

Safeguarding & Child Protection

Master Class Education recognises that they have a responsibility to protect the welfare and safety of those who are deemed vulnerable, this includes but is not limited to children or young people under 18 years of age. This company is fully committed to safeguarding and all staff members are expected to share our commitment to keeping children safe and to follow practice which protects them. This policy applies to all staff, including senior managers, paid staff, volunteers and agency staff, students or anyone working on behalf of Master Class Education.

We recognise that:

- We have a statutory requirement to ensure and promote the Safeguarding for all children.
- The welfare and safety of any child/young person is a main priority.
- All children have a right to feel and be protected from all types of harm and abuse, no attribute or characteristic should have any impact on the protection of children including age, disability, gender, racial heritage, religious belief, sexual orientation, or identity.
- Working in partnership with all parties is essential in promoting young people's welfare.
- Everyone who encounters them has a role to play in identifying concerns.
- Any concerns must be taken seriously and followed up according to procedure.
- Safeguarding is something that every person must be aware of, and we should all be working towards the prevention of any harm or abuse.
- The safety and well-being of those in vulnerable circumstances is at the forefront of our business.
- Master Class Education are an important part of the wider safeguarding system for children.
- Every procedure put in place is in the **best interests** of the children.

The purpose of the policy:

- Ensure children grow up with the provision of safe and effective care.
- To provide protection for the children and young people who receive or are linked to the services provided by Master Class Education
- To promote the protection of children and young people, including those who do not receive Master Class Education services.
- To ensure that any employee or person who encounters Master Class Education have a clear understanding on safeguarding and its importance but also comply with the strategies set out by the company to guarantee and promote the welfare and safety of children.
- To provide any employee or person who comes into contact with Master Class Education with a guideline on how to apply safeguarding to their work and which procedures they should adopt in the event that they suspect a child or young person may be experiencing or could be at risk of harm.
- To ensure that any employee or person who comes into contact with Master Class Education is complying with their statutory obligations.
- To provide staff or any person who is associated with Master Class Education with a clear understanding on how they should properly vet any person with whom they are engaging.

We will seek to safeguard children and young people by:

- Recruiting staff and volunteers safely, ensuring all necessary vetting checks are done.
- Sharing information about child protection and good practice with all members of staff and candidates alike
- All staff members will receive appropriate safeguarding and child protection training which is updated regularly.
- When inducted at Master Class Education staff are given training on safeguarding, its importance and the procedures to follow when presented with a safeguarding concern.
- All staff are equipped with the knowledge of vetting and checks required.
- Relevant staff trained in prevention.
- Staff being able to identify when a person is deemed unsuitable to work with vulnerable people.
- Committing to review our policies and practices regularly.
- Equip our candidates with the knowledge to identify children and young people who are suffering or likely to suffer harm and able to identify abuse or neglect.
- Candidates must know when to take appropriate action if they have reasonable concern that a child is exposed or is likely to be exposed to harm or abuse.
- Sharing information about concerns with all parties involved and communicating with clients and candidates appropriately.
- Providing effective management for staff and volunteers through supervision, support, and training.

Every child has the right to:

- Feel and stay safe.
- Protection and environment
- Equal protection from harm
- Equal opportunity to development
- A healthy lifestyle
- Enjoy and achieve
- Freedom to form and relay opinions, providing contributions without fear of reproach.
- Their best interest is always considered.
- A life free from violence, abuse, and harm.

We can achieve this by:

- Providing a safe environment for them to learn
- Providing relevant training to staff and candidates.
- Identifying children and young people who are suffering or likely to suffer significant harm and taking.
- Appropriate action with the aim of making sure children are kept safe both at home and in the education setting.

Master Class Education confirms that before supplying any staff to school or educational settings, it will:

- Conduct interviews with the applicant
- Take out an enhanced DBS (Disclosure and Barring Service) certificate, this will highlight any criminal offences, and if issued by third party this will need to be rechecked on the DBS update service.
- Request to see a copy of certificates of all teaching and child-care qualifications and verify each certificate.
- Acquire a Barred Lists' check on all applicants, this is now incorporated with the DBS and can be checked on the update service.
- Obtain signed registration documents from the candidate as followed; medical questionnaire confirming the candidate is medically fit to work in an educational setting, registration pack providing the company with all basic contact and next of kin information including permissions to apply for references, declaration of criminal record where the candidate is asked to declare any unfiltered convictions, cautions or reprimands or warnings
- Acquire proof of identity, proof of address and NI number, documents must be acceptable as approved by the Disclosure and Barring Service
- Confirm right to work in the UK
- Ensure each applicant undergoes a TRA check.
- Gain two satisfactory references, confirmed by the referee and suitability verified, one must be from the candidates most recent employer.
- Verify any gaps in the applicant's work history.
- Obtain confirmation that each candidate (if applicable) has completed a statutory induction period or their progress towards it.
- Obtain statement from UK ENIC confirming that Overseas-Trained Teachers hold teaching qualifications are of UK equivalent.

Each candidate that is engaged through Master Class Education is to be given a copy of our Safeguarding policy and we must have their commitment to fulfil their safeguarding duties to protect children and young people.

Both employee and agency worker must report if there is reasonable evidence or suspicions that any person is acting in a way that is harming or could harm any child or young person, you have a duty to report this to your manager, you MUST report any person that:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates he or she is unsuitable to work with children.

What do to when an allegation has been made?

Any allegations made to Master Class Education are regarded as serious and all allegations will be followed up with consideration or a full investigation, in line with the KCSIE the school will lead most investigations as they have access to all necessary information, MCE will be available to assist the school throughout and provide support where required.

Upon receiving initial evidence, the situation should be approached with common sense and fair judgement, with the children/ children's best interest at the forefront. MCE have a duty of care to our candidates and will provide support to them in the situation where s/he is subject to an allegation.

Accusations will be dealt with quickly; all unnecessary delays should be removed,

All allegations should be reported to an MCE manager immediately and the candidate should be suspended from the booking, and all future bookings whilst the investigation is underway, any reference provided, must state that the candidate is currently under investigation. The candidate will be asked to provide a full written statement giving their account of what had happened, which MCE will provide to the school.

Until the investigation is complete with a clear result and no further action needed, we cannot provide work finding services. The worker will be kept up to date throughout the whole process and any update would be documented and relayed to the candidate, Master Class Education will support and guide the candidate through the process.

in some cases, we may need to work with the LADO (Local Authority Designated Officer), Social Services and Police. It is important that we provide all the help that we can. If necessary, we may need to make a referral to the Disclosure and Barring Service and / or the National College of Teaching and Leadership.

If the allegation is unsubstantiated, MCE may consider appropriate training for the candidate and will be able to resume their booking, and once again provide work finding services. The allegation should not include any details of an unsubstantiated allegation.

If the allegation is substantiated and this results in MCE no longer being able to provide work finding services, a DBS and TRA referral must be made. If the allegation is substantiated but it did not result in MCE no longer being able to provide work finding services, a referral does not need to be made, however MCE will need to decide the appropriate action to be taken before the candidate is placed into an educational setting.

If you are working in a school and you witness a potential safeguarding concern, please follow the schools process for managing safeguarding and allegation's, please ensure you ask for a copy of the schools safeguarding policy on your first day and familiarise yourself with the procedures.