

Teach SouthEast Safeguarding Policy

Teach SouthEast is committed to ensuring:

For trainee teachers:

- Trainees are safeguarded and know what to do if they have any concerns.

As trainee teachers:

- Trainees on its initial teacher training course have the capacity to teach;
- The necessary checks have been carried out to ensure that trainees are suitable to work with children;
- Trainees are aware of their safeguarding responsibilities as trainee teachers;

Roles and Responsibilities

The following section outlines the roles and responsibilities for safeguarding of individuals and groups within the Teach SouthEast partnership:

Key individuals:

Director: Amy Harper

Deputy Director: Alex Berry

Assistant Directors: Sarah Chapman, Rachel Davis

Safeguarding Officer: Rachel Davis

Administration manager: Claire Brown

Financial Administrator: Janice Woods

Director and Assistant Directors:

- The Director is responsible for ensuring the safety of members of the Teach SouthEast community, though the day to day responsibility for safeguarding will be delegated to the Safeguarding Officer.
- The Director is responsible for ensuring that the Safeguarding Officer and other relevant staff receive suitable CPD to enable them to carry out their safeguarding roles and to train other colleagues, as relevant.
- The Director and Assistant Directors should be aware of the procedures to be followed in the event of a serious safeguarding allegation being made against a trainee.

Safeguarding Officer:

- Takes day to day responsibility for safeguarding issues and has a leading role in establishing and reviewing the safeguarding policies.
- Ensures that all staff are aware of the procedures that need to be followed in the event of a safeguarding incident taking place.
- Provides training and advice for staff.
- Receives reports of safeguarding incidents, where applicable, and creates a log of incidents to inform future safeguarding procedure.
- Ensures that safeguarding training is provided to trainees by the Teach SouthEast partnership schools.
- Reports to the Director.

Teach SouthEast Trainees:

- Ensure they have an up to date awareness of safeguarding matters and of the safeguarding policy and practices in their placement school(s).
- Ensure they have an up to date awareness of the statutory safeguarding guidance from the DfE:
 - Working together to safeguard children 2015
 - Keeping Children Safe in Education 2016
 - PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015)These are all available on the VLE (<https://www.sjbfrog.co.uk/index.phtml?d=426439>).
- Understand that it is everyone's responsibility to safeguard and promote the welfare of children and that they have a role to play in identifying concerns, sharing information and taking prompt action.
- Ensure they report any safeguarding concerns to the relevant person in their school and the Teach Southeast Safeguarding Officer.
- Consider at all times, what is in the best interests of the students they teach.
- Know how to respond to a student who discloses abuse through delivery of 'Working Together to Safeguard Children' (2015).
- Must be aware that they cannot promise a child to keep anything confidential which might compromise the child's safety or wellbeing.
- At all times abide by the Teach Southeast Code of Conduct, which outlines behaviour and safeguarding issues

Health and physical capacity to teach

Teach SouthEast will ensure that trainees have the health and physical capacity to teach and will not put children and young people at risk of harm, in accordance with the Education (Health Standards) (England) Regulations 2003.

Disclosure and barring service checks

Teach Southeast has a policy on DBS and other safeguarding checks which can be found on the website ('DBS checks policy' – any concerns/queries should be referred to Janice Woods, Financial Administrator for Teach SouthEast).

Any queries about DBS checks should be referred to the DBS at customerservices@dbs.gsi.gov.uk or on 03000 200 190.

Recruitment policy and processes relating to safeguarding

All applications are reviewed for both eligibility and suitability.

The education and employment chronology is also checked to ensure there are no gaps or unaccounted-for periods of time greater than 3 months, as part of the safeguarding checks. If there is a gap of less than 3 months, the application may still be accepted but further information may be requested for clarification.

Any possible conditions (e.g. additional school experience) are also noted. If an application is incomplete, applicants may be contacted and asked to provide further information before an interview can take place.

Successful applicants are invited to attend an interview day, which will take place at one of the placement schools. Candidates are asked to bring their identification documents with them to the interview, so that their identity can be checked.

Teach SouthEast will undertake the same checks on all applicants who have been recommended by placement schools, and ensure that it has a complete set of documentation for each applicant recommended to be offered a place on the course backing up and supporting the recommendation

If a place is offered on the course, Teach SouthEast will have lead responsibility between the making of the place offer and the start date for the course, for following up and ensuring that all remaining eligibility and suitability criteria and other conditions for entry to the course have been met. DBS and other safeguarding checks are carried out.

Once the candidate has confirmed acceptance of the offer, they will be asked to sign a Code of Conduct, setting out their responsibilities as a trainee.



Where a trainee is scheduled to start the course but does not have a completed DBS check in place, the School where the trainee is to be placed must provide written confirmation that the trainee will be supervised in school at all times, to Teach SouthEast prior to the trainee starting in school. In addition, all other safeguarding checks for the trainee must have been completed successfully.



If any of a trainee's safeguarding checks are delayed for reasons outside of Teach SouthEast's control, the trainee may be delayed or prevented from starting the course, should those safeguarding checks not be completed in time for the start.

Code of Conduct

Each trainee on the Teach SouthEast course signs a Code of Conduct, at June induction (or catch up induction in September), which details the trainee's responsibilities.

Teach SouthEast may suspend a trainee from the course at any time and with no prior warning if the trainee has, in the sole opinion of Teach SouthEast, behaved in such a way as to either: put at risk themselves, a pupil, a fellow trainee, a member of school staff, a member of Teach SouthEast or anyone else they come into contact with through the course or: bring the Teach SouthEast partnership into disrepute. This might include, but is not limited to:

- a criminal conviction or charge;
- a breach of professional safeguarding protocols;
- financial irregularity;
- breach of confidentiality;
- lying or cheating through the application, recruitment, selection and registration process;
- cheating or plagiarism;
- failure to notify Teach SouthEast of a material or significant factor, which would impact on the trainee, Teach SouthEast or any school partner.

Such suspension will be notified to the trainee in writing and will automatically trigger the Teach SouthEast Cause for Concern procedure. At the conclusion of the Cause for Concern procedure, the suspension may be lifted or may be made permanent, at which point the trainee will not be allowed to return to the course.

Safeguarding of Trainees:

The trainee should follow the Teach Southeast complaints procedure.