London contributes to inter-agency working in line with [Working Together to Safeguard Children 2018](#)
- A senior member of staff from TCES - North West London leadership team is designated to take the lead responsibility for safeguarding and child protection
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct
- All staff undertake appropriate child protection training that is updated annually
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance
- Safer recruitment practices are followed in line with the requirements of Keeping Children Safe in Education (September 2020) and the London Child Protection Procedures.
- They remedy, without delay, any weakness with regards to our safeguarding arrangements that are brought to their attention

At each termly meeting the Head of Safeguarding will receive a safeguarding report that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

### **Our Headteacher will ensure that:**

- the policies and procedures adopted by the TCES Head of Safeguarding are fully implemented and followed by all staff
- sufficient resources and time are allocated to enable the Designated Safeguarding Lead (and any deputies) to carry out their roles effectively, including the assessment of pupils and attendance of strategy discussions and other necessary meetings, e.g. child protection conferences and core group meetings
- all staff and volunteers feel able to raise concerns about poor or unsafe practice with regards to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with our Whistleblowing Policy
- all pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online

- relevant staff have completed Safer Recruitment training
- the procedure for managing allegations against staff is known to staff and displayed in staff rooms
- operate the procedure for managing allegations effectively and refer relevant concerns to the Local Authority Designated Officer (LADO)
- a member of the senior leadership team is appointed to deal with allegations against staff in the absence of the head teacher.
- ensuring the provision of a “an orderly, warm, supportive and above all safe environment” *[extract from the TCES Behaviour Policy]* for children to engage constructively with the learning process;
- ensuring that parents/carers are aware that the full texts of the child protection and associated policies are available on request. The safeguarding policy is available on the school website;
- acting as Designated Safeguarding Lead (where required) in relation to child protection with a senior, named colleague as deputy, and ensuring that appropriate action is taken on concerns or allegations of abuse or suspicion of harm, including the support needed for both children and staff;
- overseeing the encouragement and support of children in contributing to the development of good safeguarding structures, including diversity and equal opportunities, behaviour policy and behaviour management procedures, anti-bullying and diversity and equal opportunities policies and feedback and complaints mechanisms;
- overseeing the development of whole group processes such as class meetings and school councils within group education settings to promote active joint participation in addressing group issues and contribution to school planning and development;
- the development and maintenance of good liaison, home/school contact and support for inter-agency working;
- ensuring that high professional standards are maintained in all essential and required record keeping, reporting and information sharing;
- providing termly reports to the Proprietor that covers the integrated schools services and reports on the following; whole school/project matters, staff training and development (CPD), curriculum matters, child protection issues and all other issues or developments in relation to all aspects of safeguarding and wellbeing;
- liaising with the Proprietor regarding the annual review of all policies and procedures relating to school/project provision and the information to be given to the LA/MASH on how the company’s safeguarding duties have been fulfilled;

## **The Designated Safeguarding Lead (DSL)**

The DSL is a senior member of staff, from the leadership team who takes lead responsibility for safeguarding and child protection in our school. The DSL will carry out their role in accordance with the responsibilities outlined in Annex B of [Keeping Children Safe in Education 2018](#).

The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child’s safety or welfare will be recorded in writing and given to the DSL.

During term time the DSL and/or a deputy will always be available for staff to discuss any safeguarding concerns. If in exceptional circumstances, a DSL is not available on the school site in person, we will ensure that they are available via telephone and any other relevant media.

The DSL will be aware of pupils who have a social worker and help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues with teachers and school and college leadership staff.

The DSL at TCES - North West London will represent our school at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and that appropriate training needs are identified.

The DSL will also be the lead for 'Early Help' support being managed by the school.

**Administration and Policy - the Proprietor will ensure that:**

- that school policies prioritise the safeguarding of children and promote their wellbeing and involve children and others in their development;
- staff files are kept at Central Services in accordance with the recruitment, vetting and HR/Employment policies and a single central record is kept of all staff appointments, including agency supply workers, that provides secure evidence that their identity, qualifications and criminal records, eligibility to work with children and young people and eligibility to work in the UK and references (two references, one from the last employer), for teaching staff that they have not been prohibited from teaching, overseas checks for those staff who have worked outside the UK and EEC and a check for medical fitness have all been checked and their employment history has been verified (full CV with tight chronology);
- any gaps must be investigated during the interview process and responses kept on file); this record to be held available always for inspection by audit or HMI/OFSTED/ Local Authority and is available within 1 hour for inspections;
- clear policies are in place and are consistently adhered to regarding internet and ICT use (including copyright laws), the use of photographs of children, one to one working situations, visitors to the project, school trips, transporting children and work experience placements;
- staff driving license and insurance details are verified beforehand, with copies held on file, where they may have responsibility for transporting children in private or company vehicles; details to be copied to HR at Central Services;



- contact details of parents/carers are kept up to date and protocols established for when contact must be made or is recommended as good practice, as part of a written policy on 'Information for Children and Parents/Carers';
- clear information is given to children and parents/carers on the education provision, including timetabling, procedures, contact details, requirements for information sharing, complaints and feedback mechanisms and the school's expectations of children and parents/carers and what they may expect in return;
- children have clear access to and understand their right to use a formal complaint system and to be supported in making any complaint;
- parents/carers are given copies of the complaints leaflet and understand their right and the children's right to use a formal complaint system and to be supported in making any complaint.
- there is a clear policy on curriculum planning and curriculum development that promotes good learning skills and all-round development and encourages active child involvement in decision-making processes;
- the service is monitored to ensure that no child is discriminated against due to age, gender, race, culture, religion, language, disability or sexual orientation;
- there are clear procedures for unauthorised absences and/or absconding from the education setting, or where a child goes missing from the care of a member of staff;
- all exclusions take place in line with the school's exclusion policy and the terms of the contract with the LA;
- written parental consent is obtained for the administration of emergency first aid or other medical treatment if the need arises;
- written records are kept of any injury or illness that occurs, with details of any treatment given. All treatment must comply with the TCES policy on First Aid;
- written parental consent is obtained for all educational visits, with emergency contact details and essential health information to be carried by staff supervising the visits;
- accurate, detailed records are maintained of all 'critical incidents', including actions taken, and copied on the same working day to Central Services; any follow-up action or consequences must be similarly recorded and copied to Central Services.
- all staff members have an up-to-date copy of the staff handbook that sets out clearly the expectations the company has of them in regard to safeguarding children and promoting their welfare, as well as other matters relating to their TCES employment.

### **Staff Responsibilities – as supported by the Head Teacher and DSL (where relevant)**

- all staff members must be familiar with the company's policies and procedures and are fully committed to the principles and good practice guidelines, as defined in the 'Safeguarding Children' policy objectives
- there is a firm commitment within the school to promote equalities issues and to ensure that no child is discriminated against due to age, gender, race, culture, religion, language, disability or sexual orientation;
- there is a programme of Continuous Professional Development (CPD) in place for all staff to include the formal processes of Child Protection training and professional supervision and appraisal;



- child protection responsibilities are clear to all staff members within the school and they know whom to go to with any concerns, including any issues around colleagues' behaviour or practice; **(See Part Two: Child Protection)**
- all staff are made aware that inappropriate behaviour towards children is unacceptable. This includes:
  - any form of sexual conduct, including sexually suggestive comments;
  - engaging in rough, physical or sexually provocative games;
  - giving children inappropriate drugs or other inappropriate substances;
  - lending or borrowing of money or property;
  - giving or receiving gifts;
  - exclusive or secretive relationships;
  - giving of home /personal mobile numbers or home address details to children.
  - taking children to a staff member's home
  - 'Friending' or 'following' a child on any form of social media
- it is an offence for a person over 18 (e.g. teacher/TA) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of the child, even if the relationship is consensual and even if they do not work directly with them [*Sexual Offences Act 2003*];
- If they are found to have acted inappropriately towards a child, they may be referred to the DBS.
- staff understand their responsibility in checking the identity of new and temporary staff and remaining vigilant to the requirements of safe practice, including the need to supervise visitors when they have access to children and formal checks have not been undertaken;
- there is a commitment to support the needs of 'looked after' children in attending care reviews and case conferences where requested. These needs are usually met by the Designated Teacher for Looked After Children;
- there is an understanding and commitment to good multi-agency working and information sharing, including the need for open debate and challenge;
- staff understand and are committed to the company model of behaviour management and receive training in ways of managing difficult behaviour;
- staff understand and comply with the company's policy on physical intervention and restraint; **(see TCES policy on 'Behaviour Management')**
- staff have a clear understanding of what constitutes safe practice and feel supported both in raising concerns about poor or unsafe practice and in having their own practice challenged by others;
- concerns about poor or unsafe practice are addressed sensitively and effectively in a timely manner and in accordance with the company's whistleblowing policy and commitment to openness of practice;
- staff are prepared in advance for children to bring up personal problems within the classroom or wider school setting. Issues such as domestic violence and abuse can be difficult to broach directly, however discussions about personal safety and keeping safe can reinforce the message that any kind of violence is unacceptable. Raising these issues may lead children to bring up problems and concerns of their own. This is an opportunity to acknowledge that it is okay for young people to talk about their own problems and to signpost sources of help;

- staff are trained to recognise and understand the boundaries and limitations of confidentiality in the context of their own safety and of child protection;
- staff understand their responsibilities when taking children 'off site' or on education visits, including the need to have with them emergency contact details, a fully charged company mobile phone, first aid provisions and essential health information on each child in their care;
- staff are supported effectively and protected from danger and/or the risk of violence.

**Links to more information about PSCH, classroom resources and sources of support, are available at:** [www.teachernet.gov.uk/childprotection/guidance.htm](http://www.teachernet.gov.uk/childprotection/guidance.htm)]

**NOTE: for more detailed information in any of the above areas, please refer to the list of associated policies**

#### **Academic and pastoral – the Head Teacher must ensure:**

- pupils are taught about safeguarding, including online, through various teaching and learning opportunities, as part of providing a broad and balanced curriculum;
- pupils are taught to recognise when they are at risk and how to get help when they need it.
- pupils are informed, with the support of the curriculum and good role-modelling from staff, about diversity issues and discrimination;
- there is a culture that helps to promote good attendance, to manage behaviour positively and tackle bullying and other forms of harassment;
- attention is paid to the behaviour and anti-bullying policies and procedures, risk assessment and risk management, feedback and complaints mechanisms and child protection and whistleblowing policies and procedures;
- pupils are helped to understand what acceptable behaviour towards them is and how they can stay safe from harm or ask for help if they feel their safety is threatened;
- education plans, behaviour/education contracts, curriculum topics and lesson plans are used wherever appropriate to support and reinforce the principles of personal safety, responsibility and welfare;
- there is a commitment to the Healthy Schools initiative that “provides children/young people with the knowledge, understanding, skills and attitudes to make informed decisions about their lives”; **[see ‘Healthy Schools Standards and Guidance’ 1999]**
- pupils are encouraged and supported in contributing to the development of good safeguarding structures, including the behaviour policy and behaviour management procedures, equal opportunities, anti-bullying and anti-racism policies and feedback and complaints mechanisms;
- group processes such as class meetings and school councils are developed and facilitated to promote active joint child and staff participation in addressing whole group issues and contributing to school planning and development.

#### **The Human Resources department is responsible for:**

- Ensuring that all agency workers have had all appropriate checks carried out on them by their agency prior to commencing a placement with the school and that written confirmation of these checks have been received by the HR department from the agency prior to arriving at the school.

- Ensuring that the school has confirmed the identity of the agency worker upon arrival at the school by viewing and keeping on file original photographic ID such as a passport
- That all permanent employees have had all appropriate pre-employment checks carried out prior to commencing work with the school as outlined in the School Staffing Regulations (2009) and Keeping Children Safe in Education (2020) These include but are not limited to;
  - A minimum of two satisfactory written references
  - A satisfactory DBS check and a check of the DBS Barred Children List
  - If appropriate, Police checks from any country where a candidate has lived overseas
  - Qualifications, specifically those relating to Qualified Teachers and Social Workers.
  - Identity checks – proof of Identity, proof of Date of Birth, Proof of current address, proof of eligibility to work in the UK

## Meeting the TCES Group Safeguarding Objectives

Meeting the objectives of safeguarding children requires personal commitment and the support of systems designed to:

- prevent unsuitable people from working with children and young people;
- promote safe working practice and challenge poor or unsafe practice;
- identify instances where there are grounds for concern about a child or young person's welfare and initiate or take appropriate action to keep them safe;
- create a culture of openness, tolerance and respect for self and others;
- promote personal growth and active learning, with staff and child ownership of the process, through their direct involvement in and contribution to curriculum matters and school development, including related policies and procedures and the school development plan;
- contribute to safe and effective partnership working between all those involved with providing services for children and young people.

Children and young people within TCES - North West London are actively encouraged and helped to understand what acceptable behaviour is, to show mutual respect for self and others, learn how to stay safe from harm and to speak out if they have any worries or concerns. They are also given encouragement and reassurance that any concerns they have will be listened to and taken seriously.

Creating a safe and enabling environment requires openness of practice, a culture of vigilance and a clear focus on the culture and shared responsibility and commitment to wellbeing by the following:

- Safe working practice and recruitment, vetting and Baring Service Checks, Single Central Record and employment procedures;
- Health and Safety, Risk Assessment and Risk Management;
- Behaviour policy and Guidelines to Managing Challenging Behaviour;
- Anti-bullying and Diversity and Equal Opportunities policies and ethos;
- Child Welfare/Child Protection Policies and Procedures;
- Complaints and feedback mechanisms and procedures;
- Philosophy and ethos;
- Behaviour Policy/Code of conduct/education and behaviour contracts;
- Whistleblowing, Equal Opportunities, Anti-bullying and Diversity and Equal Opportunities policies and ethos;
- Feedback mechanisms and Complaints Procedure;
- Curriculum planning and curriculum development;
- Work experience, education visits and extra-curricular planning;
- Commitment to the principles of the 'Every Child Matters' agenda; and 'Healthy Schools' agenda.
- Taking all reasonable measures to ensure that risks of harm to children's welfare are minimised; and
- Taking all appropriate actions to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies.

## Standards

“Respect has to be given in order to be received. Parents and carers, children and teachers all need to operate in a culture of mutual regard”. ***‘Learning Behaviour - The Report of the Practitioners’ Group on School Behaviour and Discipline’*** October 2005 (*The Steer Report*).

TCES - North West London recognises the unique status of children and young people and seeks to ensure that they are treated respectfully as individuals. Relationships between staff also need to be based on mutual respect and dignity, with a focus on active support, openness of practice, good teamwork, the sharing of practical skills and knowledge and good role-modelling for children and each other:

- It is important that we maintain vigilance in safeguarding children and a focus on the strategies and good practice requirements for ensuring the promotion of their wellbeing.
- We need to ensure that all our recruitment, management and working practices are in line with safeguarding principles and good practice, that all staff are familiar with the policies and procedures and that they receive the necessary guidance, supervision and training to enable them to contribute creatively and effectively to the provision of a safe and enabling, high quality education experience for every child.
- We need to develop those aspects of the curriculum that support healthy growth and development in emotional and social as well as educational skills and that encourage children to ‘speak out’ if they have issues that are troubling them.
- We need also to ensure that we react promptly, fairly and effectively in any instance of concern regarding safeguarding or child protection, recognising that staff and children alike may find the process anxiety-provoking or threatening and are likely to need support.
- Clear information must also be given to children, parents/carers and partner organisations on our complaints procedures and our child protection, publication scheme and information sharing responsibilities and obligations.

There are designated staff with specific responsibility for child protection. Nevertheless, everyone working within TCES - North West London is expected to fulfil the wider requirements for safeguarding children and promoting their welfare. All members of staff must accept that in all instances the welfare of the child is paramount.



## **Areas of Safeguarding Focus / Safeguarding Themes**

### **Children with Special Educational Needs and Disabilities**

We recognise that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- Children with SEND can be disproportionately impacted by things like bullying- without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers.

Safeguards for disabled children are essentially the same as for non-disabled children and should include ensuring and enabling them to:

- Make their wishes and feelings known;
- Receive appropriate personal, health and social education, including sex education;
- Raise concerns;
- Have a means of communication and a range of adults with whom they can communicate.
- Disabled children must receive the same level of protection from harm as other children and the same procedures be followed.

### **Migrant children and those seeking asylum in the UK**

The number of migrant children in the UK has increased in recent years. Some move here with family/relatives or other adults and some arrive unaccompanied.

- These children may be vulnerable for a variety of reasons, which may include:
- Insecurity about their legal status, place of residence and carers;
- Separation from significant family members, sometimes against their will;
- Cultural and language difficulties;
- Trauma connected with previous experiences in countries of origin and the circumstances of their departure, including child abuse, being forced to become child soldiers or subjected to female genital mutilation;
- The child may have been moved illegally and be under severe pressure to give a false account of themselves, or to keep secrets;
- Evidence shows that unaccompanied children or those accompanied by someone who is not their parent are particularly vulnerable.
- The possibility that some of these children may be privately fostered should also be borne in mind and if suspected referred to the MASH.
- Safeguarding and promoting the welfare of these children must always remain paramount.



## Contextual Safeguarding

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Contextual Safeguarding therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts.

Parents/Carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent child relationships.

***For further advice see Sexual Violence and Sexual Harassment  
between children in schools and colleges December 2017***

## Peer on Peer Abuse

Peer on Peer Abuse is when children abuse other children. This can include but is not limited to bullying (including cyber bullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm. Sexting and initiating hazing type violence and rituals.

A safeguarding issue may be considered if the allegation:

- Is being made against an older pupil and refers to their behaviour towards a younger or more vulnerable pupil
- Is of a possible criminal nature
- Puts other pupils in the school at risk, or raises the risk factor for others
- Indicates that other pupils may have been harmed or be at risk of harm
- Includes bullying (under the definition of emotional abuse) or intimidation

Specific safeguarding issues against another student may include:

- Physical abuse:
  - Pre-planned violence
  - Physical altercations
  - Forcing other to carry out violence
  - Forcing others to use drugs, alcohol or other substances
- Emotional abuse:
  - Bullying
  - Threats and Intimidation
  - Blackmail/extortion
- Sexual abuse:
  - Sexual assault
  - Indecent exposure
  - Indecent touching
  - Showing pornography to others
  - Forcing others to create/share/download indecent images
  - Sexting
- Sexual exploitation

- Encouraging/enticing other pupils to engage in inappropriate sexual behaviour
- Photographing or videoing other children performing indecent acts
- Sharing images through social media

All allegations made by a pupil against another student, which is of a safeguarding nature it should be reported to the DSL immediately.

Police and social care will lead any investigation, however where neither police nor social care thresholds are met, TCES - North West London will then undertake a thorough investigation following TCES Group policies and procedures.

## **E-Safety**

Online safety is taken very seriously at TCES - North West London and robust systems are in place to ensure appropriate filters and monitoring systems (unless there is a specific approved educational purpose); are in place to identify children accessing or trying to access harmful and inappropriate content online and all staff are aware safeguarding issues can manifest themselves via peer on peer abuse.

The main areas of risk for our TCES - North West London community can be summarised as follows:

### **Content**

- exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist language), substance abuse
- lifestyle websites, for example pro-anorexia/self-harm/suicide sites
- hate sites
- content validation: how to check authenticity and accuracy of online content

### **Contact**

- grooming
- cyber-bullying in all forms
- identity theft (including 'frape' (hacking Facebook profiles) and sharing passwords)

### **Conduct**

- privacy issues, including disclosure of personal information
- digital footprint and online reputation
- health and well-being (amount of time spent online (internet or gaming))
- sexting (sending and receiving of personally intimate images) also referred to as SGII (self generated indecent images)
- copyright (little care or consideration for intellectual property and ownership – such as music and film) (Ref Ofsted 2013)

***For full information – see TCES Group e-Safety/Acceptable Use/ICT Policy***

## **Female Genital Mutilation (FGM)**

Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 5 and 8.

Risk factors for FGM include:

- low level of integration into UK society
- mother or a sister who has undergone FGM
- girls who are withdrawn from PSHE
- visiting female elder from the country of origin
- being taken on a long holiday to the country of origin
- talk about a 'special' procedure to become a woman

Symptoms of FGM

FGM may be likely if there is a visiting female elder, there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out-of-school to visit an 'at-risk' country (especially before the summer holidays), or parents who wish to withdraw their children from learning about FGM. Staff should not assume that FGM only happens outside the UK.

Indications that FGM may have already taken place may include:

- difficulty walking, sitting or standing and may even look uncomfortable.
- spending longer than normal in the bathroom or toilet due to difficulties urinating.
- spending long periods of time away from a classroom during the day with bladder or menstrual problems.
- frequent urinary, menstrual or stomach problems.
- prolonged or repeated absences from school or college, especially with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return
- reluctance to undergo normal medical examinations.
- confiding in a professional without being explicit about the problem due to embarrassment or fear.
- talking about pain or discomfort between her legs

TCES aims to create an 'open environment' where children feel comfortable and safe to discuss the problems they are facing – an environment where FGM can be discussed openly, and support and counselling are provided routinely. Children need to know that they will be listened to and their concerns taken seriously.

**We create an 'open' and supportive environment by:**

- circulating and displaying materials about FGM
- displaying relevant information, e.g. details of the NSPCC's Helpline and Child Line services, Careline, National Domestic Violence Helpline and appropriate black and minority ethnic women's groups
- ensuring that a private telephone is made available should children need to seek advice from the above organisations or other relevant groups discreetly;
- informing/raising awareness about issues around FGM with colleagues – as well as including appropriate training in continuing professional development;

- ensuring that the designated member of staff with responsibility for safeguarding children is well versed in the issues around FGM; referring Children to an education welfare officer, a child protection lead, pastoral tutor, learning mentor or school counsellor as appropriate;
- encouraging young people to access appropriate advice, information and support
- making materials such as books and DVDs available
- introducing FGM into the school curriculum within relevant classes, such as: Personal, Social and Health Education (PSHE) in England, – particularly in 'Sex and the Law' for Key Stages 3, 4 and 5, and ensuring accurate naming of body parts in Key Stage 1 which can be the first stage in ensuring that girls are aware of their bodies and rights Citizenship, Religious Knowledge, Drama, History, Sociology.

**Staff should:**

- talk about FGM in a professional and sensitive manner;
- explain that FGM is illegal in the UK and that they will be protected by the law;
- recognise and respect their wishes where possible, but child welfare must be paramount. FGM is child abuse and against the law. If a member of staff believes that the girl is at risk of FGM, or has already undergone FGM, the police and social services must be informed even if this is against the girl's wishes. If you do take action against the Child's wishes, you must inform them of the reasons why;
- activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with the police and children's or adults' social care;
- ensure that the girl is informed of the long-term health consequences of FGM to encourage her to seek and accept medical assistance;
- liaise with the designated teacher with responsibility for safeguarding children;
- refer the child, with their consent, to appropriate medical help, counselling and local and national support groups
- ensure that safeguarding and protection is considered for any female family members.

**Staff should not:**

- treat such allegations merely as a domestic issue;
- ignore what the child has told them or dismiss out of hand the need for immediate protection;
- decide that it is not their responsibility to follow up the allegation;
- approach the Child's family or those with influence within the community, in advance of any enquiries by the police, adult or children's social care, either by telephone or letter.

**Remember:**

- The child may not wish to be referred to a social worker, police officer or a guidance/pastoral/head teacher from her own community.
- Consult other professionals, particularly an experienced manager/colleague, the local police child protection or domestic violence unit.
- Speaking to the Child's parents about the action you are taking may place the Child at risk of emotional and/or physical harm. Therefore, do not approach the family as they may deny the allegations, expedite any travel arrangements and hasten their plans to carry out the procedure.

## FGM Mandatory Reporting Duty

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon **teachers** along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining children, but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at - *Mandatory reporting of female genital mutilation procedural information*

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also still consider and discuss any such case with the school or college’s designated safeguarding lead and involve children’s social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures.

What to do when a Child stops attending school

If a teacher or other member of staff suspects that a Child has been removed from, or prevented from, attending education **as a result of FGM**, a referral should be made to the local authority adult or children’s social care and the police. - Staff may consider speaking to the Child’s friends to gather information – although they should not make clear that FGM is suspected as this may get back to the family who may hasten any plans to perform the procedure.

All Staff should be aware:

That there may be occasions when a teacher visits the family to find out why the Child is not attending school. The family may tell the teacher that the Child is being educated overseas. Sometimes, the family may suggest that the teacher speaks to the Child on the telephone. If this occurs, the teacher should refuse to speak on the telephone and (if the Pupil is a British national) insist that the Pupil is presented at the nearest British Embassy or High Commission.

Staff should not:

- remove the Pupil from the school register without first making enquiries and/or referring the case to the police and local authority adult or children’s social care;
- dismiss the Child as taking unauthorised absence

TCES Group ensure all staff are trained and understand that is mandatory to report all instances of the practice in girls below the age of 18



***For full information please read in conjunction with HM Government: multi-agency practice Guidelines: Female Genital Mutilation.***

## **Child Sexual Abuse (CSA)**

It should be noted that there are no typical families where sexual abuse occurs but there are some factors that occur in such families more frequently. These are:

- Poor or confused parent/child relationships (especially with mothers);
- Parents unavailable (especially mothers) through absence, illness or \*depression;
- Families with a step father or \*where the mother has a succession of male partners;
- Violence between the adults, \*especially of a male partner towards the mother  
*\*These are also known key factors in situations of abuse between siblings, or by a child or young person towards another child or children.*
- Children under 16 years of age cannot provide lawful consent to any sexual activity, though in practice many are involved in sexual contact to which, as individuals, they may have agreed.

## **Child Sexual Exploitation (CSE)**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Indicators of child sexual exploitation may include:

- Acquisition of money, clothes, mobile phones, etc. without plausible explanation;
- Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from school, college or work;
- Leaving home/care without explanation and persistently going missing or returning late;
- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;
- Evidence of/suspicious of physical or sexual assault;
- Relationships with controlling or significantly older individuals or groups;
- Multiple callers (unknown adults or peers);
- Frequenting areas known for sex work;
- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours; and
- Self-harm or significant changes in emotional well-being.



Potential vulnerabilities include:

Although the following vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all children with these indicators will be exploited. Child sexual exploitation can occur without any of these issues.

- Having a prior experience of neglect, physical and/or sexual abuse;
- Lack of a safe/stable home environment, now or in the past (domestic abuse or parental substance misuse, mental health issues or criminality, for example);
- Recent bereavement or loss;
- Social isolation or social difficulties;
- Absence of a safe environment to explore sexuality;
- Economic vulnerability;
- Homelessness or insecure accommodation status;
- Connections with other children and young people who are being sexually exploited;
- Family members or other connections involved in adult sex work;
- Having a physical or learning disability;
- Being in care (particularly those in residential care and those with interrupted care histories); and
- Sexual identity.

**(for further information see ‘Child sexual exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation February 2017)**

## **Child Criminal Exploitation (CCE) including County Lines**

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

Some of the following can be indicators of CCE:

- children who appear with unexplained gifts or new possessions;
- children who associate with other young people involved in exploitation;
- children who suffer from changes in emotional well-being;
- children who misuse drugs and alcohol;
- children who go missing for periods of time or regularly come home late; and
- children who regularly miss school or education or do not take part in education.

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of “deal line”.

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

**(Further information on the signs of a child’s involvement in county lines is available in guidance published by the Home Office which can be found at:**

**<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>**)

## **Sexual Violence and Sexual Harassment between children**

The initial response to a disclosure is important and should be reported directly to a DSL. It is essential that children are reassured they are being taken seriously and that they will be supported. It should also be noted that, incidents of this type can occur online and offline both physical and verbal and never acceptable.

- Significant harm may be caused to children by the abusive behaviour of other children, however a distinction may need to be drawn between behaviour best dealt with by anti-bullying policies and more complex behaviour where both perpetrator and victim may need specialist help;
- Advice must be sought from the child protection agencies if there is any doubt;
- Where behaviour is sexual, a child protection referral must be made to explore the reasons for the behaviour, as it may indicate abuse suffered elsewhere by the perpetrator and possibly the victim. The Police will be involved where a crime has been committed of rape, assault by penetration or sexual assault.
- Where sexualised behaviour is identified, a child may need to be placed on a treatment programme, but will still need to be educated in a school setting, in these cases a full risk assessment must be carried out, the management of such situations will need to take into account the likely impact on the whole school, the curriculum as well as on individuals.

***For further advice see Sexual Violence and Sexual Harassment between children in schools and colleges December 2017***

## **Honour Based Violence (HBV)**

The definition of HBV is ‘A crime or incident which has or may have been committed to protect or defend the honour of the family and/or community. ‘There is no specific offence of HBV. It is an umbrella term to encompass various offences covered by existing legislation. and can be described as a collection of practices, which are used to control behaviour within families or

other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. It is a violation of human rights and may be a form of domestic and/or sexual violence. There is no, and cannot be, honour or justification for abusing the human rights of others.

Staff should not:

- treat such allegations merely as a domestic issue;
- ignore what the Child has told them or dismiss out of hand the need for immediate protection;
- decide that it is not their responsibility to follow up the allegation;
- approach the Child's family or those with influence within the community, in advance of any enquiries by the police, adult or children's social care, either by telephone or letter.

Staff should:

- Contact The Honour Network, which is a confidential helpline providing emotional and practical support and advice for victims and survivors (male & female) of forced marriage and/or honour based violence and abuse. It provides advice and support to potential victims in crisis and professional agencies.

**helpline** on 0800 5999 247

[www.karmanirvana.org.uk](http://www.karmanirvana.org.uk)

## **Domestic Abuse/Violence**

The definition of Domestic Abuse is:

any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass but is not limited to: psychological; physical; sexual; financial; and emotional.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Barriers to disclosure for children include

- Protective of their mother;
- Protective of their abusing parent;
- Extremely fearful of the consequence of sharing family 'secrets' with anyone. This may include fears that it will cause further violence to their mother and/or themselves;
- Being threatened by the abusing parent;
- Fearful of being taken into care;
- Fearful of losing their friends and school;
- Fearful of exposing the family to dishonour, shame or embarrassment;
- Fearful that their mother (and they themselves) may be deported.

Staff should not press the child for answers but instead **SHOULD**

- approach the subject with a child with a framing question so that the subject is not suddenly and awkwardly introduced,
- explain that the disclosure cannot be kept confidential and that the information will be shared with social care
- Listen and believe what the child says
- Reassure the child that the abuse is not their fault, and it is not their responsibility to stop it from happening

Parents/Carers can be given several telephone numbers, including local police community safety units, local domestic violence advocacy services Childline number (0800 1111), and the NSPCC Child Protection Helpline (0808 800 5000)

## **Forced Marriage**

- Education settings often wrongly feel it is not their place to tackle the issue of forced marriage, however forced marriage is recognised as a form of domestic violence and a serious abuse of human rights.
- It is not sanctioned within any culture or religion and is not the same as an arranged marriage in which both spouses can choose whether or not to accept the arrangement.
- In forced marriage, one or both spouses do not consent and some element of duress is involved, including physical and emotional pressure.
- Education staff should be alert to potential warning signs and consider (whilst being careful not to assume) whether forced marriage may be the reason.
- These warning signs can include:
  - a sudden drop in performance;
  - truancy;
  - conflicts with parents over continued or further education;
  - excessive parental restrictions and control;
  - history of domestic violence in the family;
  - extended absence through sickness or overseas commitments;
  - depressive behaviour including self-harming;
  - history of siblings leaving education early and marrying early.

This is not an exhaustive list and if concerned please follow the company/school CP Flowchart.

Further information can be obtained from the Community Liaison Unit (CLU) at the Foreign Commonwealth Office (FCO) – 020 7008 0135/0230/8706 or 020 7008 1500 (out of hours emergency) or the Child Protection Policy Team at the DfES - 01325 392037.

## **Belief in 'possession' or 'witchcraft'**

- Belief in 'possession' or 'witchcraft' is widespread and not confined to particular countries, cultures, religions or immigrant communities.
- Children involved can suffer damage to physical and mental health, capacity to learn, ability to form relationships and self esteem.
- A child/ren may be viewed as different or difficult, and this attributed to their being 'possessed' or involved in 'witchcraft'. Attempts to 'exorcise' the child may be made,

that may involve severe beatings, burning, starvation, cutting or stabbing and/or isolation. This usually occurs within the child's household.

- Staff should look for possible indicators and apply basic safeguarding principles, such as information sharing across agencies, so as to be able to identify those at risk of this type of abuse.

## **Child Abduction**

- It is an offence for a parent or guardian to take or send their child out of the UK without appropriate consent. Child abduction may arise in situations where a child is the victim of a forced marriage or is forced into prostitution. It is more likely to arise however, when parents of a child divorce or separate.
- When education staff become aware that parents have separated and there are issues regarding child custody, they should seek information as to whether there are any conditions covering the child's custody e.g. do both parents have parental responsibility, is there a court order etc, and whether there are any legal restrictions on either partner collecting the child from school.
- Any concerns or allegations of child abduction or the threat of child abduction should immediately be brought to the attention of the DSL and be the subject of an urgent child protection referral.

## **Child victims of trafficking**

- Trafficking is defined as 'the recruitment, transportation, transfer, harbouring or receipt of persons by means of threat, or use of force or other forms of coercion for the purpose of sexual or commercial exploitation or domestic servitude' (AFRUCA/ NSPCC).
- Trafficking in people involves crimes, spanning a variety of countries and involving an increasing number of victims, who can experience considerable suffering.
- There are many factors that may indicate that a child has been trafficked, which can include:
  - going missing, or missing for periods of time;
  - a history with missing links and unexplained moves ;
  - attending for a term or so before disappearing (schools need to look out for patterns of registration and de-registration);
  - has limited freedom of movement, is withdrawn or refuses to talk;
  - is known to beg for money; has no money/other financial resources, but has a mobile phone or is driven around by an older male/boyfriend;
  - shows signs of physical or sexual abuse, signs of sexual behaviour or language and/or has contracted a sexually transmitted disease;
  - has not been registered with or attended a GP practice;
- Child protection procedures should always be applied where there is suspicion that a child may be being trafficked and Police or the MASH must be informed;

For helpful additional guidance see the Trafficking Toolkit.  
([www.crimereduction.gov.uk/toolkits](http://www.crimereduction.gov.uk/toolkits))



## **Child Pregnancy**

- The legal age for consent to sexual intercourse is 16. Assumptions should not be made that teenage pregnancies at any age are as a result of consensual sexual intercourse;
- In all cases of a child's pregnancy becoming apparent to staff, consideration should be given to referring the matter to the MASH in accordance with the referral procedures stated above;
- Staff who have regular contact with pregnant teenagers have a responsibility to consider the welfare of both the prospective mother and her baby.

## **Prevent Duty- Anti-Radicalisation and Extremism**

Effective from 1 July 2015, we have a duty in the Counter Terrorism and Security Act 2015 to have due regard to the need to prevent children from being drawn into terrorism.

TCES - North West London promotes fundamental British values as part of broader requirements through our curriculum relating to the quality of education and to promoting the spiritual, moral, social and cultural development of children.

At TCES - North West London we understand that being drawn into terrorism includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.

Staff will be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a Prevent referral.

We ensure that TCES - North West London is a safe place in which our children can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas. We understand that the Prevent duty is not intended to limit discussion of these issues, however we are mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues as posed and placed on the proprietors of independent schools, by the Independent School Standards.

We risk assess all visiting speakers whether invited by staff or by children themselves and ensure that they are suitable and appropriately supervised.

We work in partnership with the 'Working in partnership' and take into account the policies and procedures of the MASH

All staff undergo relevant training including 'Prevent Training' to give them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups. Staff will seek further guidance from their DSL who if necessary made a referral to the Channel Programme.

- Our E-safety / Acceptable Use / ICT Policy is robust and sets out clear guidelines on internet use and appropriate levels of filtering.

- The Prevent lead in TCES - North West London is the DSL. Please see TCES Prevent Duty Statement on TCES website

How to spot the signs of somebody being radicalised:

The following are some signs that could mean somebody could be at risk of radicalisation or is going through a radicalisation process:

Physical changes:

- Sudden or gradual change in physical appearance
- Sudden or unexpectedly wearing religious attire
- Getting tattoos displaying various messages
- Unexpectedly shaving their head (skinhead)
- Possesses unexplained gifts and clothing (groomers will sometimes use gifts such as mobile phones and clothing to bribe a young person)

Social changes:

- Cuts ties with their friends, family or community
- Starts to become socially withdrawn
- Becoming dependent on social media and the internet
- Begins to associate with others who hold radical views
- Bullies or demonises other people freely
- Visits extremist websites, networks and blogs

Emotional and verbal changes:

- Advocates violence or criminal behaviour
- Exhibits erratic behaviour such as paranoia and delusion
- Speaks about seeking revenge
- Starts to exhibit extreme religious intolerance
- Demonstrates sympathy to radical groups
- Displays hatred or intolerance of other people or communities because they are different

Things to consider before assuming that somebody has been radicalised:

Not everybody will share the same view or opinion. Holding a different view – religious, social or political, does not mean that somebody is radical. The concern is when somebody with an extreme view acts or intends to act upon their view(s) in a way that is harmful to themselves or others. Even if they do not intend to act upon their view, extreme views that are based on lies and misguidance can be extremely damaging to somebody's mental health.

You should always use your professional judgment about somebody and if in any doubt seek advice.

## **Upskirting**

The Voyeurism Offences Act, which was commonly known as the Upskirting Bill, was introduced on 21 June 2018. It came into force on 12 April 2019.

- Upskirting is a highly intrusive practice, which typically involves someone taking a picture under another person's clothing without their knowledge, with the intention of viewing their genitals or buttocks (with or without underwear).

- Transportation services have reported a rise in the offence however, it can occur anywhere and involve any gender.
- The new law will capture instances where the purpose of the behaviour is to obtain sexual gratification, or to cause humiliation, distress or alarm.
- The perpetrator can face up to two years imprisonment if found guilty of the offence.
- The law protects those who are victims of the offence from being named in the media.
- Staff must report any concerns to the DSL or the Head of School.

## **Missing Children from Education (CME)**

TCES - North West London has an Attendance Policy in place detailing what to do if a child is missing from education.

All staff should look out for potential indicators of abuse or neglect such as triggers;

- Repeat occasions of absence.
- FGM signs
- Traveling to conflict zones – prevent (radicalisation)
- Force marriage
- Child Sexual Exploitation (CSE)
- Criminal Exploitation – county lines

**Staff must report all children missing from education for 10 consecutive days to the DSL who will inform social care**

***For detailed information in relation to child missing from education please see the TCES Attendance Policy'***

## **Allegations Against Staff**

We aim to provide a safe and supportive environment which secures the wellbeing and very best outcome for our children. We do, however recognise that sometimes allegations of abuse are made.

We recognise that allegations, when they occur, are distressing and difficult for all concerned. We also recognise that some allegations are genuine and that there are adults who deliberately seek to harm or abuse children.

We take all possible steps to safeguard our children and to ensure that the adults at NWLIS are safe to work with children. We recognise the possibility that adults working in the school may harm children, including governors, volunteers, supply teachers and agency staff. We will always ensure that procedures outlined in Working Together to Safeguard Children and Part 4 of Keeping Children Safe in Education are adhered to, alongside our local procedures (Chapter 7 of the London Child Protection Procedures) and will seek appropriate advice from LADO.

The LADO (Paul Andrews) can be contacted to request a consultation or to make a referral via email: [asv@ealing.gov.uk](mailto:asv@ealing.gov.uk) / [child.protection@ealing.cjsm.net](mailto:child.protection@ealing.cjsm.net) or by phone on 020 8825 8930

Allegations that require consultation with the LADO include where an individual who works with children (or volunteers with children) both within the TCES Group or externally has;

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates that they pose a risk of harm to children.
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

*In addition, staff should also alert the Head Teacher if an individual who is working in London has behaved in a way in their personal life that raises safeguarding concerns. These concerns do not directly relate to a child (see Chapter 7 of the London Child Protection Procedures for further guidance)*

The member of staff receiving the information should inform the Head Teacher immediately

An allegation made against the Head Teacher should be reported to the company wide Head of Safeguarding immediately (if they are not available then report to the Schools Proprietor.

If an allegation is made in relation to the Schools Proprietor, the Head Teacher should contact the LADO directly and seek advice.

Any staff who does not feel confident to raise their concerns within TCES - North West London or the TCES Group should contact LADO directly on 0203 3733803

General guidance can be found at <https://protect-advice.org.uk/> who provide confidential advice on whistleblowing. The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally.

Staff can call: 0800 028 0285 – the helpline is available from 8:00 AM to 8:00 PM, Monday to Friday, or they can email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

***NOTE: for detail, please refer to the TCES policy on ‘Whistleblowing’***

#### **Associated Policies and Guidance Documents:**

- Chapter 7 of the London Child Protection Procedures
- Keeping Children Safe in Education 2020
- Working Together to Safeguard Children

## **Part Two Child Protection**

Child protection is a part of safeguarding and promoting welfare of children. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

'Working Together to Safeguard Children 2018 sets out how organisations and individuals should work together to safeguard and promote the welfare of children and how practitioners should conduct the assessment of children.

**Staff must be aware that:**

- It is not the responsibility of teachers and other staff in schools or other education settings to investigate allegations or suspected cases of abuse
- Procedures are in place for dealing with allegations against staff members
- Procedures are in place for dealing with abuse by children against other children and full details of these can be found in the school's Anti-Bullying policy. Staff must not take any action beyond that agreed in the procedures established by TCES and the MASH
- Staff cannot promise a child complete confidentiality - instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe
- TCES - Northwest London must ensure that parents are aware that the full texts of the Child Protection and associated policies are available on request;

## **Training**

All staff within the school receive Safeguarding, including Child Protection, training and updates as appropriate that equip them with the knowledge and skills necessary to carry out their responsibilities for Safeguarding and Child Protection; this training will be refreshed at two-yearly intervals as a minimum.

The Head of Safeguarding and Schools Proprietor will refresh their training at annual intervals, to be able to discharge their duties competently, and this training will include inter-agency working. In addition, all staff will be given an annual update to ensure that they are fully informed on updated guidance and safeguarding practice.

Certificates will be placed on individual staff files on completion of any training provided.



## **Section I - Child Protection Procedures**

### **Guidance on Dealing with Child Protection Welfare Concerns - Good Practice Guidelines**

- It is essential that any child abuse issues are not trivialised or exaggerated and that the proper steps are followed.
- Please be aware that words and actions may be open to misinterpretation and therefore you should take great care to avoid situations in which your own words or actions could be misunderstood.
- You are responsible for ensuring that abusive peer activities such as bullying do not occur or are actively addressed.
- All steps must be taken to ensure that TCES - North West London practices are safe for children, young people, staff and visitors. Any concerns that you may have should be dealt with or reported swiftly.

**You may become aware of possible abuse/child welfare concerns in various ways. You may:**

- see it happening;
- suspect or have concerns because of signs such as those listed in 'Identifying abuse'
- have concerns reported to you by a child or third party.

**It is particularly important** to respond appropriately and to remember always that the best interests of the child or young person - and the need for any abuse to stop - come before the interests of anyone else, including TCES Group/TCES - North West London or a potential abuser. Any member of staff with an issue or concern relating to Child Protection should immediately discuss it with a senior member of staff. It should also be made clear to children that confidentiality cannot be guaranteed in respect of child protection issues.

**NOTE: See 'Listening to Children' – Section II**

### **Procedures - Designated Safeguarding Lead**

There is a DSL based in the school and a deputy to act in their absence (see key contact details). Should they both be absent or unavailable, the matter must be referred to the Head of Safeguarding. Whilst new staff are awaiting their DSL training, the Head of Safeguarding will hold the role of DSL alongside the Head Teacher.

The DSL Role includes:

- referring cases of suspected abuse to social care
- refer to the Head of Safeguarding if an allegation is against member of staff
- work with HR to refer cases where a person is dismissed due to risk/harm to a child to the DBS
- refer cases where a crime has been committed to the police
- liaise with Head of Safeguarding where S47 and/or police investigations are in process
- act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding to make a referral by liaising with relevant agencies.

## **Immediate Action**

There is a difference between immediate danger and concern for a child. If a child is in immediate danger or at risk of harm a referral should be made to children's social care and/or the police immediately (anyone can make a referral)

Concern for a child must be raised with your DSL.

Where a concern is reported to/identified by a member of staff, the first priority is to establish whether the child is in need of medical attention and/or protection:

- If urgent action is required, medical assistance should be obtained if needed and an immediate referral made to the MASH and/or the police;
- If a child is in need of protection, police can initiate a police protection order (PPO) in cases of emergency, while MASH can apply to a court for an emergency protection order (EPO);
- The law also allows staff to take all reasonable steps to offer immediate protection to a child at risk of harm e.g., from a violent or incapacitated parent.

## **Action by Person Initially Identifying/Receiving a Concern or allegation**

Any member of staff receiving details of a concern or allegation should:

- respond with tact and care (remembering to keep an open mind);
- listen and treat the concern seriously, avoiding expressions of shock or disbelief ;
- communicate as appropriate to the age and understanding and any communication or language difficulties of the child/person reporting;
- allow the child to tell their own story. Research has shown that this initial telling can be the best therapy if they are able to 'talk it out';
- avoid leading questions;
- avoid expressions of sympathy that may pre-judge issues of potential abuse;
- avoid any promise of confidentiality but reassure the child/young person that the information will only be passed to those who 'need to know'.

## **Staff should be aware that:**

- the way in which you talk to a child can have an effect on the evidence which is put forward if there are subsequent criminal proceedings;
- while information must be gathered as accurately and thoroughly as possible when recording an allegation made by a child or young person, it is important to attempt to minimise the number of times they have to repeat themselves;
- TCES - North West London employees are only the first in a series of people who will talk to them in the course of an investigation. Having to repeat themselves unnecessarily may be traumatic for the child or young person. While child protection procedures are being followed, the needs of the child/young person may be overlooked and the procedure itself may be experienced by them as abusive.

If a child chooses to tell a member of staff about possible abuse, there are a number of things that can be done to support the child:

- stay calm and be available to listen;
- listen with the utmost care to what the child is saying, and check with them that you have heard what they have said correctly;

- question normally without pressurizing;
- don't put words in the child's mouth but note the main points carefully;
- reassure the child and let them know that they were right to inform us;
- inform the child that the information will have to be passed on.

The person receiving the concern **should not**:

- interrupt the child/person reporting when he/she is recalling significant events;
- make assumptions or interpretations;
- make suggestions or offer alternative explanations; this could be construed as 'coaching' or attempting to dismiss or minimize what is being said;
- use leading questions e.g., 'Did they do .... to you?' or 'What did they do next?' Use open questions only, such as 'What happened?' or 'Do you have anything else to tell me?'
- **DO NOT** attempt to investigate any suspicion of abuse. Only sufficient information should be sought to clarify whether a concern should be referred to the MASH and that decision lies with the Head teacher in consultation with the Proprietor.
- Do not criticise an alleged abuser. The child may love him/her and be very protective of the relationship or confused about their own role in the abuse. There may also be the possibility of reconciliation;
- Do not ask the child to repeat it all for another member of staff.

The person receiving a concern **should**:

- record in writing the information (if applicable, in the child's own words), including times, dates, place of incident(s), persons present and what was said;
- make a note of any accompanying non-verbal behaviour and how the information was imparted;
- be careful to differentiate between fact, observation, allegation and opinion;
- sign and date the written record.

**Staff should be aware** that the notes you make may be disclosed in any subsequent prosecution. You may also be called to give evidence in court proceedings and may be asked to refer to your notes.

**Any member of staff identifying or receiving details of a concern, must immediately:**

- report the matter to the DSL their deputy or appropriate substitute;
- make a written record of decisions made and action taken.
- **Always act in the best interest of the child.**

**Initial Action by the DSL**

- obtain written details, signed and dated, from the person who initially identified or received the concern (not from the child/person reporting the concern) and signed and dated by that person;
- countersign and date the written details;
- record any information about times, dates and location of incident(s) and details of any potential witnesses;
- **DO NOT** attempt to investigate. Inappropriate questioning could jeopardise a child protection or criminal investigation and may cause immediate distress to the young person/child.

## **Initial Consideration of Concern**

The member of staff identifying or receiving the concern and the DSL should:

- Discuss the concern and all available information in order to decide on the most appropriate course of action;
- If there is any doubt about the action to be taken, the DSL should seek advice internally from the Head of Safeguarding.

## **Consent**

- In general, any concerns about a child's welfare should be discussed with the family and, where possible, agreement sought to make a referral to the MASH, provided this does not increase the risk of harm to the child or lead to the potential withdrawal of a statement or destruction of evidence.
- The child's views should also be considered in deciding whether to inform the family, particularly where he or she is sufficiently mature to make an informed judgment, with the same provisos of due care.
- Where there is doubt about involving the child's family, the DSL should clarify with the Proprietor and MASH whether, and if so when and by whom, the parents/carers should be told about the referral and what action to take where consent is refused. It will not be necessary to disclose personal details of the child and family unless the advice confirms that a referral is needed. In either case, the DSL must keep a record of the advice received and who provided it.
- Action to ensure the safety of children must respect the rights, privacy and dignity of parents/carers as far as possible without jeopardising the child/ren's safety, recognising the stress that such interventions can cause and seeking to ensure that families are supported and services to support parenting/care are put in place.

## **Referral to the Newham Multi-Agency Safeguarding Hub (MASH)**

Where the DSL / Head of Safeguarding / School Proprietor decide that a concern needs to be referred to the MASH, he/she should provide as much information as possible about the nature of the suspicions, the child and the family, including:

- Full names, date of birth and gender;
- Family address;
- Name(s) of person(s) with parental responsibility or primary carer(s);
- Names and dates of birth of other household members, if known;
- Any need for an interpreter, signer or other form of communication;
- Any special needs;
- Any current and previous concerns, significant events or involvement of other agencies in the child's life;
- Developmental needs and parents'/carers' ability to respond to these needs.

**If urgent action or referral is required, the collation of such information must not be allowed to cause delay**

- The DSL must telephone the MASH where the child lives or is at the time.

- The referral should be made immediately if urgent action is required but within the same day as the allegation was reported regardless. The DSL should agree with the person receiving the referral what the child and parents/carers should be told and by whom.
- Where the referral is taken by a member of the MASH administration team, the DSL should seek to discuss the issue with someone from MASH
- The referral should be confirmed in writing within 24 hours. The MASH should then acknowledge the written referral within one working day of receipt.
- The DSL must record the decisions taken and reasons, together with the names of those involved in making those decisions. This record needs to be timed, dated and signed by all parties.

**It should always be remembered that** formal referrals from professionals cannot be treated as anonymous, and a parent/carer will ultimately become aware of the identity of the referrer.

### **Concerns Identified or Reported out of Office Hours**

- If a concern is identified or reported outside normal office hours, the DSL should contact the Local Authority Emergency Duty Team or the local police station. Written confirmation of the referral should be sent to the MASH the next working day.

### **Action After Referral**

- Following referral, the MASH should, within one working day, consider the next course of action, record their decision on a referral and information record and notify the DSL.

### **Outcome of referral to MASH or subsequently to the Child protection Team**

The decision by MASH or Child Protection team will be either:

- No further action
- A recommendation for an 'Early Help' intervention
- The DSL should record the reasons for this decision and discuss who is best placed to inform the child, if age appropriate and/or parent/carer;
- A Social Worker to conduct an assessment (pursuant to s.17 of the Children Act 1989)
- This assessment may require further information from and discussion with the school. The outcome will be recorded on an assessment record;
- Strategy discussion/meeting - an immediate multi-agency strategy discussion should take place where the information clearly indicates that the child has suffered or is at risk of significant harm.

### **Children's Services (Social Work) Assessment**

The outcome of an assessment will be either:

- No further action
- A recommendation for an 'Early Help' intervention
- The DSL should record the reasons for this decision and discuss who is best placed to inform the child, if age appropriate and/or parent/carer;
- The child is in need of additional services - this may require a 'CIN' plan in which education is likely to be asked to assist;
- A strategy discussion/meeting where the child has suffered or is believed to be at risk of significant harm.



## **Strategy Discussion / Meeting**

If a strategy discussion/meeting is required, it may take the form of a meeting or a series of telephone calls. This should be convened by the relevant Local Authority, who will consider involving the following:

- Representative from the appropriate police child protection unit(s) (usually the Child Abuse Investigation Team or 'CAIT');
- DSL and/or other member of staff with knowledge of child;
- Social worker for the child;
- Other authorities/agencies as appropriate in cross border cases;
- Other authorities/agencies as appropriate e.g., health.

The strategy discussion/meeting should consider:

- the information provided about the circumstances and context of the concern;
- whether any child or children is/are likely to be at risk;
- whether it is necessary to review any previous concerns;
- whether it is necessary to interview any child(ren), including ex-children of the school or any other schools;
- the response to the child's parents/carers and to the child (if age appropriate);
- appropriate support for the child and family.

The strategy discussion/meeting should decide whether there should be:

- enquiries by the Local Authority Children's Services under section 47 or section 17 of the Children Act 1989 and in accordance with local child protection procedures;
- related police investigations into possible criminal offences;
- no further action.

If the strategy discussion/meeting concludes that there should be an investigation by police and/or the Local Authority Children's Services, timescales and dates for future meetings should be agreed and tasks allocated.

If the decision of the strategy discussion/meeting is that there should be no further action under child protection procedures, the concerns may be referred to alternative agencies, including the school, for consideration of providing services to the child and family as part of an 'Early Help' intervention.

Minutes of the strategy discussion/meeting should be given to those taking part either immediately or as soon as possible thereafter. The DSL and/or other member of staff involved in the discussion/meeting should make a note of any actions required by the school / TCES Group.

## **Notification of Interested Persons**

The Police or a strategy discussion may decide that child protection enquiries or criminal investigation would be hindered by an approach to parties at an early stage or that certain information should not be divulged to them. The DSL should agree who is to be informed, by whom and what information should be given.

## **Notification of OFSTED**

The school will inform OFSTED as soon as is reasonably practicable but no later than 14 days of any actual abuse or allegations of abuse on the premises

## **Action by Education Staff during Child Protection and/or Criminal Investigation**

- The MASH and/or the Police may ask for assistance, including the release of relevant information in order to assist their enquiries/investigation.
- Section 27 of the Children Act 1989 places a duty on schools to assist a borough exercising its duty to provide support and services to children in need.
- Section 47 places a duty on schools to assist boroughs making enquiries into cases of children believed to have suffered or be at risk of significant harm.
- The DSL should check that the MASH and/or Police have requested consent for the information to be shared when a request is received for any personal or sensitive information about the child, other children or members of staff.

Consent will not be needed where:

- it is likely to increase the risk of harm to a child or other person;
- consent is refused but the child welfare concerns override the duty of confidentiality;
- seeking consent is likely to impede a criminal investigation. The DSL should monitor the progress of the case, by seeking regular updates from the Police and/or the MASH .
- The DSL should keep a record of all information collected, decisions made and actions taken. This record will include minutes of any strategy discussions/meetings attended. It should be noted that all records may need to be disclosed under the rules on disclosure in criminal investigations.
- Where the DSL is unsure about the legality of sharing information with any agency, advice should be sought from the Head of Safeguarding who will provide advice or seek the relevant legal advice.

## Challenging Responses to Concerns/Allegations

If at any stage a member of staff believes that a child protection concern is not being dealt with properly, he/she should report their concerns to the DSL / Head of Safeguarding / Schools Proprietor (where appropriate) and to challenge the response given to those concerns if they remain unsatisfied.

## Media

Child protection issues, including allegations against staff, may attract local and/or national media attention, depending on the seriousness of the matter or particular issues of interest at the time. This needs to be managed in a sensitive manner in order to minimise any distress to those involved.

Where a matter has attracted or is likely to attract media attention advice must be sought from the Proprietor, who will consult with the borough press office and other agencies as appropriate e.g., the Police, the MASH, etc. No staff member may make an informal or formal response to a media enquiry without the express permission of the Proprietor.

## Record Keeping

It is essential that accurate records are kept where there are any concerns about the welfare of a child (eg referrals, conference minutes, reports). These must be kept securely and separately from a child's educational records. These are exempted from the list of records which are available for examination by parents or children, unless subject to a Court order *[but see below - 'It should be noted that: ...']*.

Staff must keep the Head Teacher and Inclusion Manager informed of:

- poor attendance and punctuality;
- concerns about appearance and dress;
- marked changes in, or unusual behaviour;
- concerns about health and emotional wellbeing;
- deterioration in educational progress;
- discussions with parents about concerns relating to their child;

- concerns about home conditions or situation;
- concerns about child on child abuse (including bullying);
- concerns such as unknown adult(s) meeting a child regularly after school, or issues raised by a child about involvement in illegal drug use, crime or street gangs.

This recording system must be regularly maintained by the DSL and when a child moves to a new school the records must be sent under separate cover to the appropriate DSL. Photocopies of the records may be retained until receipt is confirmed by the child's new school.

All information written about children, or allegations made by children, must be kept to objective comments, verbatim accounts and factual information.

### **Keeping Parents/Carers Informed**

The Children Act 1989 (2004) and Human Rights Act 1998 have changed the way referrals to the MASH are made. Parents/carers now have a right to know that their child is being referred, unless it is reasonable to assume that this will place the child, or a member of staff, in danger or lead to the destruction of evidence.

Parents/carers or a guardian may bring an action for damages against a borough on behalf of a child/young person. The child when an adult may also do this in their own right, within three years of the injury coming to their attention, or longer if a court grants leave. Child records must therefore be kept for nine years after the child has left the education setting.

Data protection legislation gives parents/carers and former children the right to see their school records. Although child protection information is exempt from this requirement, if a parent/carer or former child asked to see notes registering any child protection concerns, it is likely that a borough would be obliged to show them, unless to do so would cause individual harm to the parent/carer or former child, except where the case had involved a criminal prosecution, care order or other legal prohibition.

Although this may raise concerns about issues being raised again years after they appear to have been dealt with, it is fair to say that in most instances of good practice, where concerns have been investigated and properly addressed at the time, it is unlikely that they will be revisited years later, unless the child, when an adult, feels that the response was inadequate, biased or unfair.

### **The following sections focus on:**

- 'Identifying Abuse' Section II,
- 'Specific Types of Abuse' Section III

## Section II - Identifying Abuse

### Definition

**Child abuse** can be defined as harm intended, inflicted or knowingly not prevented on a person under the age of 18 years by another in a position of power in relation to that child or young person. This power may be in the form of physical strength, age, status or authority. It can happen to any child regardless of their age, gender, race, religion or ability.

**Children are most commonly abused by someone known to them or close to them** within a relationship of trust, responsibility or authority such as a relative, neighbour, family friend, teacher, group leader, peer group member or acquaintance. They may then be placed under considerable pressure not to reveal what has been happening and may feel guilty and responsible for their involvement.

**Looked After Children** may be at particular risk, both in terms of their life experiences and vulnerability and in the difficulties, they may have in recognising, or alerting people to, forms of abuse occurring in their lives. These children and young people require vigilance and staff must be alert to behaviour that is 'unusual' or a warning sign for any child, such as self-harm, absconding, repeated illness or non-attendance. It is essential that staff do not allow the fact that the child is Looked After to be an excuse for non-action.

Staff must also be aware that:

- it is not their responsibility to investigate suspected cases of abuse;
- any action they take must be in line with the child protection procedures;
- they cannot promise a child complete confidentiality – it must be explained that they may need to pass information to other professionals to help keep the child or other children safe.

***NB: when dealing with child protection issues the word 'disclosure' is often used inappropriately. Always remember that any child protection issue reported by a child or young person remains an allegation or concern until it is substantiated.***

### Grave concern/At risk

This is not a distinct category but is dealt with separately. It covers a number of situations where a child may be vulnerable and at risk; children whose situations do not currently fit the above categories but where social and medical assessments indicate that they are at serious risk of abuse. Grave concern may be felt where a child shows symptoms of stress and distress and any of the following circumstances may apply:

- there is a known abuser in the family;
- another child in the family is known to have been abused;
- there is an adult in the family with a history of violent behaviour;
- the parents are involved with pornography to an unusual degree;
- the child is exposed to potential risk or exploitation via the Internet e.g. pornographic material or chat rooms.

***It is important to remember that a child or young person may experience more than one type of abuse, from more than one person who is abusing them and that any act of abuse may encompass more than one of the above categories.***



## **Section III - Specific Types of Abuse**

Types of abuse and neglect are defined as:

### **Abuse**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

### **Physical abuse**

A form of abuse which 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 or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Emotional abuse**

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar 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 a 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 cyberbullying), 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, although 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 also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can often be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect**

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. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access

to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Staff should be alert to the more specific types of abuse that exist and which may provide an explanation for any signs and symptoms that give rise to concerns.

### **Abusive images of children & information communication technology (ICT)**

The internet has become a significant means of distributing abusive images of children and as technology develops, the internet and its range of content services can be accessed through various devices; There is a growing concern that children may be abused through:

- Taking, downloading and/or distribution of images of abuse of children;
- Allowing /encouraging a child to have exposure to inappropriate material via ICT e.g. adult pornography and/or extreme forms of obscene material;
- Children engaging in text bullying and use of mobile camera phones to capture violent assaults of other children/young people for circulation;
- Images of abuse of children may be found in the possession of those who use them for personal use or distributed to children as part of the grooming process;
- Internet chat rooms, discussion forums and bulletin boards are used as a means of contacting children with a view to grooming them for inappropriate/abusive relationships. Subsequent communication may be via email, text message, instant messaging or mobile phone;
- For the purposes of child protection, potentially abusive images of children can be divided into:
  - Unlawful material;
  - Material, which although lawful, would give cause for concern and indicate that the person possessing it may pose a risk to children.

### **Unlawful material**

- An abusive image of a child under the age of 18 years old includes images in photographs, films, negatives, video tape, data stored on computers that can be converted into a photograph and 'pseudo-photographs' (images made by computers graphics, or other means, which appear to be a photograph). This also covers electronic images used by video phones and texting;
- It is for a court to decide what is 'indecent' by application of recognised standards of propriety;
- Possession of such material is an offence. Taking, showing or distributing such material amounts to a more serious offence.

### **Lawful material**

- Lawful material falls outside the above definition but may involve children in an indecent or sexual context. This could include pictures, cartoons, literature or sound recordings e.g. books, magazines, audio cassettes, tapes, CDs.
- The Police Child Abuse Investigation Unit (CAIU) can provide advice generally on matters of abusive images of children to other agencies.
- Abusive images involving children in an indecent or sexual context may be found in the possession of those who use them for personal use or distributed or used with children as part of the grooming process.

## Use of the Internet

The internet has become a significant tool in the distribution of abusive images of children, enabling ready access to such material. It may be downloaded and printed off in picture form or stored electronically on the hard drive of a computer, CD Rom, USB etc. Some adults use it to establish contact with children with a view to grooming them for inappropriate or abusive relationships. This may be accomplished through 'chat rooms' or contact by e-mail and may constitute an offence under The Sexual Offences Act 2003.

- Children may be encouraged to access abusive images of children themselves through using apparently innocent words in an internet search engine.
- As part of their role in preventing abuse and neglect, LSCBs or local safeguarding arrangements may offer activities to raise awareness about safe use of the internet and be a key partner in the development and delivery of training and education programmes with the Child Education and Online Protection Centre (CEOP). See [www.ceop.gov.uk](http://www.ceop.gov.uk)
- CEOP has also set up its own website which has been designed and written specifically for young people. It contains games and up to date information on having fun, staying in control and being safer online as well as details on how to report problems. See [www.ceop.gov.uk/children\\_and\\_young\\_people.asp](http://www.ceop.gov.uk/children_and_young_people.asp).
- Staff should inform Police if they are aware that:
  - a child has been the recipient of any suspicious contact through the internet or in receipt of pornographic material, as described above;
  - a person may be in possession of abusive images of children or have placed/accessed abusive images of children on the internet;
  - a child may have been inappropriately contacted or approached, directly or via the internet;
    - any individual involved in the creation, distribution or possession of abusive images of children may also be actively involved in their abuse. Police are expected to check whether anyone involved has access to children, including family and work settings, or is known to the MASH;
    - a strategy discussion must be held whenever it is suspected a parent or carer of children or someone with access to children in other contexts:
- is in possession of child abusive images of children; and/or has taken, shown or distributed child abusive images of children; and/or has used the internet to make inappropriate approaches to children.

***For full details and guidance please read TCES E-Safety Policy***

## Non-compliance in child protection/violence towards staff

- A feature in some serious case reviews has been the lack of co-operation and/or hostile attitude of parents/carers towards professionals. When there are child welfare or protection issues, a failure to engage with the family may have serious implications and non-intervention is not an option. This can lead to difficulties for all professionals working with the various family members.
- In some instances there will be a known history of actual violence.
- Where non-co-operation, hostility or violence is an issue, it is important to appreciate the significance for a child living in the family i.e., it will enhance the parent/carer's power and control and the child may fear reprisals if s/he were to speak to professionals.

- Workers may feel extremely vulnerable when visiting hostile families, especially those who challenge effectively and are perceived as a threat.
- Professionals may end up putting more effort into dealing with the resistance than addressing the real problems for the child/ren.
- It is good practice wherever possible:
  - to be clear from the outset about what is known about the family and parents/carers, so as to assess both risks and potential strategies.
  - to establish trust through active engagement, acknowledgement that the family may see things differently and demonstrating a respect for their views, whilst confronting inappropriate attitudes.
- Hostility and violence towards staff is a multi-agency issue, involving potential risks to staff of other agencies.
- If one agency has information that a parent/carer is known to be violent it has a responsibility to alert other agencies of the risks posed by that person.
- The MASH should then convene a multi-agency meeting to share strategic approaches across agencies in forming an action plan, in accordance with information sharing arrangements.
- All decisions and communications must be recorded clearly and shared.
- Where there are actual threats or incidents of violence the incidents must be reported immediately and local procedures followed for 'Violence at work' in relation to supervision, support, recording and reporting incidents to the Police.

## **Drug and Alcohol Using Parents**

- Children of parents who abuse drugs or alcohol may be at risk of harm either directly, eg access to dangerous substances, or from a lack of boundaries, parental warmth and support and discipline.
- 70% of children taken into care have parents who are suspected of substance abuse.
- Not all parents who misuse drugs or alcohol mistreat their children, however it is known that there is an increased risk of violence in families where parent/carers abuse substances and the children who are most vulnerable are those whose parents are violent, aggressive, neglectful or rejecting.
- Any concerns of this nature should be brought to the attention of the DSL and discussed with the MASH to decide whether a referral needs to be made.

## **Fabricated or induced illness**

- Fabricated or induced illness (FII) in a child is a condition whereby a child suffers harm through the deliberate action of her/his main carer and which is duplicitously attributed by the adult to another cause.
- There are 3 main and not mutually exclusive ways of the carer fabricating or inducing illness in a child:
  - Fabrication of signs and symptoms and fabrication of past medical history;
  - Fabrication of signs and symptoms and falsification of hospital charts, records, letters, documents and specimens of bodily fluids;
  - Induction of illness by a variety of means.
  - Harm to the child may be caused through unnecessary or invasive medical treatment, which may be harmful and possibly dangerous, based on symptoms

that are falsely described or deliberately manufactured by the carer and lack independent corroboration.

- The child may additionally suffer emotional harm through limitations placed on her/his development and social interaction e.g. overprotection, limitation of exploration and learning, prevention from participation.

## **Parental control issues**

- When children come to the attention of Police or others because of behaviour problems, this may indicate vulnerability, poor supervision or neglect.
- The Child Safety Order (CSO) is a compulsory intervention available below the significant harm threshold, designed to assist the child improve her/his behaviour and is likely to be used alongside other methods of intervention with the family. The borough can apply for a CSO where:
  - A child has committed an act which would have been an offence if s/he were aged 10 or above;
  - It is necessary to prevent such an act;
  - The child has caused harassment, distress or harm to others.
- A Parenting Order can be made alongside a CSO or when a CSO is breached. This is designed to engage with and support parents, whilst helping them to develop their ability to undertake parental responsibilities.
- Involvement of family members in prostitution does not necessarily mean children will suffer significant harm and the risks to the children in these circumstances come from the following potential sources:
  - Exposure of the child to unsuitable adults and sexual activity / materials, especially if the parent works from home;
  - Being left alone whilst the parent is working;
  - Being left with responsibility for younger siblings;
  - Inconsistent care – e.g. if the parent is imprisoned;
  - Factors associated with drug or alcohol misuse and/or mental health difficulty.

## **Parental learning disability**

- Parental 'Learning disabilities' or 'learning difficulties' refers to adults who are, or may become parents/carers for children and who meet the 3 core criteria which describe an individual as 'learning disabled' i.e.
  - Significant impairment of intellectual functioning;
  - Significant impairment of adaptive/social functioning, i.e., how an individual cope with every-day demands of community living;
  - Age of onset before adulthood: in order for an individual to be considered as 'learning disabled', impairment of intellectual adaptive/ social functioning usually needs to have been present before the age of 18 years.
- As with any parent, the ability of those who have a learning disability to provide a reasonable standard of care will depend on their own individual abilities, circumstances and the individual needs of the particular child.



- Learning disabled parents may also experience additional stressors e.g., having a disabled child, domestic violence, poor physical or mental health, substance misuse, social isolation, poor housing, poverty and a history of growing up in care. Such stressors, when combined with parental learning disability, are more likely to lead to concerns about the care of children.
- Parents with a learning disability may therefore need positive ‘whole family’ support to develop sufficient understanding, resources, skills and experience to meet the needs of their child.
- With effective, sustained support over time adjusted to meet the changing developmental needs of a growing family, learning disabled parents are potentially able to provide good enough care (see [www.scie.org.uk/publications/briefings/briefing14/](http://www.scie.org.uk/publications/briefings/briefing14/) or recent research cited at [www.bris.ac.uk/Depts/NorahFry/](http://www.bris.ac.uk/Depts/NorahFry/)
- Children of parents with learning disabilities may assume some level of responsibility of looking after their parent and/or siblings, one or more of whom may also be learning disabled.
- Individuals who may pose a risk to children sometimes target parents with learning disabilities. In these situations, the children could be vulnerable to neglect and/or other forms of abuse.

## **Parental physical and sensory disability**

- Though there is no evidence to suggest that physical or sensory disability should be a child protection issue, research does indicate that parents who have such impairments can experience great difficulty in performing a range of domestic and child care tasks.
- Individual/personal factors, levels of support from family, poverty and the degree of social exclusion all impact upon an individual’s ability to offer ‘good enough’ parenting.
- If a disabled parent cannot fulfil their role as parent to their own and others’ satisfaction, it may affect their self-esteem and self-image and in turn generate feelings of anxiety, frustration and guilt.
- Impact has been observed on a child/ren’s growth, development, behaviour and/or mental/physical health, including alcohol/substance misuse and self-harming behaviour.
- For further practical guidance, see: SCIE’s briefing paper number 13 February 2005 ‘Helping parents with a physical or sensory impairment in their role as parents’ [www.scie.org.uk](http://www.scie.org.uk).

## **Self-harm**

- Self-harm, self-mutilation, eating disorders, suicide threats and gestures by a child must always be taken seriously and may be indicative of a serious mental or emotional disturbance.
- The possibility that self-harm, including a serious eating disorder, has been caused or triggered by any form of abuse or chronic neglect should not be overlooked.
- This may justify a referral to the MASH for an assessment as a child in need and/or in need of protection. A staff member who is in doubt about the required response should seek advice from the DSL.
- Consideration must also be given to protect children who engage in high-risk behaviour which may cause serious self-injury such as drug or substance misuse, running away, partaking in daring behaviour such as running in front of cars etc, all of which may indicate underlying behavioural or emotional difficulties or abuse.

It is good practice, when a child or young person is known to have either made a suicide attempt or been involved in self harming behaviour, to undertake a multi-disciplinary risk assessment, along with an assessment of need.

## **Social exclusion**

Many families are multiply disadvantaged and face chronic poverty and social isolation. Additionally, they may experience problems associated with living in disadvantaged areas, e.g. high crime rates and poor services, as well as limited employment opportunities. Many lack a wage earner. Racism and racial harassment may provide further stress to families in these circumstances.

Poverty may mean the children live in crowded or unsuitable accommodation, have poor diets, health problems or a disability, are vulnerable to accidents and may lack ready access to educational and leisure facilities.

Children may be indirectly affected through the association of this social exclusion with parental depression, learning disability and long-term health problems.

Referrals to the MASH should be made if the cumulative impact of the child's circumstances indicates that s/he is a child in need or is suffering or at risk of suffering significant harm.

## **Temporary accommodation and transient lifestyles**

Placement in temporary accommodation, often at a distance from previous support networks, can lead to individuals and families becoming disengaged from services and support systems.

Families who have experienced homelessness and are placed in temporary accommodation by boroughs may have very transient lifestyles.

Families in which children are harmed may move home frequently and avoid contact with caring agencies, so that no single agency has a complete picture of the family.

Along with other indicators of potential risk, the following circumstances associated with some mobile families are a cause for concern:

- Child/ren not consistently registered with a GP;

- Child/ren attending hospital Emergency Departments frequently for treatment, rather than engaging with primary health services;
- Child/ren missing from a school roll, or persistently not attending;
- Information 'patch worked' across a network of agencies with no single agency holding the whole picture of a family history.
- Where there are outstanding child welfare concerns, unusual extended non-school attendance may indicate that the family has moved out of the area.

## **Young Carers**

A 'young carer' is an individual aged under 18 who has a responsibility for providing primary or secondary care on a regular basis for a relative, often a single parent, or very occasionally a friend, whose needs may arise from:

- Physical or sensory disability;
- Learning disability or mental health related difficulty;
- Chronic or terminal illness;
- Misuse of drugs or alcohol.

Young carers are frequently involved in shopping, cooking, cleaning, ironing, washing clothes, budgeting the household income and nursing responsibilities including provision of intimate personal care, as well as emotional support.

This situation often leads a the young person's needs being overlooked and may on occasions give rise to abusive experiences, which a young carer is reluctant to address for fear of intervention and breakup of the relationship.

If there is any concern that a young carer is at serious risk of neglect, abuse or harm, this must be referred to the MASH and if appropriate, a strategy discussion held

## **Useful Websites and Source Materials for further information**

- Safeguarding Children Board websites:
  - London - [www.londoncouncils.gov.uk](http://www.londoncouncils.gov.uk)
  - Child Exploitation Online Protection Centre (CEOP) [www.ceop.gov.uk](http://www.ceop.gov.uk)
- HM Government: multi-agency practice Guidelines: Female Genital Mutilation.
- 'Safeguarding Children Involved in Prostitution' - May 2000 DoH
- The HBV network [www.karmanirvana.org.uk](http://www.karmanirvana.org.uk)
- Internet Watch Foundation [www.iwf.org.uk](http://www.iwf.org.uk) invites users to report illegal Web sites New Web site from the Information Commissioner
- GDP
- Internet proficiency through online games for KS2, with a free teacher's pack
- ThinkuKnow.co.uk
- Parentzone.org.uk
- CEOP has also set up its own website which has been designed and written specifically for young people. It contains games and up to date information on having fun, staying in control and being safer online as well as details on how to report problems [www.ceop.gov.uk/children\\_and\\_young\\_people.asp](http://www.ceop.gov.uk/children_and_young_people.asp).

## **Part Three: Safer Recruitment (Recruitment, Selection and Disclosure)**

### **Introduction**

For TCES Group, the welfare of children is paramount. To this end we operate a safer recruitment procedure which is detailed below.

### **Staff selection criteria**

Our selection criteria are based on the following:

1. Experience
2. Knowledge
3. Skills and Ability
4. Personality/Social Skills
5. Other factors relevant to the specific position

### **Permanent Staff Recruitment Procedure**

#### **Stage 1 Recruitment Preparation**

##### **1. Planning**

The Head Teacher should complete a recruitment request form with details for the role requesting to be filled, and once it is authorised, collaborate with the HR department to decide a timetable for the recruitment process of the role required. The job description, person specification and other documents to be sent to applicants should be reviewed and updated as necessary. It should be ensured that the application form seeks all relevant information and includes relevant statements about references etc. The application form should also include the disclosure of any criminal convictions and a question relating to whether the candidate currently has a DBS disclosure.

##### **2. Vacancy Advertisement - Adverts**

Any adverts to be placed should be sent to the HR department, where it will be put into our standard format and published on nominated websites, or through papers. The standard format includes the statement of commitment to safeguarding and promoting the welfare of children, and a statement to say full references and an Enhanced DBS Disclosure will be carried out on the successful applicant.

*Agencies* - If the role is to be advertised through agencies, then those suitable agencies on the approved agency list will be contacted by the HR department and provided with the timetable, job description and person specification and asked to source suitable candidates.

##### **3. Applications on receipt**

All applications should be scrutinised with any anomalies or gaps in employment noted to explore if the candidate is considered for the short-list.

##### **4. Once all the applications have been scrutinised a short-list should be drawn up of the most suitable candidates**

#### **Stage 2 Pre- Interview & Interview**

##### **1. Seeking References**

References should be sought directly from the referees of all the short-listed candidates. Specific questions should be asked which are covered in the TCES Group proforma reference form. A statement about the liability for accuracy should be included on all outgoing requests.

## 2. Receipt of References

Each reference should be checked against the information provided on the application form and scrutinised. Any discrepancy, issue or concern should be noted and taken up with the applicant at interview (if possible).

## 3. Interview arrangements

A panel of interviewers should be arranged with available times and dates agreed. The panel should consist of at least one person who has undertaken Safer Recruitment Training and the authority to appoint and for more senior roles the panel should consist of 3-4 people. The panel should meet before the interviews and agree the interview format, issues and questions, assessment criteria and standards.

## 4. Invitation to Interview

Once the available times have been set, candidates should be contacted to arrange a mutually suitable time for interview. Once this is agreed an interview pack should be sent to the candidate. This pack should include

- An invitation to interview including the list of documents to bring
- The list of ID specifying that 3 forms of ID are required with at least 1 of; photographic ID, proof of Date of Birth and proof of address (dated within the last 3 months)
- Job description and person specification
- Details on the company and specific site
- A map and directions of how to get to the interview location
- Policy on employment of ex-offenders
- Policy on Diversity and Equal Opportunities

## 5. Interview

At the start of the interview the identity and qualifications of the candidates should be verified by scrutiny of the appropriate original documents. Copies of the original documents should be taken and placed on file. The interview should explore the candidate's suitability for working with children as well as their suitability for the post. TCES Group has a two-section interview with the first stage being standard questions regarding suitability of the candidate to work with children and young peoples. This section specifies that the application form should be scrutinised as a check for gaps in employment and any gaps should have the reason for them written on the form including any breaks for raising a family. The first part of Section 1 asks the candidate to confirm that they are physically and mentally fit to perform the role, and to confirm that they are able to fully understand all questions put to them in the interview process both verbally and in written form, or if there if anything that would affect their ability to do so.

It also informs them that they will be required to complete a medical questionnaire and may be required to complete a medical with a medical professional if successful. Another question asks for confirmation that the candidate has understood the need for disclosing any criminal history and the full list of possible sanctions must be read out and the candidate asked to confirm that they have understood the list and have disclosed anything on the list. It is at this stage that any previous convictions, cautions, reprimands, warning, police arrests or Schedule 5 notices including those with no further action taken. It is the TCES Group policy that any non disclosure at interview of any such information as a potential case of gross misconduct and may lead to the termination of the contract of



employment at a later date. A further question asks if there is any other information that the candidate should disclose which could affect the candidate's employment or reflect badly on the company. It is the TCES Group policy that any non-disclosure at interview of any such information as a potential case of gross misconduct and may lead to the termination of the contract of employment at a later date

If appropriate after the interview the candidate should be asked for details to enable to HR department to carry out a DBS disclosure application.

The second part of the Interview consists of skill based questions specific to the role and separately tasks such as a literacy and numeracy test or written question on curriculum or finances may be set depending on the role.

A separate Request to Appoint form is completed with feedback from the interview process, confirmation the candidates whether successful or not, and the starting salary to be offered to a successful candidate.

### **Stage 3 post Interview**

#### **1. Conditional offer of employment**

The Recruiting Manager should inform the HR department as soon as a decision is reached on the candidate and should send over the interview documentation. The HR department will then make a conditional offer of employment to the suitable candidate following discussions with the recruiting manager and receipt of the interview summary sheet. The offer of appointment is made conditional on the satisfactory completion of the following pre-appointment checks and should be tailored specifically according to which checks are outstanding.

- References – Should be obtained and scrutinised as quickly as possible if not obtained before the interview
- Identity -Three forms of ID should be verified in person if not verified at interview, and should include photographic ID, proof of date of birth and proof of address as required for a DBS disclosure application. Any queries on this should be directed to the HR department.
- Qualifications -Any required qualifications should be verified by original certificates if not verified at interview.
- Permission to work in the UK– Proof of permission to work in the UK should be sort from non-EEA (European Economic Area) candidates. See Appendix A. Any queries on acceptable proof of permission to work in the UK should be directed to the HR department.
- DBS Disclosure – A satisfactory Enhanced DBS disclosure should be received for all those working directly with children. The guidance states that If the candidate's worked in a school in England within the last 3 months they can start work providing all other checks are complete and that the candidate is appropriately supervised, however it is the policy that TCES Group will only employ a permanent employee once a TCES Group DBS has been received, or if the candidate is on the update service and a TCES DBS has been applied for
- Children's barred list – previously List 99– A check will be carried out by the HR department to ensure the candidate is not prohibited from taking up the post. This will be printed and filed. The Children's Barred list will be checked as part of an Enhanced DBS disclosure.
- Prohibition from Teaching - For candidates applying for a teaching post, including head teacher, or to be a member of proprietor body and is not in regulated activity,

a check through the NCTL Secure Access for teachers or others who have been prohibited from teaching is carried out.

- Prohibition from work in Education - All candidates are checked to ensure they are not prohibited from working in education by carrying out a check of the Gov.uk website
- S128 Directive - All staff appointed to work in a management role are checked to ensure there is not a S128 directive against them. This is done by carrying out a DBS with a barred list and by checking the NCTL secure Access site as per the 'Prohibition from management of independent schools: checking for directions' guidance from the DfE
- Declaration of Association - All staff are asked to sign a declaration of Association where they confirm that to the best of their knowledge they do not reside with anyone who has been convicted or accused of any safeguarding offences or concerns and that should this change, they will notify the TCES Group immediately.
- Fit to Work – a Pre-placement online questionnaire through EmployerSafe Occupational Health is sent to the successful applicant and is reviewed and scrutinised by a qualified nurse to ensure the candidate is medically fit for the post.
- QTS– As an independent School TCES Group do not have to employ only teachers with QTS or QTLS, however all qualifications of teachers should be checked, and those with QTS are checked on the NCTL Secure Access database as a confirmation of these qualifications.
- Statutory induction -Evidence of this should be shown by teachers who obtained QTS after 7 May 1999 and is checked against the NCTL Secure Access site
- A suitable overseas check is carried out on successful candidates that have lived overseas for a minimum of 6 months for the past 5 years.

## 2. Induction

All new staff should have an induction plan that covers, in the first instance Health and Safety, Safeguarding, Child Protection, Behaviour Management, Confidentiality and the Emergency Reporting Structure.

The full induction should be carried out over a number of weeks and should include full training and CPD plans.

## **Temporary Staff Recruitment Procedures**

### **Stage 1 Choosing Candidates**

#### 1. Planning

The Head Teacher should collaborate with the HR department to confirm that the role is in the budget and then to decide a timetable for the recruitment process of the role required. The job description, person specification and other documents to be sent to applicants and agencies should be reviewed and updated as necessary.

#### 2. Vacancy Advertisement

The role is provided to agencies with terms of business agreed by the Recruitment Team for the relevant area who should be contacted and provided with the timetable and relevant documentation and asked to source candidates.

#### 3. CVs on receipt

All CVs received should be scrutinised with any anomalies or gaps in employment noted to explore if the candidate is considered for the short-list. *If the post is urgent then as*

*much information as possible should be found out on the possible candidates from the agency.*

4. Once all the applications have been scrutinised a short-list should be drawn up of the most suitable candidates

## **Stage 2 Pre- Interview & Interview**

*NB – For urgent placements the suitable candidate will need to be chosen from discussion with partnership agencies. Before using an agency the Recruitment Team will have discussions with the agency agreeing rates and terms of business*

### **1. Interview arrangements**

A panel of interviewers should be arranged with available times and dates agreed. The panel should consist of at least one person who has undertaken Safer Recruitment Training and has the authority to appoint and for more senior roles should consist of 3-4 people. The panel should meet before the interviews and agree the interview format, issues and questions, assessment criteria and standards.

### **2. Invitation to Interview**

Once the available times have been set, each candidate's relevant agency should be contacted by the Recruitment team to arrange a mutually suitable time for interview. The agency should be reminded that candidates must bring as a minimum, photographic ID with them.

### **3. Interview**

At the start of the interview the identity and qualifications of the candidates should be verified by scrutiny of the appropriate original documents. Copies of the original documents should be taken and placed on file. The interview should explore the candidate's suitability for working with children as well as their suitability for the post.

## **Stage 3 post Interview**

### **1. Conditional offer of temporary employment**

The Head Teacher should inform the Recruitment team as soon as a decision is reached on the candidate. The Recruitment team will contact the agency and ask them to complete the agency vetting form for the worker. This form asks the agency to confirm all the relevant vetting checks have been completed on the worker. All completed forms are sent to the HR Department. No temporary worker involved with children can start work until this form is complete and authorised by Central Services. This vetting covers all the same checks as expected on a permanent member of staff.

2. Upon arrival of the chosen candidate on their first day, their photographic should be checked. Each candidate should have an induction that covers Health and Safety, Child Protection, Behaviour Management, Confidentiality and the Emergency Reporting Structure.

### **Disability Equality Scheme**

In reviewing this policy we have taken into account consideration of any potential implications of the Disability Equality Scheme.

## **Appendix 1 Key Contacts**

### **TCES Head of Safeguarding:**

Suzi Mellis

Tel: 020 8543 7878

[suzi.mellis@tces.org.uk](mailto:suzi.mellis@tces.org.uk)

### **TCES - North West London Designated Safeguarding Lead**

Elizabeth Adesina

Tel: 020 8749 5403

[Elizabeth.Adesina@tces.org.uk](mailto:Elizabeth.Adesina@tces.org.uk)

### **TCES - North West London Deputy Designated Safeguarding Lead**

Martyn Rawlinson

Tel: 020 8749 5403

[Martyn.rawlinson@tces.org.uk](mailto:Martyn.rawlinson@tces.org.uk)

### **Ealing MASH - Ealing Children's Integrated Response Service (ECIRS)**

Tel: 020 8825 8000 (24hrs)

### **Ealing LADO Service**

email: [asv@ealing.gov.uk](mailto:asv@ealing.gov.uk) or by phone on: 020 8825 8930

### **CHILDLINE: 0800 11 11**

This contact number is displayed prominently in a number of locations within the school for easy access for our children. A private telephone will be made available for any child who requests to call Childline.

Procedure to follow when you have reason to suspect that a child or young person is suffering, or likely to suffer, some form of significant harm, or when an allegation of abuse has been made:

## Appendix 2 Safeguarding Policy and Procedures - FLOW CHART

You must inform the school's Designated Safeguarding Lead or Deputy(s) or the company wide safeguarding Lead in their absence (see below) immediately and seek their guidance. You must make direct contact with one of the above **options – leaving messages is not acceptable.**



If at any time a pupil gives you information about being harmed, or the prospect of being harmed, you must tell them that the information he or she has given to you will have to be shared with more senior members of staff and **cannot be kept confidential.** They are likely to need your support with this.



**Record immediately** what the pupil has said and in their own words. If possible, this should be with another suitable adult present, but NOT the person against whom an allegation has been made.  
**Listen carefully, do not ask leading or probing questions but allow them to be clear over what has happened.**



The School DSLs (above) **MUST:**  
**Immediately contact Immediately contact** Suzi Mellis, TCES Head of Safeguarding 020 8543 7878 **and state urgent CP matter.** and state urgent CP matter.  
**Following discussion with the above and if agreed, contact the appropriate Local Safeguarding Children's Board or local safeguarding arrangements.**  
**Allegation regarding external person: (non TCES) contact the social care department in the borough where the child resides.**  
**Allegation regarding TCES staff: contact the MASH in the borough where the school is based.**  
**Agree with MASH the contacting of parents**  
**Contact the Local Authority SEN Officer**  
**If the allegation is against a head teacher please contact Thomas Keaney, Schools Proprietor**  
**If the allegation is against the Schools Proprietor, please contact your local LADO**  
**Cc in Suzi Mellis all correspondence relating to Child Protection issues for auditing purposes.**



**The School DSLs above) must provide the following notifications within the timescales given below:**

- A written report to **the LSCB** local safeguarding arrangements and the **Head of Safeguarding** at the earliest opportunity on the day of the allegation.
- It is a statutory duty to inform the **Secretary of State** and **Disclosure and Barring Service (DBS)** within one month of the person leaving the school if a person ceases to work for the school and there are grounds for believing s/he may be unsuitable to work with children or may have committed serious misconduct.

**Remember:** If at any time you have concerns about a pupil, and especially if you suspect that they are suffering, or likely to suffer, some form of significant harm, **you must tell the School DSL named above immediately and record your concerns clearly and in writing.**  
**Not to do so would be considered a disciplinary offence.**



Please note carefully: Any allegation of child abuse against any member of TCES staff, including an allegation against yourself, must be treated with the utmost seriousness and passed immediately to a DSL. Any allegation made against a member of staff, irrespective of the outcome, will automatically result in the member of staff attending a support meeting with the HR Manager and/ or Schools Proprietor at Central Services offices.

## Appendix 3 Guidelines on Safe Working Practice

The following guidelines are provided as examples of both good and bad practice that occur. Staff are encouraged to read the guidelines and to discuss with senior staff, colleagues, children and others as a means of raising awareness in safeguarding matters and encouraging staff and child involvement in the development and understanding of safe ways of working. You may wish to develop these guidelines together and add examples of your own, to be shared with others as this is clearly not an exhaustive list.

### Examples of Good Practice

All staff are expected to adhere to the following principles and actions:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets);
- promote fairness, confront and deal with bullying;
- Treat all children and young people equally and with respect and dignity;
- Recognise the developmental needs and capacity of each child/young person;
- Give enthusiastic and constructive feedback rather than negative criticism;
- Always put the welfare of the child first, the child's welfare being paramount;
- Be acutely aware of the power that a staff member develops with children and avoid any intimacy (sexual or otherwise);
- Avoid unnecessary physical contact with children. Where any form of physical contact or support is required it should be provided openly and with the consent of the child;
- If you accidentally hurt a child or young person, he/she seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and keep a written record. Parents/carers should also be informed of the incident;
- Gain written parental consent for any significant travel arrangements such as education outings;
- Be an excellent role model. This includes not smoking in the company of children/ young people and reasonable standards of behaviour in respect of discussing alcohol or recreational drugs use.

### Examples of Poor Practice

The following are regarded as examples of poor practice and are to be avoided:

- unnecessarily spending time alone with a child/young person away from others;
- taking a child/young person alone in a car on journeys, however short;
- taking a child/ren to a staff member's home;
- Giving a child/ren a staff member's home phone number;
- allowing or engaging in inappropriate touching of any form;
- allowing children/young people to use inappropriate language unchallenged;

- making sexually suggestive comments to a child, even in fun;
- reducing a child to tears as a form of control;
- allowing allegations made by a child/young person to go unchallenged, unrecorded or not acted upon;
- using personal phones to make calls to parents/carers/children
- Taking photos or other media of children on personal equipment including camera phones
- where it is impractical/impossible to avoid certain situations, e.g. transporting a child in your car, this should be done with the full understanding and consent of the parent/carer and the child/young person involved. The reasons for it should be documented and made available to the relevant people concerned.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of staff or others to make judgements about whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse, and to act if they have concerns about the welfare of the child/ren.

## **Introduction**

Given the nature of the work within TCES Group and the daily contact with children and young people staff are vulnerable to accusations of abuse by both children and parents/carers. Allegations may be false, malicious or simply misplaced. They may also be well-founded. No groups of people are exempt from being abusers or from being abused.

For all staff, the most important consideration is to safeguard and promote the welfare of the children and young people with whom you come into contact. Any allegations of abuse must be taken seriously. It is important to remember that the best interests of the child or young person - and the need for the abuse to stop - come before the interests of TCES Group, the school or a potential abuser.

## **Abuse of Trust**

We know that some people seek access to children in order to abuse, and that abused children very often do not disclose the abuse at the time. We also know that some of the allegations of abuse made against staff are substantiated, and there continue to be a number of cases every year in which teaching staff and other staff are convicted of criminal offences related to the abuse of children.

### **All staff need to know that:**

Inappropriate behaviour with or towards children is unacceptable. This includes:

- any form of sexual conduct, including sexually suggestive comments;
- engaging in rough, physical or sexually provocative games;
- giving children inappropriate drugs or other inappropriate substances;
- lending or borrowing of money or property;
- giving or receiving gifts;
- exclusive or secretive relationships;
- giving of home numbers/personal mobile numbers or home address details to children;
- providing social media details or 'gamer tags' to children or accepting connection requests from them if approached online.

- taking children/project users to a staff member's home
- it is an offence for a person over 18, such as a teacher/TA, to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of the child, even if the relationship is consensual and even if they do not work directly with them [Sexual Offences Act 2003];
- others who work with children and young people, such as drivers or workplace supervisors, are also expected to maintain standards of conduct comparable to those prescribed for colleagues in paid employment.

Staff should also refer to their code of conduct for further guidance on safer working practice.

### **Action by a Person to whom a Concern or Allegation is Reported**

All allegations or suspicions of physical, sexual or emotional abuse or neglect by staff, including the adoption of restraint, other than permitted by law and in line with TCES Group policy, will be considered in line with the responsibilities of employers pursuant to Chapter 7 of the London Child Protection Procedures (LCPP).

#### **As with any other welfare concern, the first priority is to:**

- establish whether the child is in need of medical attention and/or protection
- If urgent action is required, medical assistance will be obtained if needed and an immediate referral made to the Police/MASH where necessary.
- A referral to LADO will then need to be considered in line with the thresholds outlined within Chapter 7 of the LCPP and the 'Allegations Against Staff' process above.

#### **Any member of staff receiving details of a suspicion or allegation should:**

- act with tact and care (always remembering to keep an open mind);
- listen and treat the concern seriously
- communicate as appropriate to the age, understanding and any communication or language difficulties of the child/person reporting
- avoid leading questions
- avoid expressions of sympathy that may pre-judge issues of potential abuse
- avoid any promise of confidentiality, but reassure the child/person reporting the concern that information will only be passed to those who 'need to know'
- be aware that the way in which they talk to a child can have an effect on the evidence which is put forward if there are subsequent criminal proceedings.

### **Managing the Process**

The person receiving the concern or allegation **should not:**

- interrupt the child/person reporting when he/she is recalling significant events;
- make assumptions or interpretations;
- make suggestions or offer alternative explanations. This could be construed as pre-judging, 'coaching' or acting to defend a colleague;
- use leading questions eg 'Did they do .... to you?' Use open questions only, such as 'What happened?' and 'Is there anything else you want to tell me?'

**DO NOT** attempt to investigate any allegation or suspicion of abusive behaviour yourself but assure the child/person reporting it to you that what they have said to you will be passed on to someone whose role it is to deal with it.

The person receiving the concern or allegation **should**:

- make a written record of the information (if applicable, in the child's own words), including the time, date and place of incident(s), persons present and what was said
- sign and date the written record
- if any personal views are expressed about the information given, these must be recorded separately and clearly identified as such, signed and dated
- report the matter immediately to the Head Teacher (or deputy if unavailable)
- if the concern/allegation is against the Head Teacher, report the matter to company-wide Head of Safeguarding
- If the concern/allegation is against the Head of Safeguarding, this must be reported to the Schools Proprietor
- If the concern/allegation is against the Schools Proprietor, the Head Teacher should contact LADO directly and seek advice.

### **Initial Action by the Head Teacher (or their deputy if unavailable)**

On being informed of the concern/allegation, the Head Teacher should:

- obtain written details of the concern/allegation, signed and dated by the person receiving (not the child/person making the allegation), being careful to differentiate between fact, supposition and feeling
- countersign and date the written details
- record any information about times, dates and location of incident(s) and names of any potential witnesses
- record any discussions about the child and/or member of staff, decisions made, and the reasons for those decisions
- report the issue to the Company-wide Head of Safeguarding.

### **The Head Teacher or their deputy should not interview the member of staff, child or any potential witnesses.**

- No attempt should be made to investigate an allegation as inappropriate questioning could jeopardise a child protection or criminal investigation.
- Advice should be sought from the Head of Safeguarding, who may seek further advice from the LADO if there is any doubt.

### **In the event of an allegation being received outside normal office hours:**

- the Head Teacher should consult with Children's Social Care Emergency Duty Team or the local Police. Written confirmation of a referral should be sent to the MASH/LADO on the next working day.

### **Trivial Allegations**

- The Head Teacher will need to use their professional judgment to identify at the outset an allegation which is trivial in nature.
- It will then be appropriate for it to be dealt with at that level.
- It is important to record the reasons for this judgment and how the matter was dealt with, including notifications to parents/carers.
- The Head of Safeguarding should be contacted if there is any doubt, and in all cases a written record must be made of the incident within 1 working day.

## **Initial Consideration**

- The Head Teacher and the Head of Safeguarding should conduct an urgent initial consideration of the information available in order to decide on the most appropriate course of action. This is to include a risk assessment in conjunction with Human Resources to inform whether any interim measures are required to manage risk.
- If threshold for LADO consultation/referral is required in line with Ch.7 LCPP, advice should be sought from the LADO.

## **Referral to the LADO**

- Where the Head Teacher and the Proprietor/ Head of Safeguarding decide that the allegation needs to be referred in line with statutory procedures, a telephone call should be made to the LADO at the earliest opportunity (but within a maximum of 24 hours)
- The referral should be confirmed in writing at the earliest opportunity following the consultation with the LADO
- The LADO should acknowledge the written referral within one working day of receipt.
- The LADO should therefore be contacted if no acknowledgement has been received within 3 days of the original referral.

## **Notification of Interested Persons**

- At a strategy meeting/discussion or LADO ASV meeting/consultation, agencies may decide that child protection enquiries or criminal investigations would be hindered by an approach to parties at an early stage or that certain information should not be divulged to them. The Head Teacher / Head of Safeguarding must therefore ensure that there is no objection by involved agencies before contacting any additional parties.
- Subject to there being no objection, the Head Teacher will inform the:
  - child and/or parent/carer making the allegation and explain the process
  - parent/carer of the child who is the alleged victim and explain the process
  - accused member of staff
- If the member of staff is employed through an agency, the safeguarding lead of the agency should be informed of the concern/allegation provided there is no objection from other agencies.
- Where agencies do object to any persons being notified, the Head Teacher and Head of Safeguarding should arrange with agencies to be informed as to when this can take place.

## **Suspension**

When an allegation against a member of staff is made, and deemed serious enough, the member of staff may be suspended without prejudice pending further enquiries during the initial consideration stages. This is a measure that is informed via the risk assessment process alongside HR. During this time, the member of staff will receive full pay and any company benefits they may be entitled to. During suspension, any contact with children is prohibited and may lead to further disciplinary procedures if breached. Contact with other employees must be arranged and authorised by Central Services HR department.



***For further details on the Disciplinary process please refer to the Disciplinary Proceedings section of this policy, or to the Disciplinary and Grievance policy.***

## **Record Keeping**

The Head Teacher and the Head of Safeguarding keeps a written record of any decisions made, the reasons for those decisions and any action(s) taken, both formal and informal; records to be in the agreed company format and completed within 1 working day.

## **Action where Allegations are without Foundation (Demonstrably False)**

Where an allegation is shown beyond doubt to be demonstrably false, e.g. where there are objective witnesses to say that an incident could not have occurred, or the person accused was not present at the time, or available CCTV evidences that the allegation is demonstrably false, the Head Teacher, in consultation with the Head of Safeguarding and Human Resources Manager, must:

- inform the member of staff orally and in writing of the allegation and that there is no cause for further action to be taken under disciplinary or child protection procedures. The member of staff may be accompanied by a trade union representative or friend
- consider whether support and/or informal professional advice to the member of staff is appropriate and how this might be provided
- inform the parents/carers of the child/ren of the allegation and the outcome in writing
- consider appropriate support for the child or children who made the allegation(s)
- consider the advisability or otherwise of the member of staff concerned having to work with that child again, and how that may be affected and supported
- In particular, consider what follow up action should be taken in regard to a person or child who has made an allegation that is shown to be false or is shown to have been made maliciously, this may include a referral of the child/family to MASH where safeguarding concerns are raised by the demonstrably false allegation
- where a person other than the alleged child victim has made the allegation, consider informing the parents/carers and child/ren and provide support as appropriate
- prepare a report giving reasons for concluding that the allegation is without foundation.

It will be the final decision of TCES Group' Senior Management Team (SMT) as to whether any internal disciplinary investigation will be held in abeyance pending the completion of Police and Children's Social Care. This will decision will be made in conjunction with advice from the LADO.

## **Referral to the Disclosure and Barring Service (DBS)**

Regulated activity providers and personnel suppliers are required by law to refer a person to the DBS where they have:

- harmed a child or vulnerable adult (engaged in relevant conduct)
- pose a risk of harm to vulnerable groups including children (satisfied the harm test)
- received a caution or conviction for a relevant offence

Referrals should not be made whilst a member of staff is suspended without prejudice pending an investigation as there would be no evidence at this point to support the thought that a person

has engaged in relevant conduct or that the *harm test* as defined in the Safeguarding Vulnerable Groups Act 2006, is satisfied.

- Any referral must be made by a member of the SMT by completing the DBS referral Form in consultation with the DBS referral Guidance. The completed and signed DBS Referral form and supporting evidence and documents should be posted to the ISA.
- The DBS will acknowledge the referral by return post within three working days of receipt
- The DBS will commence the decision-making process, and may request additional information or documents
- Following DBS consideration, if the DBS is 'minded to bar', the individual will be written to and provided with all the evidence, they will then be given 8 weeks to make representations to the DBS on why they should not be barred. Current employers and bodies or individuals with a registered interest in the individual concerned will be notified that the DBS is 'minded to bar'.
- Following representation, the individual and any parties with a registered interest in the individual will be notified of the ISA's decision. If the individual is barred it is an offence for that individual to work in regulated activity with the group(s) they are barred from, or for an individual to allow them to work with the relevant group(s)

### **Learning the lessons**

At the conclusion of any case in which an allegation is substantiated, the Head Teacher should review the circumstances of the case with the Head of Safeguarding, HR Advisor and the LADO (where relevant) to determine whether any improvements can be made to the School or TCES Group's practice or procedures to help prevent similar occurrences in the future.

## **Appendix 4 Outcomes of LADO Investigation Definitions**

### **Substantiated allegations**

There is sufficient evidence to prove the allegation that a child has been harmed or there is a risk of harm.

*If the facts of the incident are found to be true but it is not found that a child has been harmed or there is a risk of harm, then consideration should be given to deciding that the outcome is 'unsubstantiated' or 'unfounded'.*

### **Malicious**

There is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive. The police should be asked to consider what action may be appropriate in these circumstances.

### **False allegations**

There is sufficient evidence to disprove the allegation, however, there is no evidence to suggest that there was an deliberate intention to deceive.

False allegations may be an indicator of abuse elsewhere which requires further exploration. If an allegation is demonstrably false, the employer, in consultation with the LADO, should refer the matter to LA children's social care to determine whether the child is in need of services, or might have been abused by someone else.

### **Unsubstantiated allegations**

There is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

### **Unfounded**

The additional definition of 'unfounded' can be used to reflect cases where there is no evidence or proper basis which supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively, they may not have been aware of all the circumstances.

### **References in cases where the allegation is false, unsubstantiated or malicious**

Cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious should also not be included in any reference.

### **Record keeping in relation to the outcome of an investigation**

Details of allegations that are found to have been malicious should be removed from personnel records. However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on the confidential personnel file of the accused, and a copy provided to the person concerned. The purpose of the record is to enable

accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

## Appendix 5 Recruitment Procedure – Permission to work in the UK

Candidates need to be able to show a valid original of one of the following in order to work in the UK. This should be copied and filed

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### EEA Countries

Nationals of Gibraltar and of countries within the European Economic Area (EEA) do not need permission to take employment here and can be employed on the same basis as UK nationals.

EEA countries are as follows:

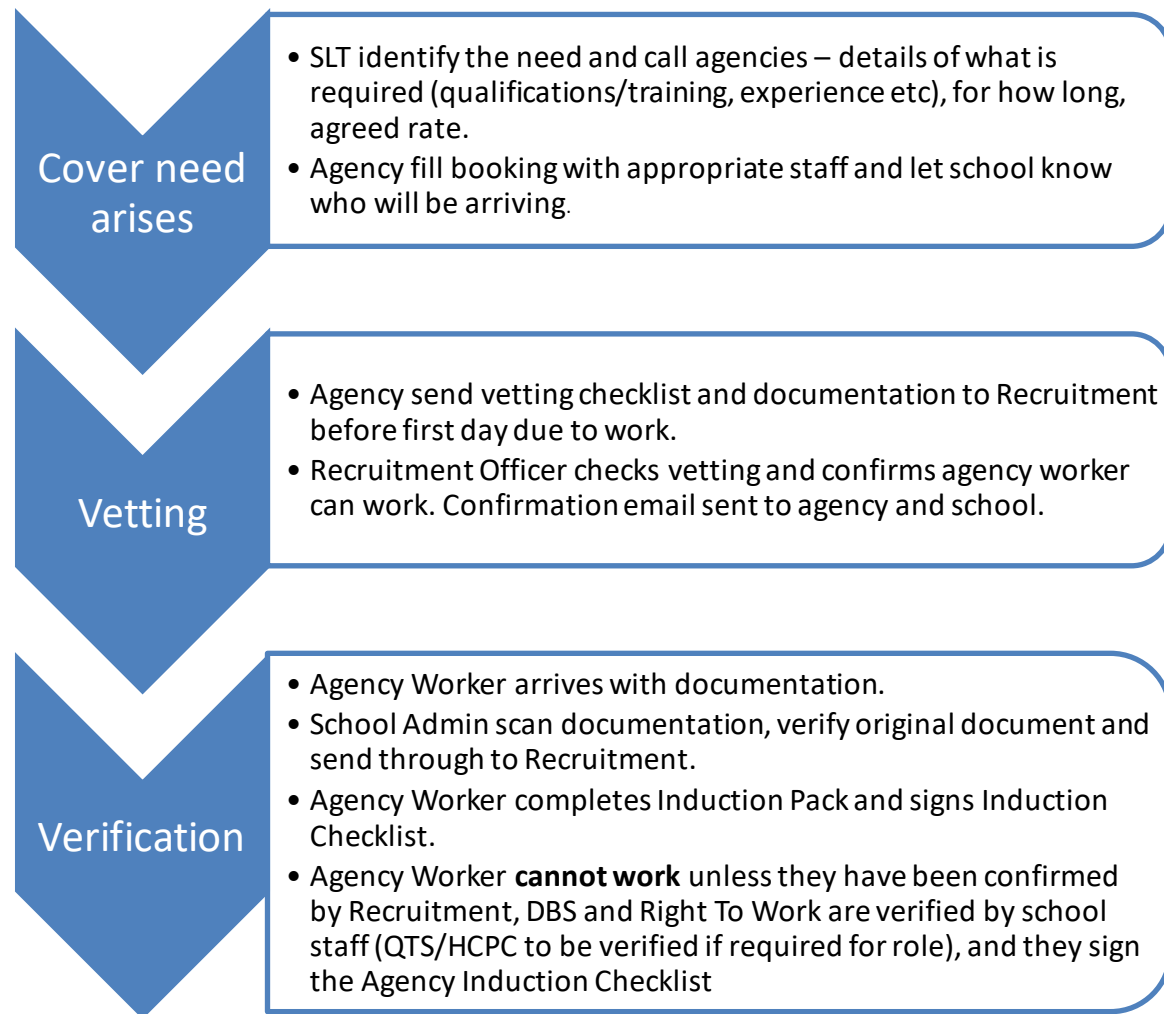
Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. If you have any queries on permission to work in the UK, please contact the HR department at Head Office on 020 8543 7878.



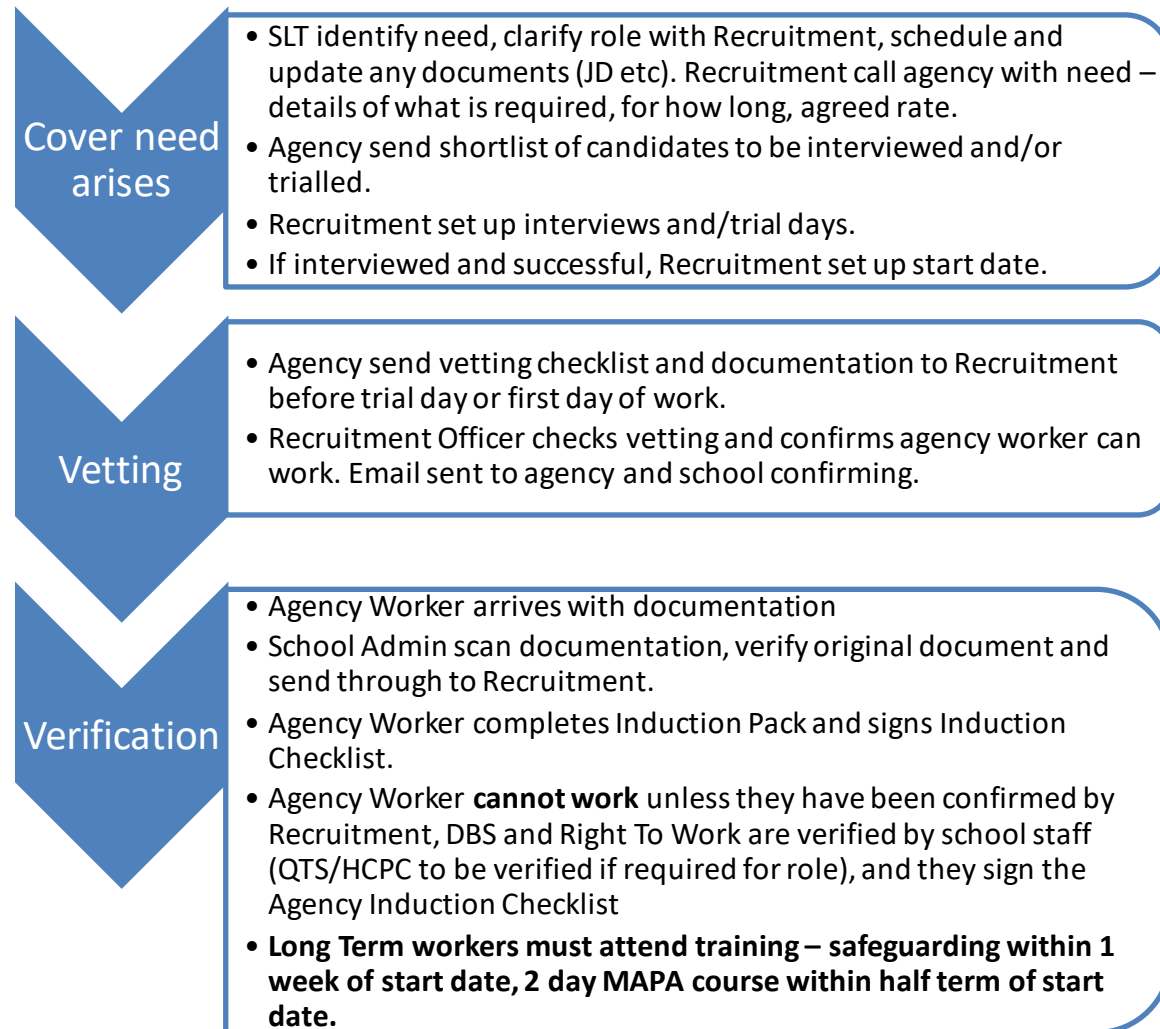
## Appendix 6 Flowchart of the Recruitment Process

The following flowchart shows recruitment process for temporary staff. This flowchart should be put up on the walls in the offices of each site and used as a quick reference guide when a requirement for temporary staff is identified.

### Day / Short Term sickness Cover (24 hours – 1 week)



## Long Term Cover (1 week +)



## Appendix 7 Forms used during the Recruitment Process

The following documents are the forms used by TCES Group as part of the recruitment process.

### Recruitment Request Form

This form is only for permanent and fixed term recruitment (not short-term sickness cover).

**Please ensure you email this form to [recruitment@tces.org.uk](mailto:recruitment@tces.org.uk) prior to any recruitment taking place.**

Requested by: (name & job title)		Date:	
Is this role in the budget:	Yes / No (please delete as appropriate)	<i>If no, a business case must be included with this request</i>	
Job title:		Location:	

<b>Type of contract:</b>	Permanent / Fixed Term (for roles of 2 terms) (please delete as appropriate)	<b>If Fixed Term, duration required:</b>		<b>Start Date:</b>
<b>Type of role:</b>	Replacement / New (please delete as appropriate)	<b>Name of previous post-holder:</b>		
<b>Reason for vacancy:</b>		<b>Salary:</b>	<b>Allowances:</b>	
<b>Interviewers:</b> (at least two; minimum of one trained in Safer Recruitment)				
<b>Required Start Date:</b>		<b>Working hours:</b>	Full Time / Part Time (please delete as appropriate)	
<b>If part time, please outline shift pattern and hours:</b>			Term time only Term time + two weeks Term time + three weeks All year round (please delete as appropriate)	
<b>Any additional information:</b>				
<b>Equipment required:</b>	IT (please specify e.g. laptop, PC)	<b>Mobile Phone</b>	<b>Other</b> (please specify)	

<b>Recruitment request from Head of School / SMT / Director</b>			
<b>Signature</b>		<b>Date</b>	
<b>Recruitment acknowledged by HR</b>			
<b>Signature</b>		<b>Date</b>	
<b>Recruitment acknowledged by Finance (if in budget)</b>			
<b>Signature</b>		<b>Date</b>	

This form should be used in conjunction with the Request to Recruit form to apply for authorisation to recruit to a role that is a new role or not in the budget.

Rationale: (why is the role required, what is the background)					
Costs: (What will be the salary and are there any additional allowances?)					
Benefits: (What benefits will the recruit bring to TCES – these may be operations, ie to free up other staff, to allow for new pupils to start new projects as approved in the yearly business plan etc)					
Timescales : (please define urgency and provide reason)					
Other: (Is there any other information you would like to provide to support the request?)					
Signature		Name & Role		Date	

This Business Case and the attached request to recruit form must be approved by a member of the Board before it can proceed to being advertised or recruited to.

Authorised Signature		Name & Role		Date	
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## TCES – Job Application Form

**Position**      **applied**  
**for:**

Click or tap here to enter text.

**Location:**

Click or tap here to enter text.

Please complete this form fully using **black ink** or **type**. CVs are not accepted on their own. Applications received after the closing date will not normally be considered.

If applying for a teaching post, please provide your DfES number, and state whether you are **QTS/QTLS registered**:

**DfES Number:**

Click or tap here to enter text.

**Registered?**

Yes ☐ No ☐

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

### SECTION 1    Personal Details

**Title:**  
(Mr/Mrs/Miss/Ms)

**First name:**  
(including middle name)

**Last Name:**

**Other Surnames:**

Please    confirm    the  
dates      of      other  
surnames    used:

**Current Address:**

**Postcode:**

**(Month and year from):**

If you have lived at this address for less than five years, please list all previous addresses:

**Address(s)**

**Dates: Month/Year**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Home Telephone:**

**National Insurance number:**

**Daytime  
Telephone:**

**Mobile Telephone:**



**Email Address:**

**Next of kin:**

**Contact number:**

**Do you have unlimited right to work in the UK?**

Yes ☐ No ☐

(if 'No', please explain your circumstances)

**If you currently hold a visa/work permit, when does it expire?**

**Do you give us permission to apply for a Current Enhanced DBS?**

(ID taken from your interview will be used to process this, providing you are successful after the interview stage)

Yes ☐ No ☐

**Driving Licence**

**Do you hold a full, clean driving licence valid in the UK?**

Yes ☐ No ☐

**Nationality:**

**Town of Birth:**

**Country**

**Do you speak any language(s) other than English?** Please specify

**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.**

**Applicants who have lived overseas will need to provide an overseas police record check for any countries you may have previously resided in.**

## SECTION 2 Present Employment

Are you currently working?

Yes ☐ No ☐

If you are not currently employed, please give details of your last employer.

Name of Employer:

Address:

Postcode:

Email:

Contact Number:

Job Title:

Current salary:

Start Date:

Expected end date:

Description of duties:

(Continue on a separate sheet if necessary)

Notice required

**Last day of service:**  
(If no longer employed)

**Reason for leaving** (If no longer employed):

## SECTION 3 Previous Employment

**Previous Employment (most recent employer first)**

Please cover your **entire work history** and **explain any gaps** in employment. Continue on a separate sheet if necessary.

From (mm/yy)	To (mm/yy)	Full or Part time?	Employer	Address	Job Title	Reasons for leaving

## SECTION 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Dates	Qualifications and grades obtained
School	Subjects	Dates	Qualifications and grades obtained

Continue on a separate sheet if necessary

## Ongoing CPD / Professional, Technical or Management Qualifications

Please give details:

CPD / Professional / Technical / Management Qualifications	Course Details	Date

**Membership of any Professional Associations - Please state level of Membership:**

Continue on a separate sheet if necessary.

## SECTION 5 Supporting Statement

### **Abilities, skills, knowledge and experience.**

Please use this section to explain how you meet the requirements of the **Job Description** and **Person Specification**. Where applicable, please describe your experience of working with young people with SEN / ASC / SEMH.

Continue on a separate sheet if necessary. Please do not exceed 1,000 words maximum.



## SECTION 6    **Rehabilitation of Offenders Act (1974)**

In accordance with current legislation you are required to provide the following information, which will be passed on to the Disclosure and Barring Service to check the existence and content of any criminal records including cautions, reprimands and final warnings. Due to the nature of the work for which you are applying the provisions of section 4(2) of the rehabilitation of Offenders Act 1974 do not apply by virtue of the rehabilitation of Offenders Act 1974 (exemptions) order 1975. This in effect means that you must declare below any previous convictions, including cautions, reprimands and final warnings and including all those which for other purposes are 'spent'.

**Do you have any convictions that are unspent under the rehabilitation of offender's act 1974?**

(including cautions, reprimands and final warnings)

Yes ☐ No ☐

**If yes, please give details / dates of offence(s) and sentence:**

## SECTION 7 DBS Declaration

All staff in the TCES Group are DBS checked. Please provide the following information.

### Enhanced Checks Only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes ☐ No ☐

Do you hold an Enhanced Disclosure Barring Service (DBS)? Yes ☐ No ☐

Number:

Date of issue:

Counter signatory:

Registered body:

If no, are you in the process of applying for one? Yes ☐ No ☐

Are you currently on the DBS update service? Yes ☐ No ☐

I consent to the information that I provide on this application form being checked against all relevant records and I am aware that any 'spent' convictions will be disclosed by the DBS. Should I have any convictions, I consent to the TCES Group passing on details of these convictions to any prospective Local Authority.

I also confirm that I am not on the Children's Barred List, disqualified from teaching or working with children, nor under sanctions imposed by a regulatory body

I am aware that providing false information is an offence and that doing so may lead to my application being rejected, summary dismissal if I have been selected for the post and possible referral to the police.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please be aware that we require an application for an enhanced DBS Disclosure in the name of the TCES Group before employment with the company commences.**

## **SECTION 8**   **References**

Please give the names and addresses of all (External) employers to cover the last 5 years. If you are unable to do this, please explain who your referees are. Due to our safer recruitment procedures we DO NOT accept agency referees or a referee from TCES.

## Reference 1

<b>Name:</b>		
<b>Position:</b>		
<b>Work Relationship:</b>		
<b>Organisation:</b>		
<b>Address:</b>		
	<b>Postcode</b>	
<b>Date employment of</b>	<b>From:</b>	<b>To:</b>
<b>Telephone:</b>		
<b>E-mail:</b>		

Are you willing for this referee to be approached prior to an interview? Yes ☐ No ☐

## Reference 2

<b>Name:</b>		
<b>Position:</b>		
<b>Work Relationship:</b>		
<b>Organisation:</b>		
<b>Address:</b>		
	<b>Postcode</b>	
<b>Date employment of</b>	<b>From:</b>	<b>To:</b>
<b>Telephone:</b>		
<b>E-mail:</b>		

Are you willing for this referee to be approached prior to an interview? Yes ☐ No ☐

## Reference 3

<b>Name:</b>		
<b>Position:</b>		
<b>Work Relationship:</b>		
<b>Organisation:</b>		
<b>Address:</b>		
	<b>Postcode</b>	
<b>Date employment of</b>	<b>From:</b>	<b>To:</b>
<b>Telephone:</b>		
<b>E-mail:</b>		

Are you willing for this referee to be approached prior to an interview? Yes ☐ No ☐

## Reference 4

<b>Name:</b>		
<b>Position:</b>		
<b>Work Relationship:</b>		
<b>Organisation:</b>		
<b>Address:</b>		
	<b>Postcode</b>	
<b>Date employment of</b>	<b>From:</b>	<b>To:</b>
<b>Telephone:</b>		
<b>E-mail:</b>		

Are you willing for this referee to be approached prior to an interview? Yes ☐ No ☐

## SECTION 9 Personal Profile

As part of the TCS Group selection process, we ask all applicants to answer the following questions. Your responses may be discussed with you during an interview. The purpose is to give the interview panel an insight into your values in relation to children. The views you express should be your own.

Please note that any information you submit on this form will remain confidential between you and the interview panel.

**Please tell us about your background, including details of the family you grew up in, your memories of childhood (good and bad), places you lived and any important events.**

**What sort of things did you/do you enjoy doing with your family?**

**What are your views on youth offending and what should be done?**

**What sort of rules would you expect children to follow in a family and how strict would you be about those rules?**

**What sort of punishment/sanctions should be used with children and who should decide what that punishment/sanction ought to be?**

**How are your expectations of children defined by their sex? What are these expectations?**



**What are your interests and hobbies? Who else do they involve?**

**What role do you believe religious beliefs should play in the life of the school?**

**How would you describe your general outlook on life?**

**What is your motivation for working with difficult pupils? (where applicable)**

## SECTION 10 Declaration

### Privacy notice

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications, and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the subject "Data Protection Request".

I declare that the information provided on this application form is true and correct. I understand that, should any information prove to be incorrect, this could lead to my application being rejected or, if selected for employment, disciplinary action.

If you are returning this form by email, you will be asked to sign your application at the interview.

Please also complete and return the Equal Opportunities Form, which we need for monitoring purposes.

**Signed:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Returning this Form

**By post:** The Complete Education Solution, Park House, 8 Lombard Rd, London SW19 3TZ

**By email:** Please save your application form as a PDF document with the title:  
"[YourName] – [JobTitle] Application form.pdf"

(i.e. John Smith – Head Teacher TCES North West London Application form.pdf)

And send your form to [recruitment@tces.org.uk](mailto:recruitment@tces.org.uk)

**Enquiries:** 0208 545 7878

## Request to Appoint form

Please ensure you complete this form and return to [recruitment@tces.org.uk](mailto:recruitment@tces.org.uk), with completed interview notes and test results.

<b>Vacancy:</b>			
<b>Location:</b>			
<b>Interview date(s):</b>			
<b>Interview panel:</b>			
<b>Recommended candidate:</b>			
<b>Permanent:</b>	<b>Yes / No</b> (please delete as appropriate)	<b>If fixed term contract, end date:</b>	
<b>Working Hours</b>	<b>Full-time / Part-time</b> (please delete as appropriate)	<b>If part-time, state which days/hours to work:</b>	
<b>Recommended salary</b> (and additional allowances, including annual leave):		<b>Candidate's notice period:</b>	
		<b>Earliest start date:</b>	
<b>Summarise reason for selection of recommended candidate:</b>			
<b>Reserve candidate (if any with reasons for selection):</b>			
<b>Hiring Manager:</b>		<b>Date:</b>	
<b>Headteacher/Head of Service's approval:</b>		<b>Date:</b>	
<b>Head of People and Wellbeing's approval:</b>		<b>Date:</b>	
<b>CEO's approval (for Director appointments):</b>		<b>Date:</b>	
<b>Reasons for non-selection:</b>			
	<b>Name</b>	<b>Reason</b>	
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			

Please return to [recruitment@tces.org.uk](mailto:recruitment@tces.org.uk), with completed interview notes and test results.

## TCES Vetting Checks

<b>Send to:</b>	Recruitment@tces.org.uk	<b>Candidate Name:</b>	
<b>From:</b>		<b>School/Location:</b>	
<b>Agency:</b>		<b>Start Date:</b>	
<b>Date:</b>		<b>Rate &amp; Role:</b>	

As required under Safeguarding Children and Safer Recruitment in Education, could you please confirm the following checks have been carried out on the above-named candidate.

Vetting Check Required	Date	Details
<b>2 satisfactory references.</b> One being from the current or most recent employer, and one relating to the candidate's most recent work with children (if applicable). Please state date each was obtained		
<b>Right to Work &amp; Proof of Address checks.</b> State what was seen and when		
<b>Check on qualifications required for the role.</b> State what was seen and when.		
<b>Has a DBS enhanced disclosure been applied for? If yes, give reference number.</b>		
<b>DBS Enhanced disclosure seen / received</b>	Disclosure no:	
	Issue Date	
	Issuing Body:	
<b>If not from your agency, have you seen a copy of the candidates DBS?</b>		
<b>ON THE DBS IS THERE ANY INFORMATION UNDER THE HEADINGS:</b> <b>• CONVICTIONS, • CAUTIONS, • INFORMATION ON THE LIST HELD UNDER SECTION 142, • INFORMATION HELD ON THE ISA CHILDREN'S BARRED LIST OR • ISA VULNERABLE ADULT'S BARRED LIST.</b> If so, we require a copy of the disclosure to be forwarded to us before the individual can start work as per the safeguarding and safer recruitment in education legislation		
<b>If not from your agency, is this on the update service?</b>		
<b>Did the disclosure include any additional information?</b> If so, we require a copy of the disclosure to be forwarded to us before the individual can start work		
<b>ISA Children's barred list (List 99)– please state if this was clear and the date</b>		
<b>Declaration of Association– please state if this was agreed and the date</b>		
<b>Confirmation not barred from Education - please state check and date</b>		
<b>Confirmation not barred from Teaching - please state check and date</b>		
<b>Overseas criminal record check (where applicable.) Please provide details of the check and the date carried out</b>		
<b>Medical Fitness – please confirm the worker is fit to work in a school.</b>		
<b>Professional status (i.e. confirmation of QTS status if applicable). Please provide Teacher Reference number.</b>		

**Please send copies of the following documents and ask candidates to bring the originals with them on their first day.**

- Proof of right to work in the UK
- Proof of address
- DBS
- Update service check (where necessary)
- Qualifications (QTS/HCPC)

**I confirm the above information is correct**

<b>Signed:</b>		<b>Name:</b>	
<b>Agency:</b>		<b>Date:</b>	

**I confirm that the above-named agency worker is cleared to work for TCES.**

<b>Signed:</b>		<b>Name:</b>	
<b>TCES Location:</b>		<b>Date:</b>	

<b>Induction completed and passed - as required for the position.</b>	<b>Initials:</b>	<b>Date:</b>
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## Confirmation of pre-employment checks

**Employee name**

**Role and Location**

**Start Date**

Check	Section location	Applied for	Complete and in Cascade	Comments
<b>Job Description and Person Specification</b>	2			
<b>Application Form</b>	3			
<b>Personal Profile</b>	3			
<b>Fit for Work</b>	3			
<i>Any required adjustments sent to Head Teacher and School Business Manager</i>	4			
<b>Children's Barred List</b>	4			
<b>DBS</b>	4			
<b>Prohibited from Education check</b>	4			
<i>Prohibited from Teaching check</i>	4			
<i>Section 128 check</i>	4			
<i>Overseas Police Check (if required or RA)</i>	4			
<b>Proof of entitlement to work in the UK</b>	5			
<b>Proof of DOB</b>	5			
<b>Proof of address</b>	5			
<i>Qualifications (Non-negotiable for Teachers)</i>	6			
<b>Reference 1</b>	7			
<b>Reference 2</b>	7			
<b>Reference 3 (if required)</b>	7			
<b>Reference 4 (if required)</b>	7			
<i>Additional References if required</i>	7			
<b>Supplementary Questions</b>	8			
<b>2 x Interview questions</b> <i>(2 sets required for Safer Recruitment)</i>	8			

<b>Safer Recruitment (at least 1 person on panel) Name/s</b>				
<b>Tests (if in school and not a qualified Teacher and other roles)</b>	8			
<b>Lesson Observation (If Teacher)</b>	8			
<b>Offer Letter</b>	9			
<b>Contract</b>	9			

**NB: Items in bold are non-negotiable and must be present, those in italics are depend on individual role and circumstances, and those in plain text are ongoing through the life of the employee**

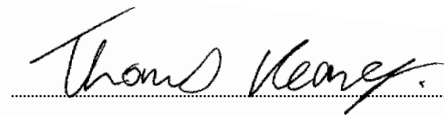
**I confirm the above checks have been carried out with satisfactory results**

Signed: \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

## Policy Sign Off

This policy was agreed and implemented by Thomas Keaney on behalf of TCES:

Signed:



CEO & School Proprietor

**Date of next formal review: September 2021**