

Safeguarding and Safer Recruitment Policy

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Our Vision is to produce outstanding teachers who will ensure their students, whatever their starting point, thrive in all aspects of education. Our trainee teachers will value developing the whole person equally to the achievement of academic success.

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NWSCITT Safeguarding Commitment

North Wiltshire SCITT (NWSCITT) is fully committed to supporting the safeguarding of the staff, trainees, and pupils within our Partnership. We recognise we all have a crucial part to play in multi-agency safeguarding arrangements as set out in the current version of Keeping Children Safe in Education and in Working Together to Safeguard Children (2018). We also take our safeguarding and support responsibilities to our trainees seriously and work closely with our partners to ensure our trainees feel confident and secure throughout their time with us.

Safer Recruitment

The NWSCITT Leadership Team are all trained in safer recruitment and ensure that at least one member of any recruitment or interviewing team are safer recruitment trained. Recruitment of trainees takes place through the DfE Apply site and safer recruitment checks are completed by NWSCITT prior to interview.

Application Forms

All application forms will be checked by the NWSCITT Leadership and Administration Teams (and School Direct Programme Leads where applicable) who are trained in safer recruitment, for the following information:

- Declaration of criminal convictions
- Gaps in career history – these will be discussed at interview

- Time spent in other countries – additional police checks/certificate of good conduct will be requested
- Suitable referees – most recent/current employer, university tutor, leaders of organisations where the candidate has worked with children, professional email addresses provided for referees

Selection Interviews

- At least two panel members will be present for the interview
- Structured questions will be asked based on previously agreed criteria, and these will include attitudes towards children, motivation for wanting to become a teacher and safeguarding
- Prior to interview, candidates are expected to have read Part 1 of Keeping Children Safe in Education

Successful Candidates

- All successful candidates will receive a conditional offer of a place with enhanced DBS and barred list check as one of these conditions
- Checks will be made on references. Any which do not provide all the information we need to confirm a candidate's suitability to work with children will be contacted to provide those details and additional references may be requested if those on the application form do not fully meet our requirements. Referees must be current/recent employers or university tutors if the candidate has not been employed previously. People who can comment on any work the candidate has done with children would also be valid as a second referee. All referees should provide their organisational email addresses rather than personal ones.
- NWSCITT require successful candidates to provide proof of identification and right to work in the UK. Should a candidate have changed their name through deed poll, marriage, divorce etc, then NWSCITT will need to see original proof of name change.
- Successful candidates will have Teacher Regulation Agency checks carried out on them, including failed probation, GTCE sanctions and prohibited from teaching.
- Successful candidates will have online/social media checks carried out on them, in line with Ascend Learning Trust guidance.
- Successful candidates complete a self-declaration form. This includes any name changes or known names, which will be checked against all documentary evidence, and online/social media checks. They will also have the opportunity to declare any criminal convictions on this form.

DBS

NWSCITT will follow the DBS Code of Practice and NASBTT guidance in relation to enhanced DBS checks with barred list check for applicants to our programme. We will also have due regard to the current version of Keeping Children Safe in Education.

Convictions and cautions which will automatically render applicants unable to join our programme include:

- violent crimes such as murder, manslaughter, assault, common assault, actual and grievous bodily harm, sexual crimes, drug related crimes - these represent a potential risk to children
- financial crimes such as theft, false accounting, money laundering and also crimes relating to fraud and counterfeiting - these represent a potential failure to meet the Teachers' Standards relating to honesty and integrity and the high standards of personal conduct expected of teachers

Where less serious convictions and cautions than these are identified, and where these occurred a long time ago and represent isolated instances, we will not necessarily judge that applicants should be automatically rejected.

Primary trainees may spend some time in reception classes during their school placement. Therefore, they will be asked to confirm that they are not disqualified from childcare.

The NWSCITT Administration Team record all relevant information on our Single Central Record (SCR).

Prior to commencing our programme, all trainees are required to sign the NWSCITT Code of Conduct. Once on the programme, all trainees must inform the NWSCITT Leadership Team of any changes to their criminal record. Failure to do so may lead to withdrawal from the programme.

Prior to commencing their placements, NWSCITT will issue the placement school with a letter of assurance, confirming that all necessary safeguarding checks have been carried out on the trainee.

Preparing our trainees for their roles promoting the welfare of pupils

Safeguarding plays a key part in the NWSCITT curriculum, so our trainees are aware of the need to safeguard pupils in their schools and understand their responsibilities under Part Two of the Teachers' Standards. Before starting at their placement schools, all trainees are required to read Part One of the current version of Keeping Children Safe in Education, complete online Prevent training and receive training from a safeguarding expert. Trainees also complete a school induction visit before each placement where they identify the Designated Safeguarding Lead (DSL) and find out how to report concerns in that school. Trainees must ensure they follow the safeguarding policy of their placement school(s).

Trainees are provided with identification and lanyards which must be worn when in school or central training. Schools are sent personal profiles of their trainees ahead of the placements, complete with photo identification and letters of assurance confirming DBS status.

Central Training provided for trainees:

- Safeguarding
- Professionalism
- Bullying
- Diversity, Equality and Inclusion training
- The Code of Practice and role of the Special Educational Needs and Disabilities Coordinator (SENDCo)
- Relationships and Sex Education (RSE) and Health Education
- Pupil Premium (PP) and supporting disadvantaged learners
- Supporting pupils with English as an Additional Language (EAL)
- Mental health and well-being

These training sessions are complemented by experiences in school that our trainees will have such as discussions with the DSL, SENDCo and other colleagues, as well as attending school-led CPD.

Trainee Support

It is the responsibility of NWSCITT and its Partnership Schools to ensure trainees have a safe, secure environment in which they feel valued, respected and confident they know who to approach if they experience difficulties, and that they will be listened to and supported. All trainees have: a mentor with whom

they have daily contact; a Professional Tutor/ITT Lead who is a senior member of staff overseeing trainee teachers in the school; a Subject Lead Tutor/Teaching & Learning Tutor who provides regular subject specific training; and easy access to the NWSCITT staff team. Two members of the NWSCITT staff team are Mental Health First Aiders, and trainees are made aware they can access this support confidentially if required. All the above ensures trainees have appropriate support available to them throughout the course.

In addition, trainees are encouraged to make good use of peer support and are recommended to join teaching unions to gain free, confidential advice on a variety of issues. Should additional support be required for the trainee, the 'Cause for Concern' process can be initiated. Further detail on this is available in the NWSCITT Assessment Handbook.

Support is also available from:

- Student Wellbeing Services at Bath Spa University. This includes access to their Mental Health Services. Email: studentwellbeing@bathspa.ac.uk Call: +44 (0)1225 876543 (accessible Monday to Friday, 10:00am – 4:00pm)
- Education Support <https://www.educationsupport.org.uk/>
- LGBTEd <https://lgbted.uk/>
- BAMEEd <https://www.bameednetwork.com/>
- #WomenEd <https://womened.org/>
- DisabilityEd UK <https://disabilityeduk.org/>
- MixEd <https://mix-ed.org/>
- Black Teachers Connect <https://blackteachersconnect.co.uk/>

Appendix 6 of the NWSCITT Course & Curriculum Handbook provides further signposting to mental health and well-being support.

Safeguarding Concerns Involving a Trainee

Should there be a concern regarding the actions of a NWSCITT trainee within one of their placement schools, that school's safeguarding policy and procedures must be followed. In addition, the school must contact the NWSCITT Leadership Team as soon as possible to inform them of the concern. The NWSCITT Leadership Team will act accordingly, with the possibility of the trainee being suspended from the placement until the concern has been duly investigated. As far as possible, during any investigation, the trainee would remain on programme with alternative training being provided by NWSCITT. Should it be deemed that the length of investigation will have a significant, detrimental impact on the trainee's progress and ability to meet the Teachers' Standards by the end of the programme, NWSCITT will consider pausing or extending the programme for the trainee.

Once the concern has been investigated, if the allegation against the trainee is substantiated, the trainee will be withdrawn from the course and both the Disclosure and Barring Service, and the Teaching Regulation Agency will be notified. If the trainee had been suspended from placement, and subsequently the concern was found to be unfounded, unsubstantiated, false or malicious, the trainee's suspension from the placement would cease.