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**Safeguarding and Safer Recruitment Policy**

Moore Teachers is committed to safeguarding and promoting the welfare of children introduced by section 175 of the Education Act 2002 which came into force on 1 June 2004. The company adopts the requirements laid out in the DfE statutory guidance for schools and colleges ‘Keeping children safe in education’ September 2020 and expects all staff and candidates on its register to share this commitment and to be fully aware of the importance of child protection.

In addition, Moore Teachers is committed to ensuring that its obligations under the ‘Safeguarding Vulnerable Groups Act’ 2006 with regards to barred persons and the Independent Safeguarding Authority are met.

To ensure best practice and safeguarding in recruitment, all office-based staff have undertaken a ‘Safer Recruitment’ accredited training course and all supply staff have completed safeguarding training.

Moore Teachers carry out the following recruitment and vetting checks on all candidates before supplying staff to educational settings:

* A personal face-to-face interview with every candidate
* Identity checks
* Proof of address confirmed
* Right to work in the UK and any necessary entry clearance certificates, work permits, visa documents and/or EU Settled or Pre-Settled Status confirmation have been obtained
* Authenticity of all teaching and child-care qualifications
* Verification of QTS and successful completion of induction from “The TRA”
* Confirmed that Overseas Trained Teachers hold teaching qualifications which are deemed by UK NARIC to be equivalent to a British teaching degree or PGCE
* DBS enhanced disclosure obtained (including the acceptance of disclosures dated within the last 12 months which have been issued by an agency or Local Authority)
* A new DBS is obtained for all candidates that are not registered on the update service, whose DBS is more than 12 months old or if the DBS is for Adult and Child Workforce.
* DBS update service check at point of registration for all candidates subscribed to this service. An update check is then carried out annually or following a break of more than 3 months working with Moore Teachers
* In accordance with the Home Office, an overseas police check will be requested for all candidates who have lived outside the UK for more than 6 months within the last 5 years. If we are unable to obtain a copy of an overseas police check further clarification will be carried out to determine suitability e.g. additional references from overseas employers, clarification from same asking for confirmation of clear police checks, copies of any work or residence permits that are provided only on basis of clear police checks.
* Under the exemption in the Rehabilitation of Offenders Act, 1974, all candidates are asked to declare any convictions, cautions or reprimands, spent or un-spent subject to the filtering rules of May 2013
* Risk Assessment conducted on all candidates with disclosures on their DBS or overseas police check to determine suitability for registration
* Verification that candidate is medically fit to work
* Obtained at least 2 satisfactory written references, one of which is from the candidate’s most recent employer
* Verified any gaps in the candidates work history
* Confirmation that every candidate has recent safeguarding training. In the absence of this, Moore Teachers provides an accredited training course.
* Confirmation that every candidate is fluent in English, enough to carry out their duties

**A record is stored to show that the above checks have been carried out.**

**Our email booking confirmation and clearance information is sent to all clients and contains all the information needed for the SCR.**

**Duty of Care**

All staff have a duty to keep young people safe and to protect them from sexual, physical and emotional harm. Children have a right to be safe and to be treated with respect and dignity. All agency staff are expected to take reasonable steps to ensure the safety and well-being of pupils. Failure to do so may be

regarded as professional neglect.

Moore Teachers recognises its duty of care to all supply staff and abides by a culture of openness and support. We ensure that all staff are aware of our expectations, policies and procedures with regards safeguarding and child protection issues. During the registration interview all candidates are:

* required to agree to our specific Child Protection Policy
* provided with clear written guidelines in our "Safeguarding Children" document
* asked to undertake an accredited course ‘An Introduction to Safeguarding Children’, should their safeguarding training not be up to date.

**Dealing with Concerns/Allegations**

**Safeguarding and Child Protection**

As part of our duty of care to supply staff, Moore Teachers will 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 supply staff to:

* immediately report the allegation to the Manager of Moore Teachers
* 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.

Moore Teachers will keep workers informed of the progress of the case and will consider what other support is appropriate for the individual.

Moore Teachers will work closely with all parties involved, including the school, Local Authority Designated Officer, Social Services and Police. Schools also hold a responsibility to fully explore concerns about any supply staff. Moore Teachers will act on any requirements put in place during the process, whether to support the candidate's return to work, or referral to the DBS and / or The TRA

**Professional Misconduct**

Instances of misconduct or gross misconduct should be reported promptly to Tina Moore. Our Disciplinary Procedures for Misconduct details the steps taken to resolve all instances of misconduct in a timely and fair manner.