

## **Safeguarding Policy and Guidance**

Aquinas Education Ltd is a REC Audited Educational recruitment agency based in Nottingham, London and Dubai, our accreditation confirms our full compliance with safeguarding, statutory legislation and best practice as required by the Recruitment and Employment Confederation.

Our REC accreditation is a vital part of our commitment to safeguarding and promoting the welfare of children and young people and all Aquinas staff and work seekers adhere to these standards and are fully aware of the vital importance of child protection and the role they must play.

Aquinas adheres to 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 2021) and are regularly reviewed and updated in line with guidance.

Aquinas' vetting guidelines are regularly monitored and audited both externally through the REC and internally through our compliance manager and managing 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.

### **Definition of Safeguarding and promoting the welfare of children (Children Safe in Education 2021)**

- preventing impairment of children's mental and physical health or development;
- protecting children from maltreatment;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

### **Recognising Concerns and Taking Action**

In View of their daily contact with children, teachers working through Aquinas Education are well placed to observe abuse or neglect. No professional has the right to withhold information or to respect a child's/young person's wish for confidentiality.

- **If a teacher is working within a school** it is her/his duty to take note not only of major incidents, but also of signals which give cause for suspicion or concern. When this occurs, the teacher must report any concerns to the schools designated safeguarding officer with particular responsibility for child protection work and liaison with youth services. It is also the teacher's responsibility to adhere to the

specific guidelines set out in each schools Child Protection Policy. (This is usually the procedure outlined above). The teacher must also contact The Aquinas Education manager.

- **If the teacher is working outside the school environment (for example tuition)** it is his/ her duty to report any concerns to the Social services Department. Teachers have the responsibility of explaining on first contact that they cannot keep information confidential. If abuse is suspected the concern should be recorded, discussed with the Aquinas Education Manager and reported to social services. If a teacher has reason to believe that a young person is being abused, then the safety and welfare of that child has to be the paramount consideration in deciding what action needs to be taken. If there is an allegation of abuse made against a teacher it should be immediately reported to the Aquinas Education Manager. Action will be taken in accordance with Aquinas Education's disciplinary procedures and the local child care procedures.
- **Under no circumstances should a teacher ever intervene on his/her own.**
- **Aquinas Education expect all staff to maintain our reputation for supporting quality education by using the 5R procedure: Recognise, Respond, Report, Record, and Refer.**

Aquinas Education maintain the highest quality vetting before sending any member of staff into a school.

We interview face to face to make sure each individual recruited has the same ethos and beliefs as Aquinas Education in making a real difference in each individual school or education environment. We also match the individual's skill set, personality and suitability to fit the right school or environment, achieved by our high levels of relationships with such schools.

Before our teachers enter any school, we make sure we obtain the following;

- Professional Face to face interview with an education specialist that includes set interview questions about safeguarding and convictions/sanctions
- Right to work check
- National Insurance Number
- Photo ID – Passport or Driver's License
- 2 proofs of address – Must be within the last 3 months
- 2 names of 2 references – These must be professional references and cover at least the past two years
- CV – detailing working history with no gaps in employment, if gaps these must be explained and accounted for
- Proof of Qualifications
- Most recent DBS that must be on the Update Service
- Barred list checks
- Prohibition/Sanctions check

- National College for Teaching & Leadership (NCTL) check
- Statutory Guidance, Keeping Children Safe checks completed
- Signed Medical declaration
- signed declaration that they have not been disqualified under the Childcare Act 2006
- Signed disqualification by association declaration for applicable roles in line with guidance
- CPD accredited Safeguarding Training

Before we send any qualified member of staff out their file must be complete and have all of the above.

### **Aquinas Expectations**

From the face to face interview, Aquinas staff make it very important to our work seekers Aquinas expectations in regards to our 3 P'S (Passionate, Professional, Performance) but also our expectations in regards to safeguarding. Every staff member at Aquinas details our expectations and their duty to protect children and young people from physical, emotional and sexual harm to all work seekers.

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 2021), a link to which is provided prior to interview.

### **Teacher Regulation Agency and DBS Referral Policy**

- **Teacher Regulation Agency: Teacher Misconduct**
  - Following an investigation of a work seeker by James Turner, the TRA guidance is followed
    - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/700607/Teacher\\_misconduct-the\\_prohibition\\_of\\_teachers.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/700607/Teacher_misconduct-the_prohibition_of_teachers.pdf)
    - The investigation will consist of a face to face interview with the work seeker about the incident, who completes a signed statement regarding their narrative
    - For incidents at a nursery/school/college a continuous dialogue is maintained with the Designated Safeguarding Officer as to whether a referral is required, or not. With a decision made within the timeframe designated in the guidance.
  - Any referral will be made on the appropriate form

- <https://www.gov.uk/government/publications/teacher-misconduct-referral-form>

## Child Protection Policy

Aquinas policies and procedures adhere to the law as defined in the children Act 1989 and the guidance given by the Department of Health, the Department for Education and the Home Office in the document "Working Together Under the Children Act 1989"

Aquinas aims to positively promote the wellbeing of children.

***Definition: There are 4 categories of abuse recognised by the 1989 Children Act: Physical abuse, sexual abuse, emotional abuse and neglect. For more information on***

Section 47 of the Children Act 1989 states that a local authority has the duty to investigate when there is "reasonable cause to the suspect that a child who lives, or is found, in the area as suffering, or is likely to suffer, significant harm". It must make such enquiries as it considers necessary in order to decide whether any action is needed to safeguard or promote the child's welfare.

Section 47(9) says that "Where local authorities are conducting enquiries under this section it shall be the duty of any person....to assist them with these enquiries...if called upon by the local authority to do so".

