

Protocol Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and candidates on its register to share this commitment and to be fully aware of the importance of child protection.

Protocol Education strictly adheres to the specific recruitment and vetting checks which must be made on all people who wish to work with children and young persons. These requirements, outlined in the DfE document: **Keeping Children Safe in Education (September 2018)**, have statutory force and are clearly incorporated into Protocol Education's "Procedures Manual". Compliance with these guidelines is regularly and closely audited both externally and internally, and through a series of daily reporting processes.

Further, the **Safeguarding Vulnerable Groups Act 2006** and the **Childcare (Disqualification) Regulations 2009** outline specific duties and responsibilities for an employer in relation to barred persons, and to the sharing of information about individuals to the Disclosure and Barring Service. Protocol Education is committed to ensuring that its obligations here are met.

Protocol Education holds the REC Audited Education accreditation, confirming our full compliance with safeguarding, statutory legislation, and best practice as required by the Recruitment and Employment Federation.

Protocol Education confirms that before supplying any staff to school or educational settings, it has:

- Undertaken a standardised, personal face-to-face interview with the applicant
- Confirmed identity and proof of address in line with acceptable documents approved by the Disclosure and Barring Service
- Confirmed right to work in the United Kingdom, and obtained all necessary entry clearance certificates, work permits, biometric residence permits, and immigration documents
- Confirmed the authenticity and ownership of all teaching and child-care qualifications
- Confirmed, for Newly Qualified Teachers, their progress towards, or completion of, the statutory induction period within the set time period as determined by the DfE, and that they have not failed induction or probation
- Checked all candidates via the Teacher Regulation Agency's (TRA) Teacher Services portal to ensure:
 - That they do not have a disciplinary sanction which prohibits them from working in the teaching profession
 - That they are no longer still subject to disciplinary sanctions from the GTCE
 - That they have not been identified by the TRA as having a current EEA member state restriction / sanction imposed upon them
 - That they have not been barred from taking part in the management of any independent school (including academies and free schools) under the terms of the s128 barring directions made by the Secretary of State.
- Confirmed that Overseas-Trained Teachers hold teaching qualifications which are deemed by UK NARIC to be equivalent to a British teaching degree or PGCE

- Obtained an **enhanced** DBS certificate relevant to the appropriate workforce for all candidates; the current validity of DBS certificates issued by other employers will be checked by the DBS Update Service; all DBS certificates are checked annually
- Asked candidates (at verbal vetting stage, on the written application form, and at interview) to declare any unfiltered convictions, cautions or reprimands, warnings or bind-overs which they have incurred
- Conducted a standardised Risk Assessments on applicants with disclosures on their DBS certificate or foreign police clearance, to determine suitability for registration
- Conducted Barred Lists' checks on all surnames used by the candidate, and updated annually
- Obtained a written declaration from the candidate confirming that the candidate has not been disqualified under the Childcare Act 2006.
- Confirmed that the candidate is medically fit to work in an educational setting
- Applied for, received, and verified two satisfactory and current references, as follows: A minimum of two satisfactory and current references for all candidates; at least one reference should be from a school / child care / vulnerable adult care environment, covering a minimum period of four weeks work at one establishment which can be confirmed by a credible referee
- Verified any gaps in the applicant's work history
- Confirmed that the candidate's fluency of English is enough to effectively carry out their prescribed duties.

Full clarification of the above requirements can be found in the company's Recruitment and Selection Policy

Candidate Expectations:

Protocol Education expects its candidates to fulfil their duty to keep young children safe and to protect them from physical, emotional and sexual harm.

At point of registration with Protocol Education, all candidates are required to agree to our specific Child Protection Policy, confirming that they will contribute to:

- Providing a safe environment for children to learn in education settings, and
- Identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Further, at point of registration, all candidates are provided with clear written guidelines (in the form of our comprehensive "Safeguarding our Children" document), covering:

- Physical Contact
- Social Contact
- Communication with Pupils (including use of electronic devices, social networking sites or web-based communication channels)
- Behaviour Management
- What to do if I'm Worried a Child is Being Abused? and
- What should I do if there is a child protection allegation made against me whilst working for Protocol?

All candidates are provided a link to the current version of **Keeping Children Safe in Education (September 2018)**, and must confirm they have read it as a part of their written declaration regarding 'Disqualification by Association'.

All candidates working through Protocol Education are made aware of, and have access to:

- The EduCare training course, 'Child Protection in Education'. This training programme is available on-line, and personalised Educare Certificates are issued to successful candidates, and logged into their profiles on our recruitment database
- The Home Office e-learning course on 'The Prevent Duty'.

Dealing with Allegations:

Protocol Education strives to ensure that any allegation of abuse made against its worker in an education setting is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is subject to the allegation. We require our candidate to:

- Report the allegation to the Manager of the Branch of Protocol Education through which s/he was working
- Immediately arrange to meet with the Branch Manager to discuss the allegation, and to prepare a written statement which provides his / her account of the situation in which the allegation was made.

All workers are advised that during the investigation of an allegation, they will not be placed into a school or education setting until the allegation has been satisfactorily resolved. Protocol Education will keep workers informed of the progress of the case and will consider what other support is appropriate for the individual.

Protocol Education will work closely all parties involved, including the school, Local Authority Designated Officer, Social Services and Police. It will act on any requirements put in place during the process, whether to support the candidate's return to work, or referral to the Disclosure and Barring Service and / or the National College of Teaching and Leadership.

Any further queries about our safeguarding processes may be forwarded to:

Brian Todd (Quality Manager), at btodd@protocol-education.com