



Keeping Children Safe in Education Policy Statement

1. City of York Trading Ltd t/a WorkwithSchools (WwS) are committed to safeguarding and promoting the welfare of children and expect all WwS staff and registering candidates to share this commitment and to be fully aware of the importance of child protection.
2. WwS carry out rigorous recruitment and vetting checks on all candidates applying to for supply work. The requirements at [Keeping Children Safe in Education \(DFE Sept 2020\)](#) are at the heart of WwS' day to day operations and are set out in more detail in the WwS Recruitment and Selection Policy Statement.
3. WwS are committed to carrying out our obligations and responsibilities under the [Childcare Act 2006/Childcare Regulations 2018](#), [Safeguarding Vulnerable Groups Act 2006](#) and [DBS code of practice](#).
4. WwS confirms that before providing any staff to any educational/childcare ("school") setting, it has:-
 - a) Conducted a standardised personal face-to-face or online interview with each candidate;
 - b) Verified any gaps in the candidate's employment history;
 - c) Verified the candidate's identity and proof of address using documents acceptable to [DBS](#);
 - d) Confirmed the candidate's right to work in the UK, and any necessary permits, clearances or immigration documents;
 - e) Obtained as a minimum two current satisfactory written references, at least one from the candidate's last employer commenting on the candidates teaching/work with children or young people, these references covering at least a period of two years. To maintain WwS' reputation for providing first class supply teachers to local schools, we will only take on supply teacher candidates where both referees assess all of candidate abilities as "good" or "excellent";
 - f) Obtained a new DBS Enhanced Disclosure relevant to the appropriate workforce for each candidate, unless the candidate already has a suitable current valid DBS checked and verified by WwS on the [Update Service](#) in which case WwS will then check this DBS on the Update service every 12 months; If a candidate does not register a WwS DBS with the Update Service, WwS require the candidate to undertake a new DBS 12 months later.
 - g) Asked candidates on the WwS application form and at interview to declare any unfiltered convictions or cautions;
 - h) Obtained for those relevant candidates a signed declaration that they are not disqualified under the provisions of the Childcare Act 2006 and appropriate Regulations;
 - i) Verified the authenticity of all relevant qualifications including the equivalence of any overseas qualifications;
 - j) Confirmed the progress/completion of statutory induction for NQT's
 - k) Checked all candidates on the Teacher Regulation Agency Portal to ensure they:-
 - Have not failed to successfully complete their induction or probation period;
 - Are not the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to its abolition);
 - Are not prohibited from teaching in England;
 - Have not been barred from taking part in the management of an independent school (including academies and free schools);
 - Have not been sanctioned (since 18 January 2016) in other EEA member states by an EEA member state regulator of the teaching profession;



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- l) Confirmed by declaration or occupational health report that the candidate is medically fit to undertake supply work in accordance with the [Education \(Health Standards\) \(England\) Regulations 2003](#);
- m) Confirmed that the candidates is able to demonstrate a level of fluency in English sufficient for the work they have applied for.

More details of the above are in the WwS Recruitment and Selection Policy Statement.

- 5. WwS expects all candidates to fulfil their duty to keep children and young people safe and protect them from harm.
- 6. At interview, the WwS consultant will explain the need for the candidate's commitment to safeguarding and promoting the welfare of children – in particular the consultant will inform the candidate that they must complete an [online child protection training course](#) unless they have recently done so and can provide documentary proof.
- 7. WwS expect all supply staff to renew this training at least every 3 years and will remind candidates whose training is about to be out of date to refresh their training online.
- 8. WwS' own consultants and staff are also required to complete this online training and refresh it every 3 years.
- 9. WwS ask candidates placed in a supply assignment to prove their identity to schools when they arrive for a supply assignment for the first time (generally with a photo driving licence or other suitable photo ID).
- 10. On booking a candidate for a supply assignment, WwS will telephone a school to let them know who has been booked and will then email the school with confirmation of the booking, along with a Supply Staff Record Report setting out the checks WwS have carried out on that candidate.
- 11. This staff record contains details of DBS, References, TRA checks, Qualifications, Health Clearance, and other information. This report is suitable for a schools' single central record and to produce to Ofsted in the event this candidate is in school on the day of an Ofsted inspection.
- 12. In spite of our rigorous recruitment and vetting processes, occasionally difficult or sensitive issues arise. If there are concerns about a WwS supply candidate's work, WwS will ask for details and will then will discuss this feedback with the candidate and offer training and support if appropriate.
- 13. If WwS receive or obtain information during the course of an assignment that gives us reasonable grounds to believe that a supply candidate supplied to a school is unsuitable to continue to carry out supply work, we will inform the school without delay and end the assignment.
- 14. If the information indicates that a supply candidate may be unsuitable to carry out supply work but is insufficient to give WwS reasonable grounds to believe that they are in fact unsuitable, WwS will carry out such enquiries as are reasonably practicable and inform the school that the supply candidate is being temporarily removed from WwS' active supply candidate database, pending the outcome of an investigation into their suitability. If as a result of those enquiries WwS have reasonable grounds to believe they are unsuitable WwS will then without delay inform the school and end the assignment.
- 15. Information that might indicate a supply candidate is unsuitable will depend on individual circumstances but will generally be information that would mean WwS would not have put the supply candidate forward in the first place.



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16. If there is an allegation involving issues of Child Protection in relation to a WwS supply candidate, WwS will immediately temporarily remove that candidate from WwS' active supply candidate database, pending the outcome of any investigation, and will inform the candidate of this removal. WwS may also contact other agencies the candidate is registered with to inform them there has been an allegation. The candidate is informed of their entitlement to representation in this process.
17. A senior member of the WwS team will take part in a strategy meeting with the police, the Local Authority Designated Officer, representatives from social services and managers from the school where the allegation originated.
18. If the case is then referred to the police, WwS will await the outcome of the police investigation before taking any other action. If the matter is not investigated by the police, WwS will conduct an investigation and take any appropriate disciplinary action required. The candidate will be invited in writing to attend an investigatory disciplinary meeting where they will be told the nature of the allegations and have an opportunity to answer these.
19. WwS may refer the matter to the [Disclosure & Barring Service \(DBS\)](#) and/or [the Teacher Regulation Agency \(TRA\)](#) for their consideration. In this case, the candidate will not be permitted to work for WwS until the DBS and /or TRA have made their decision. If the matter is not referred to the DBS and/or TRA, WwS may look at any possible areas of training, advice or support needed. WwS may refer the candidate to other agencies to provide support during this process. WwS may, after a thorough risk assessment, also determine that we are unable to offer the candidate future supply work at all. The outcome will depend on each individual case.
20. If WwS introduce a permanent candidate to a school and within three months of the date of introduction/commencement date, WwS receive or obtain information which indicates that the permanent candidate is or may be unsuitable for that position WwS will inform the school without delay i.e. on the same day or the next business day if that is not reasonably practicable.