



Safeguarding & Child Protection Policy

Introduction

This policy is in place to confirm that Hoop Education is fully aware and compliant with the legislative requirements placed upon it by the Children's Act 2004, the Childcare Act 2006, the Education Act 2002, the obligation under the 'All Wales Child Protection Procedures' (2008) and the guidance stated in 'Working Together to Safeguard Children' (2013). This has been further updated with guidance documents Welsh Government: Safeguarding Children In Education: Handling Allegations of Abuse Against Teachers and Staff (April 2014), Welsh Government: Keeping Learners Safe (January 2015) and DFE: Keeping Children Safe in Education (July 2015).

Policy Statement

Hoop Education understands, takes seriously and fulfils its safeguarding responsibilities to safeguard and promote the welfare of children. Safeguarding is taken to mean "all agencies working with children, young people and their families, take all reasonable measures to ensure that the risk of harm to children's welfare is minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other agencies".

We recognise that all teaching staff, cover supervisors, learning support staff plus all Hoop Education staff, have a full and active part to play in protecting children from harm and that the child's welfare is of paramount concern.

This policy is to be reviewed on an annual basis. Next review date: **31st May 2025**

Disqualification

Under the Childcare Act 2006, disqualification checks are required for candidates who are seeking work which involves relevant childcare roles. In line with Conduct Regulations, Hoop Education will obtain sufficient information from the school (including information about the type of work the candidate will be required to do), before introducing or supplying a candidate. Since not all roles will necessarily involve relevant childcare, schools should provide and the employment Hoop Education will obtain sufficient information to determine when and for what roles the disqualification checks are required. As a means of checking suitability, Hoop Education will take the following steps in relation to applicable roles:

1. Provide candidates with a copy of (or link to) the disqualification guidance.
2. Obtain written confirmation from candidates that they are not disqualified on any of the grounds set out in the guidance.

3. Obtain written confirmation from candidates that, to the best of their knowledge, no one who lives in or is employed in their household is disqualified on any of the grounds set out in the guidance.

4. Ask candidates to confirm that they will notify Hoop Education should any of the above change.

Hoop Education will provide information to schools regarding checks that are carried out on candidates to reflect that disqualification checks have been carried out, where required.

Abuse

Abuse can occur in various forms:

- Physical
- Financial or material
- Psychological or sexual
- Neglect
- Discriminatory abuse or self-harm
- Inhuman or degrading treatment, through deliberate intent
- Negligence or ignorance (NMS, 8.1)

Upon completion of our application process, Hoop Education commit to providing all candidates with access to a Safeguarding e-learning tool. Completion of this training is not mandatory, however, the importance of and up-to-date knowledge of child protection and safeguarding issues will be stressed to each candidate.

All procedures will be reviewed on an annual basis, and updated as necessary.

Our selection and recruitment policy all checks undertaken on staff and candidates, including DBS and List 99 checks, in accordance with current legislation.

Procedures for Supply Teachers and Support Staff working in Schools

All candidates working for Hoop Education will be made aware in writing of the company's policies and procedures for Child Safeguarding and, where appropriate, have these explained as part of their registration with Hoop Education. These procedures are incorporated in the Hoop Education Staff Handbook, which is provided to all candidates upon confirmation of their registration interview.

Whilst on placement in schools, candidates should be told where the school's safeguarding is kept and given the name of the school's Designated Child Safeguarding Officer.

When a safeguarding instance occurs in a school, candidates should refer to the school's own Child Safeguarding Policy and their Designated Child Safeguarding Officer. However, if in doubt, the candidate should contact their Relationship Consultant who will inform Hoop Education's Designated Child Safeguarding Officer.

Confidentiality, Information Sharing & Reporting

All matters relating to Child Safeguarding must be treated as confidential. Disclosure will only happen on a need to know basis. However, all staff must:

- Be aware that they have a professional responsibility to share information with other statutory bodies in order to safeguard children.
- Be aware that they cannot promise a child they will keep secrets.

On receiving a disclosure from a child or noticing signs of potential abuse, the candidate will make notes as soon as possible. This report should be accurate and, as far as possible, in the child's own words. All reports should be timed, dated and signed before being passed to the Designated Child Safeguarding Officer within the school.

Allegations against Supply Teacher and Support Staff working in Schools

Following an allegation of any safeguarding incident, Hoop Education will contact the candidate and discuss the allegation. Further to this, a written account will be obtained from the candidate, providing a factual account of events. Hoop Education will follow the complaints policy. Dependant on the nature of the allegation, a decision will be made, in the best interest of the vulnerable child and the alleged perpetrator, as to whether Hoop Education can continue seeking work for the candidate until the conclusion of the investigation by the relevant authorities. Hoop Education will support the investigation and provide information as necessary in accordance with the Data Protection Act 1998 (In Safe Hands, 8.4).

Suspension of seeking work

Should the nature of an allegation be determined as a threat to any persons, Hoop Education will cease seeking work for the candidate until further notice. The candidate will have the opportunity to provide Hoop Education with a written account of events that will be considered in the investigation and will be invited to meet with a member of Hoop Education management.

If the allegation is proven, Hoop Education will terminate the contract for services and make referral(s) to other necessary parties. If the allegation is unfounded, the candidate may return to work on completion of appraisal with the Divisional Manager - Education.

Information brought to light after an assignment has commenced

In instances where information comes to light about a candidates continued suitability after an assignment has commenced, Hoop Education will assess the nature of the information obtained and, where it is deemed necessary, suspend the candidate in question pending further investigation. Upon completion of the investigation, the candidate will be invited in to meet with the Education manager to discuss the findings of the investigation. The candidate will then either:



- A. Be permitted to return to employment, subject to regular performance monitoring
- B. Be informed that Hoop Education is unable to continue with their employment, with reason given. Where applicable, Hoop Education will seek to refer this candidate to the appropriate body.

Fitness to practice and referrals

Hoop Education are responsible for referring cases of alleged unacceptable professional conduct, serious professional incompetence and conviction of a relevant offence to the Education Workforce Council (EWC).

Hoop Education will refer a case in line with the Education (Wales)(Act) 2014, as amended, and The Education Workforce Council (Main Functions) (Wales) Regulations 2015, as amended, where we terminate arrangements with a registered person, or might have terminated arrangements with a registered person had he or she not terminated them or similar.

Hoop Education must report the facts of a case to the EWC where we:

(a) have terminated arrangements on the ground of:

- (i) misconduct;
- (ii) professional incompetence; or
- (iii) conviction of a relevant offence.

(b) may have terminated arrangements on such a ground if the registered person had not terminated them; or

(c) may have refrained from making new arrangements for a registered person on such a ground if the registered person had not ceased to make themselves available for work.

Where the EWC receives a referral from Hoop Education, and it appears such a referral may involve harm, or the risk of harm to children or vulnerable adults, it will forward the referral to the DBS. (if the required 2 legal conditions are met Hoop Education will also refer to the DBS)

Designated Child Safeguarding Officer

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