



Safeguarding policy

The Classroom Partnership is proud to hold the REC Audited Education accreditation, the benchmark for education staffing agencies, confirming our full compliance with safeguarding, statutory legislation and best practice as required by the Recruitment and Employment Confederation.

This accreditation is a fundamental part of our commitment to safeguarding and promoting the welfare of children and young people and we expect that all staff within The Classroom Partnership to adhere to these standards. We also expect all staff working on assignments for us to share this commitment and be fully aware of the vital importance of child protection and the role they must play.

Each member of staff adheres to the specific and detailed recruitment and vetting checks that must be completed for all staff seeking to work with children and young people prior to placement. These checks build upon the requirements outlined in the DfE guidance: Keeping Children Safe in Education (Sept 2018) / Keeping Learners Safe (2015) and are regularly reviewed and updated in line with guidance.

The requirements of KCSIE/Keeping Learners Safe have statutory force and are clearly incorporated into The Classroom Partnership's processes and procedures. Compliance to these guidelines is regularly and closely monitored and audited both externally through the REC and internally through our compliance manager and operations director.

Furthermore, the Childcare (Disqualification) Regulations 2009 and the Safeguarding Vulnerable Groups Act 2006 outline specific duties and responsibilities for education employers in relation to barred persons and the sharing of information about individuals to the Disclosure and Barring Service through the referral system. The Classroom Partnership is fully committed to meeting these obligations at all times.

The Classroom Partnership confirms that before supplying staff we have:

- Completed initial telephone vetting – checking suitability, work history and outlining what will be required in our registration and vetting standards
- Applied for and received two satisfactory references including one from the last/current employer (where possible to be obtained prior to interview)
- Undertaken a standardised, face-to-face interview (in person, not digital) with the applicant recording all answers provided; including questions in relation to any unfiltered convictions, cautions, reprimands, warnings or bind-overs which they have incurred
- Obtained a full CV and accounted for any gaps
- Obtained a signed declaration from all candidates that they have not been disqualified under the Childcare Act 2006
- Obtained confirmation that the candidate is medically fit to work in an education setting
- Confirmed the identity of the applicant and their proof of address in line with the required documentation set by the Disclosure and Barring Service (originals only)



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- Obtained original confirmation of right to work in the United Kingdom, including relevant entry clearance, work permits, biometric residence permits and/or immigration documentation
- Confirmed the relevant qualifications of the applicant
- For NQT's – confirmed their status for their statutory induction period within the required time limit as set out by the DfE and ensuring that they have not failed induction
- Teacher Regulation Agency (TRA) – all staff checked via the Teacher Services portal to ensure
 - They do not have disciplinary sanctions which prohibit them from working in the profession
 - They are not subject to disciplinary sanctions from the GTCE/EWC
 - That they do not have a current EEA member state restriction/sanction imposed upon them
 - That they are not barred from taking part in the management of independent schools
- Confirmed overseas trained teachers hold qualifications deemed by UK NARIC to be the equivalent to UK teaching qualifications
- Confirmed national insurance number via official documentation
- Obtained proof of any name changes where applicable
- Obtained an enhanced DBS certificate for the appropriate workforce OR a current DBS certificate for the appropriate workforce issued by another employer the suitability of which will be checked by the DBS Update Service on an annual basis
- Conducted the relevant Barred List check in all names
- Conducted a QTLS check if applicable
- Obtained a disqualification by association declaration for applicable roles in line with guidance.

Candidate conduct

At interview each prospective worker is provided with a handbook outlining our expectations and requirements of those selected to work through The Classroom Partnership. This details our expectations and their duty to protect children and young people from physical, emotional and sexual harm.

All staff are required to:

- Ensure a safe environment for those in their care
- Identify those who are suffering or likely to suffer harm and to take the appropriate action to keep them safe
- Confirm that they have read Keeping Children Safe in Education (Sept 2018) / Keeping Learners Safe (2015) a link to which is provided prior to interview.



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All staff working with The Classroom Partnership are given access to safeguarding training with certifications issued to successful students. In addition, they are provided with a range of additional CPD accredited training.

Allegations

The Classroom Partnership strives for excellence in recruitment, vetting and the ongoing management of its staff through thorough aftercare with clients and through the continued vetting of staff. In the event of an allegation being made against a worker they are handled as quickly and fairly as possible, consistently, under the direction of our compliance manager alongside the branch director.

During such a process we have a duty of care to the subject of the allegation but first and foremost the obligation is to keep children and vulnerable pupils safe so extreme caution will always be taken.

In the event of an allegation staff are required to:

- Take comprehensive notes of any information provided in relation to the allegation but not to investigate or seek information from anyone involved
- Report the allegation and provide all relevant information to the branch director and the compliance manager at the earliest opportunity.

On receipt of an allegation directors and the compliance manager will inform the operations director and the worker is placed into the temporary block status. This ensures that during an active investigation the worker cannot be placed into an assignment within an education setting. If they have an ongoing placement or future placements, they are to be removed pending the outcome.

The compliance manager or director will notify the worker they are subject to an allegation and that they are not to conduct assignments or regulated activity of any kind until the investigation is complete.

The Classroom Partnership in such instances will work closely with the relevant people in the education setting along with the Local Authority Designated Officer (LADO), the police and social services as is deemed appropriate.