

Safeguarding Policy, Procedures and Guidance

Policy Statement

Humly recruits staff for nurseries, primary, secondary, special schools and tutors for local authorities. We are fully committed to the moral and statutory duty to safeguard and promote the welfare of all children.

Humly follows a rigorous recruitment process to ensure that candidates have been appropriately vetted, prior to placement at an educational setting.

Humly ensures candidates are fully aware of the statutory requirements in relation to safeguarding. This includes training expectations, guidance on best practice and the need to be familiar with the policies and procedures in the establishments where they are placed.

Humly builds personal relationships with our clients and candidates. We familiarise ourselves with the needs of clients, to ensure a best fit with the candidates we provide.

Humly is based on a culture of openness and trust with our clients and candidates. Every effort is made to avoid complaints, concerns and allegations but when issues do arise, they are dealt with appropriately and robustly.

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1. PURPOSE of the GUIDANCE

- To provide clients and candidates with a framework to safeguard and promote the welfare of children.
- To equip candidates with a comprehensive understanding of safeguarding and safe working practice, to prepare them for placement in a range of educational settings.
- To provide details of our safeguarding policy, procedures and guidance to enable clients to brief candidates on the specific policy and procedural safeguarding requirements of the settings where they are placed.
- To set out the process for dealing with complaints, concerns and allegations.
- To demonstrate our commitment to safeguarding children.

2. DEFINITIONS

Abuse could mean neglect, physical, emotional or sexual abuse or any combination of these. Parents, carers and other people can harm children either by direct acts and/or failure to provide proper care.

Candidate is a person who has been registered with Humly and who has been through our recruitment and vetting process, to ensure that all safeguarding and pre- employment checks have been completed.

Child refers to all young people who have not yet reached their 18th birthday.

Child Protection is an aspect of safeguarding, but is focused on how to respond to children who have been significantly harmed or are at risk of significant harm.

Client is a school, nursery, local authority or business organisation, which uses the staff finding recruitment services of Humly. This can be to fill long or short term, temporary or permanent positions.

Parent refers to birth parents and other adults in a parenting role for example adoptive parents, step parents, guardians and foster carers.

Pupil is used to refer to a child or young person in any setting, including early years.

Safeguarding includes promoting the welfare of children - defined as: protecting children from maltreatment; preventing impairment of children's mental and physical health or development; 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 outcomes¹.

Staff applies to all of those working for or on behalf of children, full or part-time, paid or voluntary.

¹ Definition from Working Together to Safeguard Children, 2018 (WTTSC) and Keeping Children Safe in Education 2023 (KCSiE)

3. STATUTORY FRAMEWORK

Humly is mindful of the statutory guidance relating to safeguarding children in educational settings:

Working Together to Safeguard Children 2018
 Keeping Children safe in Education 2023
 Disqualification under the Childcare Act 2006
 Early Years Foundation Stage Framework 2021

It is a requirement of Keeping Children Safe in Education (KCSiE) that all staff in maintained nurseries², schools and colleges read at least part one of the guidance.

4. KEEPING CHILDREN SAFE IN EDUCATION

The guidance states that:

*Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child.* (KCSiE, 2023)

The guidance sets out the role of staff in educational establishments and the requirement to have a Designated Safeguarding Lead (DSL), whose role is to provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.

The guidance sets out the process for staff referring concerns. In the first instance, this should be through a conversation with the DSL but staff can also make a direct referral to children's social care.

The guidance states what all staff need to know, which includes awareness of the systems within educational establishments which support safeguarding and specifically mentions:

- Child Protection Policy
- Behaviour Policy
- Staff Behaviour Policy (sometimes called a Code of Conduct)
- Safeguarding response to children who go missing from education
- Role of the designated safeguarding lead

Humly provides all candidates with a copy of Part One of KCSiE and Humly's Safeguarding Policy, Procedures and Guidance which includes guidance on Safer Working Practice.

The statutory guidance states that all staff members should receive appropriate safeguarding and child

² The guidance applies to maintained nurseries. Humly provides staff to maintained and non-maintained nurseries and has adopted the guidance to apply to all candidates.

protection training, which is regularly updated. The guidance also identifies the areas that should be covered by training: awareness of the process for making referrals to children’s social care and the early help process; responding to a child making a disclosure of abuse or neglect; awareness of the types of abuse, neglect and other safeguarding issues; the importance of record keeping. There are expectations that staff know how to respond to safeguarding concerns about a member of staff or safeguarding practice in the establishment including whistle blowing procedures. Staff also need to be aware of how to respond to a child who is in immediate danger or risk of harm, and there is a statutory requirement specifically for teachers to report directly to the police, on discovery of an act of female genital mutilation carried out on a girl under the age 18.

Part one of KCSiE includes information to assist in recognising types of abuse and neglect, plus links to information on a range of other safeguarding issues and a flow chart of actions, where there are concerns about a child.

5. SAFER RECRUITMENT

Humly is a corporate member of The Association Of Professional Staffing Companies APSCo. This demonstrates that Humly have met the standards of good practice in selection, vetting, provision and management of education supply staff.

Recruitment legislation and guidance is regularly reviewed to ensure compliance. It is a requirement of KCSiE for educational establishments to keep a Single Central Record which includes checks on identity, professional qualifications, DBS enhanced disclosure and other relevant checks with dates. To comply with this requirement, when Humly confirms a booking an email and link to our database, is sent to the client which shows the mandatory pre-employment checks that have been completed, a photograph and the candidate’s profile and background information. This can be printed for school records or can be retained online. Our full Recruitment and Operation Policy is available on request.

6. SAFER WORKING PRACTICE

KCSiE requires educational establishments to have a Staff Behaviour Policy or Code of Conduct. Humly provide candidates with guidance on Safer Working Practice, produced by the Safer Recruitment Consortium³. The documents provide guidance on which behaviours constitute safe practice and which behaviours should be avoided. The purpose of the guidance is to raise awareness of illegal, unsafe, unprofessional and unwise behaviour and to assist staff to monitor their own standards and practice and reduce the risk of an allegation being made against them.

Safer Working Practice is underpinned by the key principles that the welfare of the child is paramount and all of those working with children and young people should understand and promote the welfare of pupils. Humly expect all candidates to act on the following general principles and the specific guidance in Appendix II of this document.

³ The guidance here and in Appendix II has been adapted for Humly candidates from Guidance for Safer Working Practice for those working with children and young people in education settings, Safer Recruitment Consortium, 2023.

- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work, in an open and transparent way including self-reporting if their conduct or behaviour falls short of these guiding principles.
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern.
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency (TRA).
- Staff should be aware of and understand their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistle blowing procedure and the procedures of the relevant Multi-agency Partnership (MAP).

The full Guidance for Safer Working Practice for those working with children and young people in education settings should be read by all candidates and is particularly relevant to tutors in relation to one-to-one situations, home visits and the use of technology. When working one-to-one another adult must always be present.

7. EXPECTATIONS of CANDIDATES

Humly is compliant with the requirements of KCSiE. Prior to placement in a setting all candidates will have:

- Undertaken safeguarding training
- Read part one of Keeping Children Safe in Education 2023
- Read the Humly Safeguarding Policy, Procedures and Guidance
- Signed a Disqualification Declaration.
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Candidates should follow the guidance in Appendix I when responding to concerns involving children and young people at the establishment or setting where they are placed. Candidates should also follow the guidance in Appendix II, which highlights the importance of the guidance for Safer Working Practice for those working with children and young people in education settings (Safer Recruitment Consortium). Candidates will also need to be aware of the school behaviour policy and low-level concerns policy. Humly Safeguarding Policy, KCSiE and Guidance for Safer Working Practice can all be accessed on the Humly website: <https://humly.co.uk/find-policy/>

8. EXPECTATIONS of CLIENTS

Humly's expectations of their clients:

- To provide candidates with a safeguarding briefing on their first visit to the educational setting and provide them with a copy of the Behaviour Policy, Staff Behaviour Policy or Code of Conduct, Safeguarding Policy, Health and Safety Policy, Low-level Concerns Policy and any other relevant policies. Where tutors are employed to work in homes or other settings, clients may need to provide an Individual Education Plan (IEP) and risk assessment for each pupil, if applicable.
- To place candidates in situations that are suited to their skills and experience and provide appropriate support to enable them to be effective in the situations that they are placed.
- To provide Humly with feedback on all candidates booked and notify Humly immediately, if there are any complaints, concerns or allegations.

9. COMPLAINTS, CONCERNS & ALLEGATIONS

Humly makes every effort to ensure that candidates are able to recognise and respond to safeguarding concerns and to avoid placing themselves in situations that may give rise to concerns about their own conduct. However, if there is a complaint, concern or allegation regarding a candidate, it will be addressed appropriately through our procedures. The procedures for managing allegations is in a separate policy which is in line with statutory guidance:

- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2023

Section 11 of the Children Act (2004) places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children (Page 56, WTTSC 2018). This includes the management of allegations against people who work with children. Local authorities are required to have designated a particular officer or team of officers to be involved with allegations against people who work with children. This role is usually held by a Local Authority Designated Officer (LADO). The role covers the following functions:

- management and oversight of allegations,
- providing advice and guidance on dealing with allegations,
- liaison with police and other agencies to monitor the progress of cases and ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

Part four of KCSiE sets out the expectations of educational establishments in dealing with allegations of abuse made against teachers and others. The guidance is to be applied when a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child and/or
- possibly committed a criminal offence against or related to a child and/or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, and/or
- behaved or may have behaved in a way that indicates that they may not be suitable to work with children.

(KCSiE2023)

When an allegation is made regarding a candidate, the client should immediately contact the LADO and follow their advice.

The client should inform Humly after speaking to the LADO and provide a copy of the referral and any other information relevant to the allegation. Humly will also contact the LADO for advice and then speak to the candidate.

If the matter is referred to Police/Social Care there may be a strategy meeting. This would normally be held within 48 hours and would include representatives from Police, Social Care, client, agency and the LADO, plus any other relevant organisations.

On conclusion of any involvement from external agencies Humly will complete its own internal investigation and will request all available information from the client, e.g. witness statements of any pupils or staff. The LADO will record a final outcome from the allegation which will be recorded by Humly. The candidate and client will also be informed of the outcome.

APPENDIX I – RESPONDING to SAFEGUARDING CONCERNS

While working at any establishment, candidates have a duty of care towards the children and young people there. This means that at all times candidates should act in a way that is consistent with their safety and welfare.

In addition, if at any time there is a concern about a child or young person, particularly if they may be at risk of abuse or neglect, it is the candidate's responsibility to share the concern with Humly and the client's DSL.

This is not an exhaustive list but there may be concerns as a result of:

- observing a physical injury, which may have been non-accidental,
- observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for,
- observing behaviour that leads you to be concerned about a child or young person,
- a child or young person telling you that they have been subjected to some form of abuse,
- observing adult behaviour that leads you to be concerned about their suitability to work with children or young people.

In any of the circumstances listed, the candidate must write down what was seen or heard, date and sign the account, and give it to the DSL. This may be the beginning of a legal process – it is important to

understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

If a child talks about abuse, follow these guidelines:

- rather than directly questioning the child, just listen and be supportive,
- never stop a child who is freely recalling significant events, but do not push the child to tell you more than they wish,
- make it clear that you may need to pass on information to staff in other agencies who may be able to help – do not promise confidentiality. You are obliged to share any information relating to abuse or neglect,
- write an account of the conversation immediately, as close to verbatim as possible. Put the date and timings on it, and mention anyone else who was present. Then sign it, and give your record to the Designated Person/Child Protection Officer, who should contact children's social care if appropriate.
- Always follow the client's policy on safeguarding children and young people.

APPENDIX II - SAFER WORKING PRACTICE

Clients are requested to provide all candidates with a safeguarding briefing on their first visit to the educational setting and provide them with a copy of the Staff Behaviour Policy or Code of Conduct, Safeguarding Policy and any other relevant policies to the role e.g. Health and Safety, First Aid, etc. Candidates should request copies of the establishment's policies if they are not provided on first visit. The policies should be read and followed in conjunction with the documents provided by Humly.

The following guidance covers a wide range of situations, but it is recognised that any guidance cannot cover all eventualities. There may be times when professional judgements need to be made, in situations that are not covered by this guidance. In these circumstances candidates should notify the line manager and give the rationale for any action taken.

Behaviour Management

Follow the establishment's policy on behaviour management and any individual pupil behaviour management plans. Never use force as a form of punishment and try to defuse situations before they escalate, e.g. by distraction. Always give enthusiastic and constructive feedback rather than negative criticism. Behave as a role model and avoid shouting at children other than as a warning in an emergency or safety situation.

Confidentiality

Candidates are expected to treat information they receive about pupils and families in a discreet and confidential manner. Candidates should seek advice if they are in doubt about sharing information they hold and be aware of the need for security, in relation to personal information and technology.

Gifts

Be aware of the settings relevant policy and only give gifts as part of an agreed reward system. Never accept regular gifts, if gifts are received e.g. at Christmas ensure that they are declared and recorded. Ensure that you do not behave in a manner which is either favourable or unfavourable to individual pupils.

Infatuations

Candidates should report any indication (verbal, written or physical) that suggests a pupil may be infatuated with a member of staff and always maintain professional boundaries.

Photography, videos and other images

Never take, publish or share images of children without parent and clients permission.

Physical Contact

Candidates should be aware that even well-intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom the action is described. Therefore, candidates should avoid any physical contact with children where possible. However, there may be situations when it is appropriate for staff to have physical contact with children, particularly in early years settings and special schools. It is crucial that this only occurs in ways appropriate to a professional role and in relation to the pupil's individual needs and any agreed care plan.

Never touch a pupil in any way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact is open to scrutiny.

Never indulge in rough/boisterous play or 'fun' fights. Always encourage pupils to undertake self-care tasks independently. Ensure that any comfort to a distressed pupil is age appropriate and always inform a colleague/manager when and how a distressed pupil has been comforted. Report and record any situation that may give rise to concern.

Adhere to the establishment's Physical Intervention Policy. Always seek to defuse situations and avoid the use of physical intervention wherever possible. Never use physical intervention as a form of punishment.

Power and authority

Candidates should not use their position to gain access to information for their own advantage and/or a pupil's or family's detriment or use their power to intimidate, threaten or coerce or undermine pupils.

Pupil Contact

Candidates should not seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work and not give out their personal details including address, phone number, email address, social media.

Ensure that wherever possible there is visual access and/or an open door in one-to-one situations and always report situations when a pupil becomes distressed or angry.

Only use equipment and internet services provided by the setting to contact pupils and never link up to pupils via social networking systems.

Inform senior management of any requests or arrangements where parents wish to use their services outside of the workplace, e.g. babysitting, child-minding, tutoring.

Recording & Reporting

Report to Senior Management any concerns about the conduct of other staff, whether they are permanent, contractors, temporary staff or volunteers. Record any injury that occurs, along with the details of any treatment given. Record any allegations made by a child or young person.

Report to Senior Management and Humly any incident of concern or that might lead to concerns being raised about your conduct toward children.

Sexual Conduct

Candidates should not have any form of sexual contact with a pupil and avoid any touch or comment which is, or may be considered to be, indecent. Avoid any form of communication which could be interpreted as sexually suggestive, provocative or give rise to speculation. Do not make sexual remarks to or about a pupil and do not discuss sexual matters with or in the presence of pupils, other than within agreed curriculum content as part of their recognised job role.

Visits & Intimate Personal Care

Humly candidates would not normally, or very rarely, be expected to be involved in: educational visits, home visits, intimate personal care or medication. If this is required, follow the clients policy.

HUMLY CONTACT DETAILS

Designated Safeguarding Lead (DSL), who coordinates safeguarding and child protection issues:

Renee Godman renee.godman@humly.co.uk

Deputy Designated Safeguarding Lead DDSL:

Sam Fawcett sam@humly.co.uk

The DSL and DDSL's can be contacted on 0330 016 9780 or at quality@humly.co.uk