

**Ashton on Mersey SCITT**  
**Safeguarding Policy**

**Author: S Buckley**

**Date written/amended: 23<sup>rd</sup> May 2016**

**Date of next review: 23<sup>rd</sup> May 2017**

**Aims and Values**

Ashton on Mersey SCITT is committed to safeguarding and promoting the welfare of the children within the Partnership and expects all staff and trainees to share this commitment.

The aim of the policy is to ensure that all staff, facilitators and trainees have clear direction about expected behaviour when dealing with safeguarding issues. The health and safety of all the children is paramount. We recognise that children have a fundamental right to be protected from harm and that they cannot learn effectively unless they feel secure.

This policy makes explicit the commitment to the development of good practice and sound procedures. This should ensure that any safeguarding concerns are handled sensitively and professionally and in ways which support the needs of the child.

**Common principles:**

Ashton on Mersey SCITT shares the common principles of its partnership institutions, namely;

- The welfare of children and young children is paramount
- Children and young people should be provided with a safe environment in which to learn
- All children and young people have a right to freedom from abuse
- Children and young people have a right to be treated with respect and dignity, as do the adults who work with them
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people
- All children and young people must have the opportunity to express their views about decisions taken about their lives

**Disclosure and Barring (DBS) Clearance**

Ashton on Mersey SCITT will undertake Disclosure and Barring Enhanced Clearances and Prohibition for Teaching for trainees to ensure compliance with DfE requirements. All certificate numbers for trainees are kept and will be securely stored on our internal database. A satisfactory check is defined as having no criminal convictions (including cautions, reprimands and final warnings) relevant to the post. All staff or registered trainees must report any subsequent criminal convictions to the Programme Leader or SCITT Manager. Failure to do so will result in disciplinary action being taken.

It is the responsibility of the trainee to complete the DBS application correctly.

For those trainees who have not received a clearance certificate from the DBS prior to the start of the course, the SCITT will carry out a List 99 check to ensure trainees are not barred from working with children. If the DBS has not cleared prior to starting the placement, the SCITT will liaise with the placement school and decide on next steps in partnership with the school. The SCITT Manager will refer to the Trust's group HR Manager for guidance on declarations on DBS clearances and in relation to any query.

### **Procedures:**

Our staff recruitment policies and practices are rigorous and comply with safe recruitment and selection requirements. We always pursue identity checks and qualification checks and we take up and scrutinise written references.

- All applicants will bring photo ID to their interview to confirm their identity
- All successful applicants will have an enhanced DBS check before starting the programme. This will be carried out by the SCITT administrator at certain points through the year prior to starting the programme
- At least one member of each interview panel will have undertaken the Safer Recruitment training
- All trainees should wear their SCITT identification badges when at the centre and the schools ID badge where they are on placement. The trainee should take a copy of their DBS certificate into their placement schools at the beginning of their placement
- All trainees will receive Child Protection, Safeguarding and Prevent training during their Induction at Ashton on Mersey SCITT
- All placement schools Safeguarding, Child Protection policies and Code of Conduct must be adhered to by the trainee
- Trainees need to follow the placement school's policy on taking photographs of children. Personal cameras, personal mobile phones or other personal devices should not be used to take photographs of pupils
- Centre-based PSHE training will also provide guidance on identifying children who may be vulnerable for example, through drug or alcohol abuse
- Centre – based risk assessment training raises awareness of safety issues.
- All visitors to the centre should sign in and wear a SCITT visitor's badge
- Trainees are advised that children's names are deleted from work submitted.
- The SCITT Trainee risk assessment form to be completed by the mentor and link tutor at the beginning of each placement (Appendix 1)
- The SCITT code of conduct policy must be signed and adhered to by all trainees (Appendix 2)

### **Training and Development:**

- All trainees will be issued with a copy of Working Together to Safeguard Children (2013) Keeping children safe in education (2014) in the summer term prior to the course starting
- All SCITT staff are up to date with safeguarding procedures and national initiatives

The Ashton on Mersey SCITT Safeguarding policy will be made available to all on the SCITT portal and included in the programme handbook.