Important Child Protection Information

All Teaching Personnel workers have a responsibility to act if you are worried about a child or vulnerable adult. Please remember the following four principals:

1. All children and vulnerable adults have a right to be safe no matter who they are or what their circumstances
2. Keeping children and vulnerable adults safe is everyone's responsibility
3. We all need to listen to children and vulnerable adults even though we may not always be comfortable with what we hear
4. Never keep concerns about children's or vulnerable adults safety to yourself

It is not your responsibility to investigate concerns, but you should tell the appropriate person within the organisation you are working in. This may be the Designated Safeguarding Officer or Head Teacher in a school/organisation. It will be this person's job to decide if the matter needs to be taken further.

The Department for Education (DfE) issues annual updates to its Statutory Guidance "Keeping Children Safe in Education". All those working with children must read and understand part one of the latest document, which can be found on this link: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

For the benefit of all our staff we have drafted some simple safeguarding guidelines below:
- Make sure you know the safeguarding processes and procedures of the school/organisation– find out the name of the Designated Safeguarding Officer for reporting incidents.
- Familiarise yourself with Teaching Personnel's child and vulnerable adult protection policy https://assets.teachingpersonnel.com/pdf/SafeguardingPolicy.pdf
- Familiarise yourself with Teaching Personnel's Educator Behaviour Policy.
- Any incident, even if it seems very minor, which happens while you are in charge of the classroom/lesson should be reported to the head teacher/DSO before you leave the school. Also make sure your Teaching Personnel consultant is informed.
- Do not leave the classroom/lesson unattended when pupils are present – send a pupil for a senior member of staff for assistance if needed.
- Always keep a professional distance from your pupils.
- Avoid physical contact unless the pupil is a danger to themselves or others.
- Report any pupil personal disclosures to the head teacher/DSO (inform the child knows that you will do this).
- Communication with children and vulnerable adults both in the 'real' world and through web based and telecommunication interactions should take place within explicit professional boundaries. This includes the use of technology including computers, tablets, phones, texts, emails, instant messages, social media such as Facebook, Instagram, Twitter, TikTok etc and forums, blogs and videos.
- If you are not already a member of a professional association (e.g. union) you may wish to consider joining one for the support and legal advice and guidance they are able to offer.

Annual CPD Requirements for All Agency Workers

- **Safeguarding Training:** We expect all agency workers take the online training course 'Safeguarding Children Certificate'. This is a level 2 course and available for free and should be completed annually. Please register your interest here: https://www.teachingpersonnel.com/child-protection-training

- **Prevent Duty Training:** Radicalisation and Extremism - The Home office has produced key resources, workshops and training programmes to help you understand Prevent and how to keep students safe from extremism and radicalisation this can be found on the following link: Prevent Duty (2015).
  All agency workers are expected to complete the free Gov. Prevent Duty Training course: https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/prevent-duty-training-learn-how-support-people-vulnerable-radicalisation
  You can upload your complete course certificate onto the Teaching Personnel system here

Further resources and guidance

- The Safer Recruitment Consortium, has produced a guidance for safer working practice for those working with children and young people in education settings , this can be found on the following link: https://c-cluster-110.uploads.documents.cimpress.io/v1/uploads/13ecce28-e8f2-49e9-83c6-c29337cd8071~110/original?tenant=vbu-digital

- https://swgfl.org.uk/resources/safe-remote-learning/

- https://hwb.gov.wales/zones/keeping-safe-online/

- https://gov.wales/keeping-learners-safe

- https://www.ewc.wales/site/index.php/en/fitness-to-practise/code-of-professional-conduct-and-practice-pdf.html

- https://www.gov.uk/government/publications/education-for-a-connected-world

- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/811796/Teaching_online_safety_in_school.pdf

- https://learning.nspcc.org.uk/research-resources/schools/e-safety-for-schools/

- https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings

- https://www.oscb.org.uk/wp-content/uploads/2019/06/GDPR_Remember-002.pdf

- https://www.escb.co.uk/working-with-children/concerns-about-the-welfare-of-a-child/

- https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

- http://safeguarding.info/covid19safeguarding

- https://coronavirus.lgfl.net/safeguarding

- https://identity.teachingpersonnel.com/login? (The MyTP portal has further polices and guidance with are important for you to be aware of)