



## Safeguarding Policy

### Policy Monitoring, Evaluation and Review

This policy will be monitored and reviewed by the LSS Partnership Group.

**Important:** This document can only be considered valid when viewed on the LSS website. If this document has been printed or saved to another location you must check that the version number on your copy matches that of the document online.

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## Safeguarding Policy

### 1. Introduction

Leicestershire Secondary SCITT (LSS) has designed its programme to create teachers who:

- are leaders in the classroom and (eventually) beyond
- are excellent subject leaders and members of subject communities
- are research-informed professionals
- reflect on their teaching in order to continue to improve and thrive
- have the resilience to remain in the classroom
- are a positive impact on the teacher community

As a SCITT we recognise that we are offering trainees an *initial* year of teacher education. We have designed our programme and curriculum to reflect that trainees are novices to teaching, but also with the ambition to create a model of professional learning that will remain with them throughout their careers, and see them through to becoming experts. This is rooted in our research-informed approach.

Our course leads to the award of QTS accredited by the Leicestershire Secondary SCITT, and the award of a Postgraduate Certificate in Education, accredited by the University of Leicester. As this is a professional qualification it is expected that trainees demonstrate consistently high standards of personal and professional conduct that is consistent with Teachers' Standards, Initial Teaching Training Criteria (ITT CCF), Disclosure and Barring Services legislation and Safeguarding legislation.

Partnership schools may have their own codes of conduct and trainees should adhere to these in addition to this policy.

### 2. Purpose

The aim of this policy is to promote effective, well-informed and accountable Safeguarding practices across Leicestershire Secondary SCITT (LSS) and its partner schools.

All LSS trainees working with children are required to adhere to this policy. It is essential that LSS trainee enrolled on all courses know how to recognise Safeguarding concerns and raise these promptly and effectively with due regard for pupil and staff welfare. The Teacher Standards 2016 clearly set out the expectations of teachers in relation to Safeguarding.

LSS recognises that all children and trainees have a fundamental right to be protected from harm and that they cannot learn effectively unless they feel secure.

### 3. Roles and Responsibilities

The **LSS Partnership Group** will review this code annually, ensuring that it reflects the national and local requirements (e.g. Teacher Standards and the vision and values of partnership schools).

The **Director of LSS** is responsible for ensuring that trainees are treated fairly and consistently in the application of the policy.

The **Director of LSS** is responsible for overseeing the introduction, implementation, monitoring and review of this document and will report to the Partnership Group as required. The Mead Educational Trust (TMET) Human Resources department will provide advice, guidance and support in the implementation and application of this document.

**LSS managers and leaders** are expected to read and uphold this policy. Managers and leaders are expected to act as positive role models, ensuring their own behaviours align to the values of TMET and LSS.

**All LSS trainees** are expected to familiarise themselves with this policy aligning their behaviours with the policy and the values of LSS and the school, whilst also ensuring they don't place their own reputation and that of the school of LSS at risk outside of work. All trainees are expected to aspire to perform at their best and adhere to the policy. The Partnership Board believes that staff are responsible for their actions. It is the responsibility of trainee teachers to read the policy. The Director of LSS is responsible for making the policy available to trainees. If any of the provisions contained within this policy or any other policies are not fully understood trainees must, in their own interests, seek clarification from the Director of LSS.

#### **4. Equality and Diversity**

Leicestershire Secondary SCITT is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines, adhering to current legislation (e.g. the Equality Act 2010).
- Delivering high quality teacher training that meets the diverse needs of its trainee population, ensuring that no individual or group is disadvantaged.

LSS is committed to securing equality of opportunity for staff and students alike and is keen to ensure that equality of opportunity underpins all policies, practices, procedures and actions. We require that all trainees notify the LSS SCITT of any concerns related in inequality.

For more information on equality and diversity SCITT trainees can refer to the Diversity and Equality policy.

#### **5. Principles**

LSS is committed to safeguarding and promoting the wellbeing of all students and staff in its partner schools, and LSS trainees and staff. We are committed to creating a happy and safe environment for students to learn in and for trainees to learn to teach in. We are therefore highly vigilant about safeguarding children and child protection. Our priority is to ensure trainees work with parents and carers and other agencies and services when required. Everybody at LSS has a responsibility to keep all children safe and to ensure we all work in a safe and supportive environment.

LSS has a dual responsibility. Firstly to safeguard LSS trainee teachers and staff. Secondly to ensure that whilst in placement schools trainees are aware of the role they play in promoting the welfare of pupils and to work with placement school staff to support any students at risk or suffering harm.

## **6. Safer Recruitment and Selection**

Our commitment to safeguarding begins in our approach to recruitment. All applicants invited to interview will be required to complete an identity check and proof of address. They will be accompanied through their interview day, including when completing the teaching task. No applicant will be left alone with students during the day.

LSS staff involved with interviewing will be required to complete Safer Recruitment in Education Training. No less than one member of the interview panel must have completed this training. This includes interviews for trainees, internships and LSS staff.

Any offer made to a trainee on interview is conditional and subject to LSS completing checks being carried out on qualifications, right to work and suitability to work with children. This includes:

- identity checks
- a barred list check
- an enhanced Disclosure and Barring Service (DBS) check
- a prohibition from teaching check
- a section 128 check
- further checks on people who have lived or worked outside the UK
- a check of professional qualifications
- a check to establish the person's right to work in the United Kingdom

The dates on which checks are completed and/or certificate obtained will be recorded as well as the details of the LSS staff completing the checks. Records of checks and certificates will be kept and securely stored on the LSS internal database.

Applicants who are invited to complete a 'School Experience' and/or internships will be required to undergo identity checks. They will not be left unsupervised or allowed to work in an unregulated activity with students.

## **7. DBS**

LSS will undertake an enhanced Disclosure and Barring Service (DBS) check and Prohibition for Teaching check on all trainees prior to starting the programme. It is the responsibility of the trainee to provide any information required for these checks and to complete the DBS application accurately.

All certificate numbers for trainees are kept and stored securely on the LSS internal database.

If any trainees do not receive a clearance certificate from the DBS prior to the start of the programme LSS will carry out a List 99 check to ensure trainees are not barred from working with children. If the DBS has not cleared prior to starting a placement the LSS will liaise directly with the placement school and determine the next steps in partnership with the school.

The LSS Director will refer to the LSS DSL for guidance on declarations from DBS clearances and in relation to any query.

As outlined in the LSS Disciplinary policy all staff and trainees must report any subsequent criminal convictions to the LSS Director. Failure to do so will be dealt with as outlined in the LSS Disciplinary policy.

#### **8. Single Central Register**

LSS will keep a Single Central Record (SCR) for all trainees and staff, including members of the LSS Partnership Group, working with LSS. This will be password protected and will be maintained to ensure it is an accurate and up-to-date record.

The SCR will record that all trainees and LSS staff have been checked as to their suitability, including verification of their identify, enhanced DBS check and checks for suitability to teach. A record of trainees' qualifications will also be kept.

#### **9. Safeguarding Training**

All members of LSS, including trainees, are required to understand and fulfil their responsibilities in relation to Safeguarding.

Trainees will complete LSS-led safeguarding training as part of their induction to the programme by the LSS Designated Safeguarding Lead (DSL) and their attendance registered. This training must happen prior to trainees going on school visits and/or placements.

In addition trainees must have read Part 1 and Annex A of 'Keeping Children Safe in Education' and signed the centrally held LSS register to confirm they have read and understood their role and responsibilities for safeguarding. All trainees must complete Prevent training and have their attendance registered on the LSS register.

LSS will update the Single Central Record to keep an accurate and up-to-date log of trainee and staff's safeguarding training.

On commencement of a placement trainees must complete placement-school led training on safeguarding so they know school systems for identifying and reporting safeguarding concerns, including knowing who the DSL is for the school (including any DSL deputies). This is a requirement of the LSS Partnership Agreement and outlined for schools in LSS handbooks. LSS leaders will check with all trainees that they have received safeguarding training as part of their induction to placement schools. If a placement school does not provide safeguarding training to trainees LSS will follow up with ITT Coordinators, Headteachers and if necessary remove the trainee from the placement.

The Director of LSS will ensure that all LSS staff have up-to-date safeguarding training, and will work with the LSS DLS to provide training and updates to training as required. They will be responsible for ensuring that logs of LSS staff safeguarding training is stored on the LSS Single Central Register. This includes Lead Subject Tutors (LSTs) and members of the Partnership Board.

Trainees should ensure they have read and follow the:

- LSS Code of conduct
- LSS Whistleblowing policy
- LSS Disciplinary policy

Trainees must also make sure that they know who the LSS Designated Safeguarding Lead (DSL) is and who is the DSL at their placement school.

#### **10. Designated Safeguarding Lead (DSL)**

LSS will have at least one DSL for trainees and staff to contact with safeguarding concerns at all times. The DSL will be named in LSS handbooks and information available on the LSS website and LSS noticeboards.

The LSS DSL is responsible for being the point of contact for any LSS staff or trainees who have safeguarding concerns. They are responsible for referring concerns, keeping written records of concerns (including about trainees), ensuring that records are kept confidentially and securely - and are separate from trainee records. They are also responsible for ensuring that an indication of the existence of an additional file is marked on the trainees' records, and liaising with other agencies and professionals as necessary.

For incidents or concerns occurring within a placement school trainees should in the first instance use the schools' own DSL. For incidents or concerns that occur in LSS or as part of the LSS programme trainees should use the LSS DSL as the first point of contact. If a trainee is unsure what to do in regard to any safeguarding concern they should seek the advice of a DSL. It is important that any concern is reported.

#### **11. Placement Schools**

All LSS Partnership schools must sign the LSS Partnership Agreement which requires them to provide all trainees with a school induction including training on Health and Safety, Child Protection and Safeguarding within their school. In addition schools are required to provide trainees with school policies, including behaviour policies.

Trainees should take a copy of their DBS and proof of ID/address to their placement schools at the beginning of their placement. They should wear their school ID badge at all times whilst on placement.

ITT Coordinators must arrange for trainees to complete safeguarding, child protection and health and safety as part of their induction to the school. This includes making trainees aware of who the DSL is and how to contact them. This is set out in the LSS Partnership Agreement and LSS handbooks for ITT Coordinators and mentors.

Trainees must ensure that they follow the LSS Code of Conduct during their placements, as well as school policies on behaviour, safeguarding and GDPR.

All schools in partnership with LSS are required to follow the latest and most up-to-date government legislation on safeguarding, child protection and diversity and equality. LSS may review school provision as part of its decision to continue to offer placements with the school.

#### **12. LSS Training and LST Sessions**

Trainees must wear the LSS ID badge whilst on the LSS site. This includes when they are visiting schools for LST or professional learning sessions.

If a trainee identifies a safeguarding concern relating to any LSS staff and/or trainee they should contact the LSS DSL or speak to the LSS Director. If a member of LSS staff identifies a safeguarding concern relating to any LSS staff and/or trainee they should contact the LSS DSL or speak to the LSS Director.

### **13. Working with Pupils**

Safeguarding and promoting the welfare of children is the responsibility of everyone who comes into contact with children and their families. This includes all LSS trainees, who have a responsibility to provide a safe environment in which children can learn. Trainees must consider at all times what is in the best interests of the child and understand their role in identifying concerns, sharing information and taking prompt action. This is especially important as school staff are in a position to identify concerns early and prevent these from escalating. The Teachers' Standards requires all teachers to safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

Trainees must follow placement schools policies on taking photographs of children. Personal cameras, personal mobile phones or other personal devices should not be used to take photographs of children.

All trainees are expected to ensure the safeguarding of children and are required to:

- Work and behave safely and responsibly at all times, fulfilling their duty of care and ensuring they do not abuse their position of trust in any way, reviewing and reflecting on their own practice and behaviours.
- Understand that it is professionally and morally unacceptable to breach safeguarding policies and procedures.
- Access appropriate training, support and advice as required, including the completion of safeguarding and child protection training as required, including the completion of safeguarding and child protection training as required.
- Respond to any concerns about a child's wellbeing in line with the school Child Protection policy.
- Respond in the same way to concerns that involve the behaviour of other adults in the school by following the LSS Whistleblowing policy alongside the statutory guidance, 'Keeping Children Safe in Education.'
- Understand that it is professionally, morally and in some cases legally unacceptable not to carry out these responsibilities and failure to do so could result in disciplinary action.
- Be aware of current Teachers' Standards.
- If at any time a trainee is concerned that an action or comment that they have made may be misinterpreted or that a child behaves or makes a comment in a way that causes the trainee concern in this respect, the trainee should log their concerns immediately with the appropriate senior member of staff, such as the Designated Safeguarding Lead (DSL).



- Always maintain appropriate professional boundaries consistently with all pupils regardless of their age, and trainees must not discuss or disclose personal details about their relationships or family life.

Trainees need to be aware that they hold a position of power over young people and this power must not be used:

- To intimidate, bully, humiliate, threaten, coerce or undermine children or young people
- To form or promote relationships which are of a sexual nature, or which may become so
- To promote their own religious, political or philosophical beliefs

Through our policies, procedures, training and guidance we wish to ensure that we can:

- Help all trainees establish safe and responsive learning environments which safeguard children
- Reduce the risk of adults being unjustly accused of unprofessional, inappropriate or abusive conduct
- Help trainees to work safely to protect pupils and themselves
- Ensure that all trainees are aware of what is regarded as appropriate or inappropriate conduct and practice

Trainees must remain vigilant and recognise the dangers which may arise from private interviews with individual pupils. Where possible, interviews should be conducted in a room with visual access, or with the door open, or in a room or area which is likely to be frequented by other people.

#### **14. Physical Contact with Children**

There are occasions where it may be appropriate for a trainee to have some physical contact with a child in line with care plans, but trainees need to be aware that it is crucial that in all circumstances trainees should only touch students in ways which are appropriate to their professional standards, alongside their roles and responsibilities.

#### **15. Sexual Contact with Children and Young People**

All trainees need to ensure that they:

- Do not have a sexual relationship with any student of any age.
- Do not have any form of communication (verbal, non-verbal or electronic) with a child or young person which could be interpreted as sexually suggestive or provocative
- Do not make sexual remarks to, or about, a child or young person
- Do not discuss your own sexual relationships, experiences or preferences with or in the presence of children or young people.

## **16. Professional Behaviour and Relationships**

Trainees must ensure that their behaviours do not breach the LSS Code of Conduct, professional standards or safeguarding policies. All trainees are expected to behave in a professional way that is not offensive to others and that cannot be deemed as bullying or harassment. Trainees must treat colleagues and others with respect and positive regard at all times. Slurs and offensive banter will not be tolerated. Trainees must not publicly criticise colleagues in front of parents, students or other members of staff. They must respect the skills, expertise and contribution each member of staff makes and all trainees are expected to make efforts to build productive working relationships with others in the interest of the students. Trainees must support LSS and its partner schools as a community, recognising that even outside of work they should not publicly criticise LSS and its partner schools and to do so could be viewed as a breach of contract. Professionalism involves using judgement in order to make the right decisions. LSS's policies and procedures provide trainees with additional guidance, advice and clarity.

## **17. Social Media and Emails**

Trainees should ensure their Facebook and other social media accounts do not compromise their professional position and they should ensure that their privacy settings are set correctly.

Trainees must not under any circumstances accept friend requests from a person they believe to be either a parent or a student at a school within the LSS partnership. The exceptions to this are as follows:

- If a trainee's own child(ren) attend a LSS partnership school
- If close friends have children at a LSS partnership school or are employed by a LSS partnership school
- If the trainee is part of a social group that may include students and/or their parents (e.g. music/drama/sport)

In these circumstances it is accepted that communication can take place and images of their own children and their friends when at parties or such similar personal events may be posted. Care should be taken to ensure the suitability of the images and to use appropriate security settings. If in any doubt trainees should discuss with the Director of LSS. Images must not be posted in relation to LSS or any partner school.

Trainees must not make disparaging remarks about LSS, their partnership school, mentors, tutors or colleagues. They must act in accordance with this policy and any specific guidance on the use of social networking sites. Trainees are encouraged to think about any photos they may appear in and on Facebook or similar sites they may wish to 'untag' themselves from. If a trainee finds inappropriate references to themselves and/or images of them posted by a 'friend' online they are encouraged to contact them and the site to have the material removed. Trainees are reminded that parents and students may access their social media profiles and could, if they find the information and/or images it contains offensive, complain to the partner school or LSS.

When using social media either at school or in their own personal time trainees must not:

- make defamatory statements about LSS its schools or its employees
- post messages that are unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually orientated or racially offensive

- post content copied from elsewhere for which the user does not own the copyright
- post the same message, or a very similar message, more than once (also called 'spamming')
- publicise their own or anyone else's personal information such as contact details
- advertise products or services
- impersonate someone else

When using email trainees must ensure communication meets professional standards for communication. They must use their LSS or school emails to contact and respond to LSS, mentors, tutors, parent/carers and colleagues. Trainees must not contact individual students via email or respond to emails from students, unless at the express permission and observing placement school policies. Trainees must regularly check their LSS email for contact and updates from LSS, and respond as required.

### **18. Searching, Screening and Confiscation**

All staff, including LSS trainees, have a duty to ensure staff and pupils feel safe and secure in school as required by 'Working together to safeguard children', 'Keeping children safe in education' and the Teachers' Standards. When used appropriately searching, screening and confiscation powers are an important way to ensure pupil and staff welfare is protected and helps schools establish an environment where everyone is safe.

Trainees must familiarise themselves with the placement school behaviour policy, including the list of banned items for which a search can be made. Trainees must be aware that only Headteachers and staff they authorise have statutory power to search a pupil or their possessions where they have reasonable grounds to suspect the pupil has a prohibited item or any other item the school rules identify as an item which may be searched for. The list of banned items includes:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- any article that the member of staff reasonably suspects has been or is likely to be used:
  - to commit an offence or
  - to cause person injury to, or damage to property of; any person (including the pupil)
- an article specified in regulations:
  - tobacco and cigarette papers
  - fireworks
  - pornographic images

Only the headteacher or a member of staff authorised by the headteacher can carry out a search, screening or confiscation. If a trainee suspects that a child or young person has any prohibited item

they should inform the DSL (or deputy) and/or Headteacher immediately. They must not attempt to search, screen or confiscate the item from the child themselves.

#### **19. Prevent**

LSS follows the requirements outlined in the Counter-Terrorism and Security Act 2015 to pay due regard to prevent individuals from being drawn into terrorism. All trainees at LSS are required to attend training on Prevent in order to understand their role and duties to protect children and young people.

Included in Prevent and Safeguarding training trainees will learn about their duties in relation to promoting British Values and the Equality Act 2010. They will be supported to know how to promote the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs both through these sessions, and the wider LSS curriculum.

#### **20. Allegations against LSS Staff**

LSS staff should take care not to place themselves in a vulnerable position with a trainee. It is advisable for interviews to be conducted in view of other adults.

Any trainee wishing to make a safeguarding allegation against a member of LSS staff should follow the LSS Whistleblowing policy.

#### **21. Monitoring Compliance and Effectiveness of the Policy**

Effectiveness and compliance of this policy will be monitored by the Director of LSS. The Partnership Group will monitor the outcomes and impact of this policy on a regular basis.

#### **22. Review**

This Policy and Procedure will be reviewed within one year of the date of implementation.