

## Safeguarding Policy

### 1. INTRODUCTION

#### 1.1. Safer Recruitment

For staff working for Excell Supply, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaged in regulated activity with children. In addition, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching.

#### 1.2. Review

This policy will be reviewed by Excell Supply on an annual basis and updated where appropriate. However, if a weakness is identified in the stated procedures, the policy will be reviewed and revised immediately.

#### 1.3. Excell Supply Staff

As you are working for Excell Supply, it is important that you read this policy and follow the guidance and procedures outlined within it. This policy applies to all staff and volunteers working in schools, including teachers, cover supervisors, instructors and teaching assistants.

It is recognised that you may work in several different schools and settings, as well as in different local authorities. Therefore, you will also need to follow the guidance provided by each individual school. On your first day, it is important that you learn the name of the person responsible for safeguarding in the school. This person is usually referred to as the **Designated Safeguarding Lead (DSL)**, sometimes called the Designated Safeguarding Person or Child Protection Officer. A Designated Safeguarding Lead does not need to be a teacher, but they must have the authority to ensure the responsibilities for safeguarding children are fully embedded within the school and that specific duties are discharged. The DSL has the responsibility to decide if a referral needs to be made to other agencies (Children's Social Services, Police etc.) to keep a child safe.

**You must report any safeguarding concerns to the DSL or the Deputy DSL in their absence. In the unlikely event that both are absent or unavailable, report your concern to a member of the Senior Leadership Team.**

This policy should be read in conjunction with our **Safer Working Practice Guidance** and the **Excell Supply Staff Handbook** – see previous documents.

### 2. SAFEGUARDING/CHILD PROTECTION POLICY

#### 2.1. What is Safeguarding?

Safeguarding is the action taken to promote the welfare of children and protect them from harm.

It is a fundamental principle that the protection of children from harm is the responsibility of all individuals working with children. The partner agencies listed in the Children Act 2004 share statutory responsibility for safeguarding and promoting the welfare of children and there is a duty placed on all professionals working for those agencies to report concerns.

**Children includes everyone under the age of 18.**

**Children and young people may be abused in the family or in an institutional or community setting. They may be abused by an adult or adults or another child or children.**

Safeguarding includes: -

- Protecting children from abuse and maltreatment
- Preventing harm to children's mental and physical health or development
- Ensuring that children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes

## 2.2. What is Child Protection?

Child Protection is a part of Safeguarding and promoting children's welfare. It refers to the activities that are undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

## 3. PRINCIPLES

3.1. Excell Supply takes seriously its responsibility to protect and safeguard the welfare of children and young people in the care of our staff working in schools. "The welfare of the child is paramount." – Children Act 1989

3.2. All Excell Supply staff will share the same goals to keep children and young people safe by: -

- Stopping unsuitable people working with children and young people
- Having safe practices in place
- Challenging poor or unsafe practice
- Identifying when there is an issue or concern about a child's welfare and taking the appropriate action
- Working together with other services
- Creating and keeping safe places to learn
- Helping children and young people to be aware of potential dangers and understand how to stay safe

3.3. All action is taken in line with the following legislation/guidance: -

- Keeping Children Safe in Education (DfE updated 2024)
- Children Act 1989
- Children Act 2004
- Equality Act 2010
- Human Rights Act 1998
- Welsh Government: Keeping Learners Safe 2022
- Home Office "Revised Prevent duty guidance: for England and Wales" 2023

3.4. We will follow procedures set out by the Local Children Boards and take account of further guidance issued by the Department for Education and the Local Authority (England and Wales).

## 4. ETHOS

4.1. Excell Supply recognises that our staff are well placed to identify abuse or neglect and offer support to children in need. We are committed to: -

- Ensuring our organisation practices safe and stringent recruitment in checking the suitability of staff and volunteers to work with children

- Understanding and adhering to Excell Supply's "Safer Working Practice Guidance" (updated June 2024)
- Establishing, maintaining, supporting and enhancing a safe school environment, where all children feel secure, can learn and develop, are encouraged to talk and are listened to, where their views are valued and respected
- Supporting students who have been abused and carrying out specific actions in accordance with the agreed child protection support plan of the school
- Ensuring staff and volunteers are aware of signs and symptoms of abuse, know the correct procedure for referring concerns, or reporting allegations against staff, and receive appropriate training to enable them to carry out these requirements. This will include training sessions and accessing online learning opportunities

**4.2. Excell Supply recognises that staff registered with us are agents of referral and not of investigation.**

**4.3. Types of abuse and neglect (physical, emotional, sexual, neglect) - see Appendix 2**

**Safeguarding concerns may include one or more of the following: -**

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying or harassment (including e-safety)
- Child sexual exploitation
- Forced marriage
- Radicalisation
- Female Genital Mutilation
- Domestic abuse
- Children missing from education
- Children missing from home or care
- Trafficking
- Substance misuse
- Teenage intimate partner abuse
- Witchcraft or other spiritual beliefs
- Fabricated or induced illness

**4.4. Excell Supply's Safeguarding/Child Protection Policy should be read in conjunction with other relevant policies which schools would provide such as: -**

- Anti-bullying
- Equality and Diversity
- Health and Safety
- Behaviour Management
- PSE/PSHE and Citizenship
- Internet Safety
- Educational Visits



- Medical Needs
- First Aid
- Safer Recruitment and Selection
- Looked After Children

## **5. RADICALISATION**

“All schools and colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. Keeping Children Safe in Education 2023

5.1 Excell Supply recognises: -

- The positive contribution staff can make towards protecting students from radicalisation to violent extremism
- The duty of its staff to help build students’ resilience to radicalisation by promoting British values and enabling students to challenge extremist views
- Its role in protecting the well-being of children who may be vulnerable to being drawn into violent extremism or crime
- The responsibility of Excell Supply staff to report any concern about a child to the school’s Designated Safeguarding Lead

5.2. As part of their safeguarding responsibility, Excell Supply staff should be alert to: -

- Disclosures by students of their exposure to the extremist actions, views or materials of others outside school
- Students accessing extremist materials online, including through social networking sites
- Parental reports of changes in behaviour, friendship groups or actions and requests for assistance
- Students voicing opinions drawn from extremist ideologies and narratives
- Use of extremist or “hate” terms to exclude others or incite violence, intolerance of difference, whether secular or religious
- Attempts to impose extremist views or practices on others

## **6. PREVENT**

(Home Office “Revised Prevent duty guidance: for England and Wales” updated 1 April 2023)

Prevent is a government led programme which aims to safeguard vulnerable people from being drawn into terrorism. Schools work in partnership with other agencies to protect and support vulnerable students who may be drawn into violent extremism. The school’s Designated Safeguarding Lead will have undertaken training in Prevent and will make the appropriate referrals where deemed necessary.

## **7. REPORTING A SAFEGUARDING CONCERN**

7.1. All members of staff or volunteers receiving a disclosure of abuse, or noticing any possible signs of abuse, or having a concern must: -

- Make an accurate record as soon as possible, noting what was said or seen, putting the event in to context and giving the date, time and location. (Schools may have a specific form for this purpose.) See Appendix 1 Example
- Where you have observed unexplained injuries to a child, you should make a record using a body map outline (provided by the school). You must not take any photographs.
- You must share your Safeguarding concern with the Designated Safeguarding Lead as soon as possible and without delay.
- All hand- written records must be retained, even if they are subsequently written up on to a concern/disclosure form.
- Excell Supply staff should inform their Account Manager that they have reported a safeguarding concern to the DSL. The Account Manager will inform Excell Supply's Safeguarding Leads – Lynn Lloyd or Mike Jones.

7.2. All records relating to Child Protection concerns will be kept in a secure place by the school and will remain confidential. They do not form part of the child's educational record and must be kept separate from other records.

7.3. If the DSL decides that a referral should be made following a report of a safeguarding concern, Children's Social Services will make an initial assessment and decide what action is required. School staff, Police, Education Welfare Officers and Social Workers may be invited to attend a meeting where they will be expected to contribute.

## **8. DISCLOSURES** (See Appendix 3)

If a child makes a disclosure to you, follow these guiding principles: -

- Remain calm and do not over-react
- Show the child that you are listening to what they are saying and that you take their allegations seriously
- Reassure the child that they are doing the right thing in talking to you
- Allow the child to speak freely, but do not prompt or ask leading questions. Don't interrupt when the child is recalling significant events. Don't make the child repeat their account
- Explain what actions you must take, in a way that is appropriate to the age and understanding of the child
- Do not promise to keep what you have been told a secret or confidential, as you have a responsibility to disclose the information to the DSL
- Write down what you have been told as soon as possible, using exact words where possible
- Record and report your concerns to the Designated Safeguarding Lead. Do not delay
- Inform your Account Manager that you have made a report of a safeguarding nature to the school's DSL

## **9. CONCERNS ABOUT SAFEGUARDING PRACTICE WITHIN SCHOOLS**

9.1. If you have concerns regarding the Safeguarding practices within a school, you should contact your Account Manager in the first instance as a matter of urgency to seek appropriate advice.

Staff and volunteers in schools should feel able to raise concerns about poor or unsafe practices and potential failures in a school's Safeguarding regime. Appropriate whistle-blowing procedures will be reflected in staff training and in the school's code of conduct.

## **10. ALLEGATIONS MADE AGAINST A MEMBER OF STAFF OR VOLUNTEER**

10.1. Allegations about a member of staff or volunteer should be brought to the attention of the Headteacher (or Chair of Governors and Head of Education for the Local Authority if the allegation is against the Headteacher).

10.2. The Headteacher should immediately discuss the allegation with the Local Authority Safeguarding Officer (LADO).

10.3. A school is legally obliged to make a referral to the Disclosure and Barring Service if, at the end of the allegation process, a member of staff or volunteer is removed from their position, or if they leave whilst under investigation for allegedly causing harm or posing a risk of harm.

10.4. If a serious allegation is made against a temporary staff member of Excell Supply, the Account Manager will ensure full written details are made regarding the nature of the allegation and the time the complaint was made. This information will be passed to the Excell Supply Safeguarding Lead.

10.5. The Excell Supply Safeguarding Lead will discuss with the school their initial course of action and what they require from Excell Supply in order to pursue the investigation.

10.6 The Excell Supply Safeguarding Lead will inform the member of staff that an allegation has been made against them and that the matter is under investigation. A written statement of their conduct during the relevant lesson/time period will be requested. Details of the allegation will only be discussed when/if the school has given permission to do so.

10.7. The member of staff will be removed from the placement immediately. Dependent on circumstances, whilst the investigation takes place, the member of staff may be suspended from the supply register.

10.8 Where a safeguarding/child protection allegation has been made, the LEA Child Protection Team will be responsible for the investigation. It is the responsibility of the LEA Child Protection Team to keep both the Head Teacher and Excell Supply informed. Excell Supply will keep the member of staff informed of the progression of the case as required.

10.9 The member of staff, subject to an investigation by the LEA, will not be placed in a school within that Local Authority during the investigation. (Excell Supply's Safeguarding Lead/Team will make a judgement as to whether the work seeker can be offered work in a different LEA, based on the information available and the nature of the allegation made.) If the member of staff is suspended, Excell Supply will only remove the suspension once notified by the LEA Child Protection Team.

10.10 Excell Supply Internal Investigation Procedures – where appropriate, and with the client's consent, Excell Supply will undertake an internal investigation into the allegation/complaint. This course of action is employed when the allegation/complaint is not serious enough to be dealt with by the LEA Child Protection Team or the Police but where the client and Excell Supply are concerned about a work seeker's professional conduct.

10.11 An internal investigation will only take place once all procedures for serious complaints or allegations of professional misconduct have been completed. The member of staff will be required to attend a face-to-face practice review meeting at an Excell Supply office with the Safeguarding Lead. During this meeting, the alleged incident will be discussed in detail so the Safeguarding Lead can ascertain the member of staff's stance on the incident and make a decision on their ability to continue working for Excell Supply. Where a genuine mis-judgement in professional practice has been made AND the member of staff has a previous unblemished record, additional training will be given where required. If this is stated as a stipulation to a member of staff returning to work for Excell Supply in schools, this training must be completed before any placement will be given.

10.12 All members of staff returning to work for Excell Supply after a practice review meeting are closely monitored on returning and relevant notes are kept on their record. If Excell Supply are still concerned about a member of staff's ability to return to school after their practice review meeting, this will be referred to the Director.

10.13 If a member of staff is removed from the Excell Supply register, the relevant authorities will be informed – Teaching Regulation Agency, Education Workforce Council (Wales), and the Disclosure and Barring Service.

10.14. Schools have a code of conduct for staff in place which states clearly what behaviours are acceptable and what behaviours are not. Excell Supply expects all candidates to behave appropriately at all times and to take seriously their duty of care. Excell Supply staff should make themselves aware of the expectations of the school they are working in and should follow the guidance in Excell's Staff Handbook and Safer Working Practice Guidance.

10.15. As outlined in the 1996 Educational Act, any form of physical contact with a child in the form of corporal punishment is prohibited.

## **11. TRAINING**

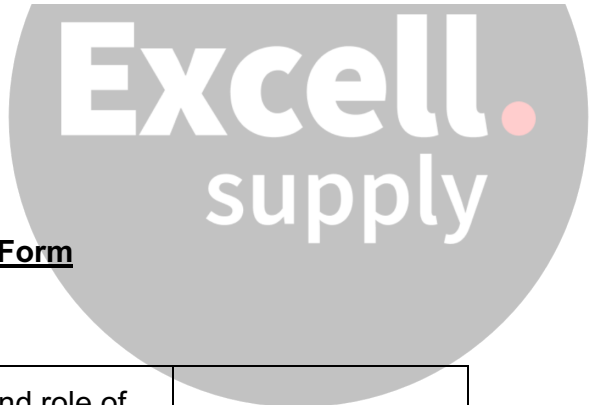
11.1. The Designated Safeguarding Lead in schools must receive multi-agency Child Protection training every two years. Training is available from the Local Safeguarding Children Board. All school staff, both teaching and support, must receive approved Child Protection training, usually delivered by the Local Authority, every three years. In addition, school staff receive annual updates in Child Protection and Safeguarding to provide them with the relevant skills and knowledge to safeguard children effectively.

11.2. Excell Supply will provide appropriate CPD opportunities to complement the training and support offered through schools and Local Authorities.

11.3. Temporary and supply staff should be made aware of basic information in respect of the school's Child Protection procedures, including the name of the Designated Safeguarding Lead. Excell Supply staff should ask for this information if it is not presented to them.

11.4. Excell Supply staff should seek support from their Account Manager if further guidance is required.





**Appendix 1: EXAMPLE**

**Concern / Disclosure Form**

**CONFIDENTIAL**

Date:		Name and role of person completing	
Name of child:		Name and role of person child disclosed to	
Details of disclosure by child / incident / child protection concerns:			
Action taken by person(s) above:			
Date of notification to CPCO/ deputy:		Name of CPCO/deputy:	
Detail of decision /action by CPCO or deputy:			
Reason(s) for this decision or action by CPCO or deputy:			
Notes of feedback between CPCO / deputy and the person who raised this child protection concern, including date of feedback:			
Tick to confirm added to students chronology and copy placed in students CP file		Tick to confirm added to CPCO overview sheet	
Date for review:		Name of person(s) to review:	



## APPENDIX 2: TYPES OF ABUSE AND NEGLECT

(taken from Keeping Children safe in Education, 2022)

**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. They may be abused by an adult or adults or another child or children.

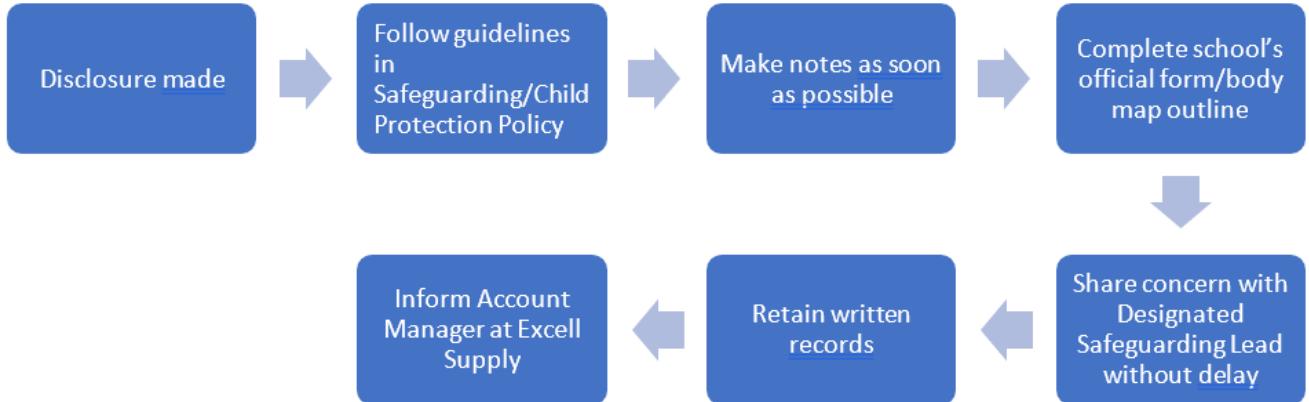
**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in 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 cyber bullying), 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 (including via the internet). 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 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.

## APPENDIX 3: REPORTING A SAFEGUARDING CONCERN



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