



An Apple A Day Supply Ltd Safeguarding policy

Designated Safeguarding Officer: Gemma Hector

Designated Safeguarding Officer Contact details: ghector@appleadaysupply.co.uk

01225 302011

Date: June 2013

This policy will be reviewed every 12 months.

Review Date :June 2018

Core safeguarding principles

Apple A Day Supply Ltd acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements. All children and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.

This policy applies to all internal staff at An Apple A Day Supply as well temporary workers, candidates and contractors. Apple A Day Supply is fully compliant with Keeping Children Safe in Education – September 2016. Apple A Day Supply is committed to ensuring their work is consistent with safeguarding and promoting the welfare of children and vulnerable adults. All candidates placed by Apple A Day Supply are expected to take all reasonable steps to ensure they are alert to possible child abuse and neglect, and to familiarise themselves with arrangements for safeguarding children in the schools where they are placed.

Safeguarding Aims and Objectives

This policy is designed to meet the above principles by ensuring that:

- Those who are known to be unsuitable do not gain access to children or vulnerable adults.
- Those who become unsuitable are detected at the earliest stage and prevented from continuing to work with children and vulnerable adults.



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- Those who intend to do harm are prevented at every possible stage from entering the workforce.
- It is as simple as possible for an individual to report that they are being harmed or feel at risk of being harmed.
- Clear procedures will be implemented where child protection issues arise.
- Effective management is provided for staff, temporary workers, candidates and contractors through support and training.
- All necessary checks are made on staff, temporary workers, candidates and contractors.
- Apple A Day Supply stays up to date with developments on safeguarding best practice, reporting and auditing our safeguarding activities annually and reviewing and updating our policies and practices every 12 months.
- Those who are identified as being at risk of abuse are afforded every practicable protection by Apple A Day Supply and our subcontractors/partners.
- Apple A Day Supply will report any concerns regarding any individual, or any potential safeguarding situation that it becomes aware of as soon as practicable to the appropriate authority.
- Those we discover are being abused are afforded the relevant protection and assistance by the relevant bodies as soon as practicably possible.
- At an individual and collective level employees are involved in ensuring Safeguarding is embedded across our services to ensure a whole organisation approach so that individuals are adequately covered by this policy

Recruitment and Selection Process

Apple A Day Supply are also committed to protecting children and vulnerable adults through a careful recruitment and selection process, a whistle blowing policy and guidance on appropriate behaviour. Apple A Day Supply's rigorous procedures ensure that any candidate



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found to have a history of unacceptable conduct or practice, will not be placed.

As part of our safeguarding policy Apple A Day Supply will:

- promote and prioritise the safety and wellbeing of children and vulnerable adults.
- ensure all candidates undergo a full compliance process.
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and vulnerable adults.
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- prevent the engagement of unsuitable individuals.
- ensure robust safeguarding arrangements and procedures are in operation.

This policy will be widely promoted and is mandatory for everyone involved in Apple A Day Supply. Failure to comply with this policy and the company's safeguarding procedures will be addressed without delay and may result in disciplinary action.

Legislation

The principal pieces of legislation governing this policy are:

- Working together to safeguard Children 2015
- The Children Act 1989
- The Adoption and Children Act 2002:
- The Children act 2004
- Rehabilitation of Offenders Act 1974
- Keeping Children Safe in Education (2016)
- Disqualification under the Childcare Act 2006 (2015)
- Counter Terrorism and Security Act 2015 (inc. the 'Prevent Duty')
- Modern Slavery Act 2015



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- Mental Capacity Act 2005
- Human Rights Act 1998

Definitions

'Safeguarding' - is about embedding practices throughout the organisation to ensure the protection of children and/or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

'Abuse' - Keeping children safe in education September 2016 defines abuse and neglect and gives four clear categories of abuse as:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

'Child' – is used to define anyone under the age of 18 (Children Act, 1989).

'Young people' are children who are 16 to 17 years old.

'Age of consent' (the legal age to have sex) in the UK is 16 years old*.

'Vulnerable adult' is a person who has attained the age of 18 and for a range of reasons may be, either temporarily or permanently and in different situations, potentially vulnerable. This may include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Apple A Day Supply conducts the following safeguarding checks and has sight of all original documents before supplying a candidate into a education/social work establishment.



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Checks Made:

- Formal application form with a clear Job Specification
- Face to face interview
- Proof of identify x 2
- Proof of National Insurance number
- Safeguarding/ Child Protection training (within 3 years)
- Prevent/WRAP training (updated yearly)
- 2 written professional references
- Enhanced DBS disclosure
- Disqualification by association
- Proof of address using DBS list of acceptable documents
- Entitlement to work in the UK
- Full 10-year employment history with no gaps
- Original qualifications
- Proof of their Teacher Reference Number
- Visa requirements (where applicable)
- Overseas police check/certificate of good conduct (where applicable)

All candidates are required to apply for an Enhanced DBS certificate through Apple A Day Supply. The certificate will be renewed every 3 years. The candidates may apply for the DBS Update Service. In this case an online check will be done every 12 months. A candidate may use a DBS certificate completed elsewhere as long as it is on the update system.

Responsibilities

All staff, temporary workers, candidates and contractors placed on assignment are responsible for supporting safe behaviour and have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff, temporary workers, candidates and contractors to promote good practice by being an excellent role model; contributing to discussions about safeguarding; and to positively involving people in developing safe practices. All staff, temporary workers, candidates and contractors should:

- Read, understand, accept and act in accordance with this policy.
- Be vigilant and follow professional codes of conduct to maintain professional boundaries.



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- Report any concerns or disclosures related to the protection and safety of children and vulnerable adults.
- Undertake mandatory child protection and vulnerable adult training and awareness sessions where provided.
- Help educate learners, including children, young people and adults in matters of keeping safe, and acting as a good role model.

All staff, temporary workers, candidates and contractors working through Apple A Day Supply are expected to keep children safe by contributing to:

- Providing a safe learning environment.
- Identifying children who are suffering or likely to suffer significant harm and taking the appropriate action with the aim of making sure they are kept safe at home and in the education setting.
- Making a note and reporting to the designated member of staff any major incident, or signals which give cause for suspicion or concern. It is the candidate's responsibility to adhere to the specific guidelines set out in each Client's own safeguarding policy.
- Under no circumstance should a candidate intervene on his or her own.

Managing a disclosure from a pupil

If a child discloses abuse or neglect, it is important that the **following basic principles are adhered to:**

Listen to what the child has to say with an open mind

- **Do not ask probing or leading questions** designed to get the child to reveal more
- **Never stop a child who is freely recalling** significant events
- **Make note of the discussion**, taking care to record the **timing, setting and people present**, as well as what was said



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- **Never promise** the child that what they have told you can be kept secret. Explain that you have responsibility to report what the child has said to someone else.
- **The child protection co-ordinator or his/her deputy must be informed immediately, or in their absence, the headteacher.**

Reporting and barring referrals

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Apple A Day Supply:

- Report the concern to our Company Director or Business Manager with as much factual information as possible
- Apple A Day Staff to make notes during the call and then call LADO with the information
- LADO will guide Apple A Day as to the next steps in the process, including any information they need to collect
- Keep the school and teacher up to date in the process and ensure that support is offered to the teacher concerned. This includes suggesting they contact their union
- Keep a clear electronic copy (CRM) and paper record of all information collated and keep in their locked file within the filing cabinet
- It is crucial that any information on the case is not discussed with anyone out of the office team

LADO (Local Authority Designated Officer)

In accordance with Working Together (2015), where an organisation has received an allegation that a volunteer or member of staff who works with children has:

- 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; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children



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A referral should be sent to the Local Authority Designated Officer (LADO) within one working day, giving as much detail as possible.

Please see the next page for details on how to report a concern and the contact details required.



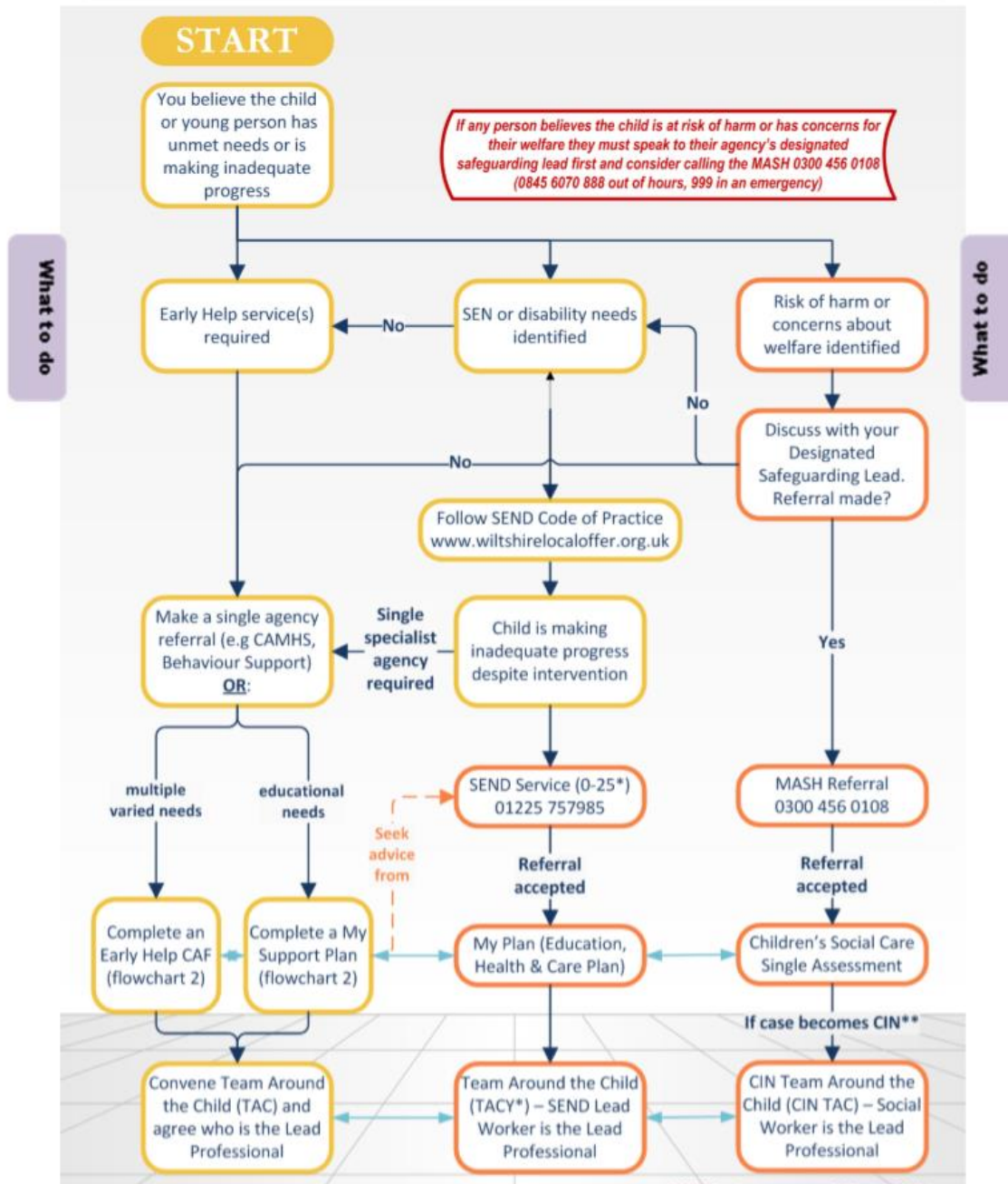
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Apple A Day
Great teachers at our core

4.1 FLOWCHART 1 – What to do



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Duty to make a referral to the DBS

Where there is evidence that anyone has harmed, or poses a risk of harm, to a child or vulnerable adult, there is a legal duty on Apple A Day Supply to report that person to the Disclosure and Barring Service using their guidance. Available here <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>. The DBS has statutory authority to bar a person from working in regulated activity with children and/or vulnerable adults in the UK.

Referral to the DBS will also be made if the person resigns prior to an investigation being carried out or reaching its conclusion. If the accused person resigns, or ceases to provide their services, this should not prevent an allegation being followed up in accordance with this guidance.

The Apple A Day Supply will not make any compromise/settlement agreement in the case of a person deemed unsuitable to work with children. Any such agreement which contained a condition of not referring the case to the DBS would constitute a criminal offence.

Anyone who is concerned about a child's or vulnerable adult's welfare or who believe that a child or vulnerable adult may be at risk of abuse should pass any information to the DBS or other appropriate authority as soon as possible and no longer than 24 hours after the initial concern.

Whistle Blowing

All staff, temporary workers, candidates and contractors should bring matters of concern to the attention of Apple A Day Supply and concerns can be reported directly to the LADO. Once you have shared your concerns you should submit them in writing giving names, date and places where appropriate. No action will be taken against you if the concern proves to be unfounded but was raised in good faith. All staff, workers, candidates and contractors should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. Include concern raised and not acted upon by the safeguarding leads. Allegations that are made frivolously, maliciously or for personal gain will lead to termination.

Once a disclosure against anyone has been made, Apple A Day Supply will consider whether the allegation should be reported to the LADO. Only after notifying and consulting with the LADO (or, in the most serious cases, the police) will the Apple A Day Supply undertake an investigation.



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Please see below for further information on the process regarding reporting a Safeguarding concern:

If an allegation is made against you

If you have an allegation made against you whilst in a school, please see below for the next steps:

- we will talk to you to find out your account of events and then ask you to provide a written, signed and dated version of this
- we will liaise with you regarding the next steps-this will depend on how the allegation progresses
- we are here to offer you support and guidance throughout. If you are a member of a union, we would also advise that you contact them at this stage
- we may need to pause your booking until the concern has been fully investigated depending on the severity and nature of the concern.

Summary:

Apple A Day Supply will make clients and candidates aware of the Safeguarding Policy through the following means:

- on our website
- via a document sent to schools upon joining us
- within teachers contracts
- within teachers handbooks

All staff, temporary workers, candidates and contractors must be aware that they have a professional duty to share information with other recruitment firms in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by Apple A Day Supply.

Key points for supply teachers:

- Take your name badge, ID and DBS with you to all placements
- Follow each school Safeguarding Policy and report any concerns to the Safeguarding Officer



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- If an allegation is made against you, please contact us immediately to discuss the next steps and contact your union

Policy written May 2013

Reviewed 2014, 2015, 2016, 2017 and 2018



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