**Keeping Children Safe in Education Policy**

We understand the importance of safeguarding children, and the commitment to ensure that all our staff are fully aware of the importance of child protection.

In doing this we encourage all our staff to do our online courses through Educare our provider which is endorsed by Kidscape, as well as providing a copy of the **Keeping Children Safe in Education (September 2018)**

Not only do you have the assurance that our candidates have access to all the below courses, but your consultants are fully trained in all the below**.** This has enabled us to offer the advice and support to all our applicants to ensure that our clients and children in which we support get the possible care.

**Level 2 Courses available to our applicants are as follows:**

* Child Protection
* Online Safety
* The Prevent Duty
* Female Genital Mutilation Awareness
* Health and Safety in Education – Staff Awareness
* Health and Safety in Education – Management Team
* Child Neglect
* Equality and Diversity
* Preventing Bullying
* Fire Safety in Education
* Food Hygiene and Safety
* First Aid Essentials
* Safeguarding Young people 16-24 years
* Safer Recruitment
* Mental Health and Wellbeing in Children and Young People
* Substance Misuse Risk
* How to be an Effective Fire Warden/Marshall
* Raising Awareness of Peer on Peer abuse
* Sexual Harassment and Sexual Violence between Children and Young People – NEW
* Dealing with Loss and bereavement in an Educational Setting
* Modern Day Slavery and Trafficking

Here at Supply Personnel we pride ourselves in our vetting and safeguarding checks. Every worker will be vetted and cleared to our highest standards to ensure that all children are safe and our clients minds at ease.

**All our candidates have a face-face in-depth interview**

**Right to work in the UK:**

Valid or Expired UK/EU Passport or

Non-EU passport with visa and Biometric Residence Permit or

EU National Identity Card or

Full UK birth certificate with proof of national insurance from a governing body

Certificate of Naturalisation and proof of national insurance form a governing body

**Proof of Identity**

UK photo driving licence

At least two valid proofs of address (Bank Statements, Utility Bills excluding mobile phone bills dated within the last 3 months) and/or a council tax, P45/P60 within the last 12 months

**Barred List (formerly List 99)**

Checked with all previous surnames and re-checked on an annual basis

**Criminal Record Check**

A check will be performed for every worker prior to placing on an assignment unless an original DBS has been sighted and is on the update service. DBS checks performed with other organisations will only be accepted if they are Child workforce and will not be accepted if they are carried out on a voluntary basis. *We advise all our staff to sign up to the update service*

**Overseas Police Check**

Will have to be provided for anyone who has resided overseas in the last 5 years. You can find more information on the link provided

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

**Prohibition Checks / Teacher Regulation Checks (TRA Checks) which is accessed through the Department for Education – checks include:**

* the award of qualified teacher status (QTS)
* completion of teacher induction
* prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions
* viewing any additional qualifications, including relevant mandatory qualifications and national professional qualifications
* identifying any prohibition, sanction or restriction that may/will affect their ability to carry out certain activities, or work in particular roles, for example, Secretary of State’s teacher prohibition order
* details of any Secretary of State decision not to impose a prohibition order following a professional conduct panel’s determination of unacceptable professional conduct, conduct that may bring the profession into disrepute or conviction of a relevant offence

**Childcare Disqualification and Disqualification by Association checks**

As part of our registration process, signed by the applicant

**Qualifications**

Are sighted at registration stage, pending qualifications are verified by obtaining a reference from the institution where the qualification was carried out

**CV History**

A full 10-year history, with all gaps accounted for and a statement from the candidate obtained where necessary.

**Change of Name Documentation**

Provided by the worker (if applicable) for all names used from birth or statements obtained.

**Medical History**

Provided at interview stage

**Information for you and your school/organisation**

Details containing our safeguarding checks can be sent prior to using our services.

Every booking made with Supply Personnel you will be provided with a booking confirmation for each candidate, detailing everything you need for your single central records. This includes a photograph of each worker before arrival to your school/organisation

Each member of staff will also bring in a form of identification with a valid DBS for your records.