

19. RECRUITMENT POLICY

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is the College's policy to recruit the most suitable person for each vacancy, regardless of sex, race, gender re-assignment, marriage or civil partnership, pregnancy or maternity, religion or belief, age or perceived age, sexual orientation or disability. Safeguarding wherever possible, existing employees will be invited to apply for promotion opportunities when a suitable vacancy arises.

19.1 Vacancy Authorisation

Teaching Posts

Vacancies may only be placed once authorisation has been received from the Headmaster. Where the job is to be publicised, the employment advertisement will be administered by the Academic Office and then copied to the HR Department with an accompanying Job Description. The HR Department will process all applications.

Operational/Departmental Posts

Prior to contacting the HR Department the relevant manager should seek authorisation from the Bursar for the vacancy to go ahead. Once the vacancy has been authorised by the Bursar, the manager should contact the HR Department for processing further.

19.2 Advertisements

Copies of all advertisements (when appropriate) will be placed on internal notice boards and the College intranet.

All employment advertisements promote commitment to safeguarding and supporting the welfare of children, advising that applicants must be willing to undergo child protection screening as part of their application, including checks with past employers and the Disclosure and Barring Service.

19.3 Application Form

The applicant will be made aware that they must declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198
'http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf

The applicant will be advised that, where required, interviews will consist of questions about the candidate's suitability to work with children.

All College employment Application Forms are to be acquired from the HR Department and not kept on computer or copied on by members of staff.

Prevent Agenda

The HR Department will look at application forms and CVs that are submitted by applicants, and will be mindful of any possibility that an applicant may have spent time in circumstances where he/she has become radicalised.

19.4 **Job Description**

In addition to the detail of a role, all Job Descriptions make references to the responsibility for safeguarding and promoting the welfare of children.

19.5 **Short listing**

A decision to shortlist, interview or offer employment will take no account of an applicant's trade union membership or non-membership.

A decision to shortlist, interview or offer employment will be taken without regard to the applicant's sex, race, gender re-assignment, marriage or civil partnership, pregnancy or maternity, religion or belief, age or perceived age, sexual orientation or disability.

All job applications will be acknowledged with the intention of responding as soon as is practically possible.

Appropriate personnel (the on-duty receptionist, and all those who will be attending interviews) will be informed of interview dates and times.

In accordance with the College's equal opportunities policy, reasonable attempts will be made to accommodate the particular needs of any person who has notified the College that he or she has a disability within the meaning of the Equality Act 2010, at all stages of the recruitment process.

Copies of the applications and any associated paperwork should be taken for each member of the interview panel by the HR Department. Copies other than those held on personnel files must be returned to the HR Department once the interviewing process is completed. Those copies will be shredded.

Applicants who are not shortlisted will be informed as soon as possible.

The unsuccessful candidates' applications, together with interview notes will be kept for six months and then shredded.

19.6 **References**

We seek references on shortlisted teaching candidates prior to the interview. All other appointments are on condition of satisfactory references. References are verified prior to commencement of employment.

19.7 **Interviewing**

Interviews should be conducted by a panel of no less than two people. At least one member of the interviewers' panel should have received training in safer recruitment prior to conducting interviews. A list of questions should be drawn up in advance, which must also incorporate questions that will explore the candidate's suitability to work with children. A form issued by the Academic Office for teaching posts and the HR Department for departmental posts, will be used for this purpose. This form, together with the interviewers' notes will be kept with the candidates' application forms. Details of those not selected for employment will be kept for six months and then shredded. The appointed candidate's form and interviewers' notes will be inserted into the relevant personnel file.

The interview should also seek to explain any gaps in the career history, with a written record kept that the explanations for any gaps have been sought and are satisfactory. The career history will be considered alongside the candidate's references.

Each candidate should be told that if they are successful, their appointment is subject to satisfactory clearance by the Disclosure and Barring Service and receipt of satisfactory references.

The College reserves the right to seek a full medical at the College's expense once an offer has been made.

19.8 **Identity**

When a candidate visits the College for interview, they must bring with them their identity documents. Photographic identity should be included, together with evidence of address (e.g. Utility bill, bank statement).

19.9 **Disclosure / Barring Service / Section 128**

All appointments at the College (teachers, peripatetic teachers, coaches part time staff, gap students, administrative and medical staff) are subject to satisfactory Enhanced clearance by the Disclosure and Barring Service (DBS). Upon receipt of the copies of appointment and acceptance letters, the HR Department will commence with the disclosure process and contact the prospective employee. The HR Department aims to follow best practice and undertake checks within the 3 months prior to appointment and in all cases this must be an enhanced disclosure check.

The HR Department is responsible for seeing and verifying all original proofs of identity (birth certificate, photographic identity – passport, driving license (photographic card and paper document) – evidence of current address such as a utility bill), taking copies as necessary. Copies of the documents will be retained.

Subject to 19.16, candidates who have been offered a position with the College will not be permitted to commence with their employment until a satisfactory DBS Certificate has been received, except in exceptional circumstances, authorised and agreed by the relevant senior person.

The DBS Certificate will be sent from the DBS directly to the candidate. The candidate must submit the original Certificate to the HR Department prior to employment commencing. Upon receipt of the DBS Certificate, the HR Manager will notify the Head of Department, Second Master and Compliance Officer that such clearance has been received.

Should a request be made to commence a person's employment prior to receipt of an Enhanced Certificate, a Risk Assessment must be completed by the Head of Department and submitted to the following: Second Master/Designated Safeguarding Lead and HR Manager (see Clause 19.16). Before employment begins, HR staff will acquire a Barred List check on the individual and advise the Second Master/Designated Safeguarding Lead on receipt.

Individuals subscribed to the Update Service must provide their certificate number and necessary details in advance of appointment.

Section 128 Those teaching staff, including Governors and Headmasters, who are appointed into managerial positions, or staff who have direct participation in the management of pupils, will receive an additional check through Section 128. This will be incorporated within the DBS application process and the results will be printed on the DBS Certificate when it is released.

19.10 **Candidates living or having lived outside UK**

Where a DBS check is insufficient because, within the last five years, a candidate has been resident overseas for some period of time (in excess of three months), the HR Department will request from that country, a certificate of good conduct or equivalent.

The HR Department will aim to submit a DBS application for candidates overseas when seeking appointment to the College. Following the provision of the required identity documents, HR will require assurances from a reputable source, for example an overseas school, where the individual is currently working or studying. For candidates that will be taking up residence in boarding houses, this process is initiated well in advance of their intended start at the College.

19.11 **Barred List**

A Barred List check is required on all persons (unless a supervised volunteer) working within the College and is to be done prior to the appointment starting. A separate Barred List check will be done in the event that an enhanced certificate is not received in advance of a member of staff starting work or where a 'portable' certificate is used.

19.12 **Prohibition Orders**

Prior to appointment to the teaching staff, candidates will be checked to ensure they are not subject to a prohibition order issued by the Secretary of State.

19.13 **Qualifications**

Where relevant, the interviewee will be requested to submit original and applicable qualifications at interview. These would be photocopied by the HR Department and recorded. Documents would be returned to the interviewee directly. These will be checked in advance of appointment.

19.14 **Offer of Appointment**

A job offer will be made (conditional on medical fitness for the role at the time of appointment) subject to the satisfactory clearances mentioned above, and sight of relevant documentation confirming the individual's right to work in the United Kingdom,

The Headmaster will issue a letter of appointment for teaching staff and the HR Manager for non teaching staff.

In the case of internal promotions or transfers, the employee will be sent a letter confirming the variation to his or her terms and conditions, for example: salary and hours. If appropriate, details of a planned induction should also be sent with this letter, for example: outlining any training and development, coaching or work shadowing.

All appointments will be made subject to a satisfactory probationary period. The new employee's progress will be monitored closely by his/her supervisor and during this period s/he will receive a performance review. This is not a full appraisal. A recommendation should be discussed and agreed at the performance review as to whether the probationary period of employment should be:

- a) Confirmed
- b) Extended, or
- c) Terminated

The offer letter will contain at least the following information:

- Title of post
- Hours of work (if appropriate)
- Pay rate/salary
- Application of the DBS
- Any other conditions applicable to the post.

19.15 **Medical Fitness**

After an offer has been accepted, candidates will sign a declaration stating that they know of no reason, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.

19.16 **Commencement of Employment**

In normal circumstances commencement of new staff may only take place once all compliancy checks have been made and recorded to the satisfaction of the College.

Once compliancy is cleared for a prospective member of staff to commence employment, the HR Manager will advise the appropriate Head of Department and the Second Master that employment can begin. Staff are not permitted to commence employment until this confirmation has been received from the HR Manager.

In exceptional cases a Head of Department may submit a request for an individual to work, **without confirmation of appointment**, prior to some or all compliancy checks being completed. This request should be made to the HR Manager who will notify the Second Master/Designated Safeguarding Lead. In such cases, whereby the Second Master agrees to the request, a Risk Assessment Form will be issued by the HR Manager to the Head of Department. The process for this contingency is as follows:

1. The Head of Department to submit a request to the HR Manager who will carry out a Barred List check.
2. The HR Manager will advise the Second Master/Designated Safeguarding Lead of the request who will confirm agreement or otherwise to the HR Manager who will advise the Head of Department of the decision.
3. If the recruitment is sanctioned the HR Manager will send a Risk Assessment Form to the Head of Department, outlining the supervision required for the employee.
4. On completion of the form by the Head of Department, it should be sent directly to the Second Master/Designated Safeguarding Lead who will evaluate the request and content of the Risk Assessment Form.
5. If the decision is that the prospective employee may not commence employment prior to compliancy checks, the HR Manager will be notified and advise the Head of Department.
6. Should the Second Master/Designated Safeguarding Lead agree to the request they will sign the Risk Assessment Form and send directly to the HR Manager for final signature; the HR Manager will make a note on the Single Central Record of Appointments,
7. The HR Manager will confirm with the Head of Department that employment may commence and remind the HoD that the employee must be explicitly informed of the contents of the Risk Assessment Form and his/her compliance with its provisions carefully monitored.
8. Should the Certificate not arrive for a period longer than two weeks, the Risk Assessment will be re-submitted to the Second Master/Designated Safeguarding Lead for review.

No new staff may commence employment prior to confirmation from the HR Manager.

19.17 **Changes in Role**

Where an employee's role within the College involves a move into boarding accommodation, the HR Department will initiate a new DBS check on the individual. The spouse of anyone resident in boarding accommodation and all children aged over 16 (and not educated at the College) will receive letters outlining their responsibilities as persons resident within boarding accommodation.

19.18 **Appointment of Supply Staff**

In normal circumstances, a person offered for supply by an employment business to the College may only begin work at the College if the HR Department has received, written notification from the employment business confirming that:

1. The individual's identity has been checked;
2. The individual's right to work in the UK has been confirmed;
3. A check of the individual's appropriate qualifications has been made;
4. The individual's previous employment history has been checked;
5. Two references have been received on the individual;
6. The individual is medically fit to undertake the required work.

On receipt of this notification, the HR Department will record receipt of this notification on the Single Central record of Appointments and initiate necessary checks through the Disclosure and Barring Service:

7. An enhanced criminal record check will be made on the individual;
8. If employment begins prior to receipt of the enhanced check, a checks will be made against the Barred List;
9. A check to ensure no Prohibition Order is in place;
10. Appropriate overseas checks will be undertaken where the individual has been resident outside the UK for continuous periods in excess of three months;

In circumstances where a supply teacher is engaged from an agency, in emergency circumstances, in addition to requiring notification that checks 1-6, above, have been completed, the HR department will require confirmation that the supply agency has made checks 7-10 on behalf of the College and that any information disclosed on the criminal record check has been passed to the College. The College will still initiate its own enhanced DBS check in such circumstances.

In the first instance, authorisation to seek an emergency supply teacher must be acquired from the Second Master. Interview notes must be passed to the HR Department and retained.

The HR Department will record the notification received from the supply agency on the standard College *pro forma* used for such appointments. The Deputy Head (Academic) and the Second Master /Designated Safeguarding Lead will confirm it on the *pro forma* when they are satisfied that the supply worker is suitable for the work required.

Before employment begins, the identity of the supply worker will be formally checked by the HR Department. On or before the 'start' day, the worker must bring with their identity documents to the College. Photographic identity must be included, together with evidence of address (e.g. Utility bill, bank statement).

There will be formal arrangements between the HR Department and each employment business supplying the College with staff stating that the HR Department requires the employment business to provide the notification referred to in 1-6 or 1-10 above.

19.19 **Appointment of Proprietors**

The Warden and Council are all subject to an enhanced check by the DBS. The appointment of the Warden follows the requirements of paragraph 21 of the Independent School Standards, that the checks on the chair of the trustees is counter-signed by the Secretary of State.

19.20 **Retention of Documents**

Copies of identity documents, documents evidencing an individual's right to work in the UK and copies of appropriate qualifications will all be retained by the HR Department.

Personnel files will be retained by the College for six years after a person has left the College's employment.

19.21 **Transfer of Employees under TUPE**

If there is continuous employment under TUPE arrangements, there is a requirement for information to be passed to the new owner. If the details are fully in order, the new employer enters them in its own central register, including the number and date of the DBS checks, and adds a note to the register that the details have been accepted under TUPE arrangements. There must have been no three-month break in employment. However, if the information is incomplete, it is necessary to undertake a new DBS check and to include all other necessary checks.

CHILD PROTECTION INDUCTION AND TRAINING

Child Protection

The College produces a brief *aide-memoire* to assist staff, volunteers, some contractors and senior pupils in positions of responsibility within the College community. This *aide-memoire* specifies the contact details for the College Designated Safeguarding Lead and his deputy, summarises the different forms of abuse that those caring for children must always be alert to, emphasises that abuse can happen anywhere (including Bradfield), and outlines the procedure to be followed if a pupil makes a disclosure. At the back of the card are details of the West Berkshire LSCB which those who receive a disclosure are encouraged to contact after passing information to the DSL or his deputy to ensure the College has discharged its duty to refer concerns within 24 hours. Details of the College Counsellors and the Chaplain are also given to ensure that traumatised staff, volunteers or senior children know where to find support after receiving a disclosure.

When members of staff, volunteers or contractors begin work at Bradfield College they are taken through this *aide memoire*. On the day they start work, they are given the following induction document:

INTRODUCTION

Welcome to Bradfield College. We hope that you will not feel new for too long. We believe that a comprehensive induction programme helps all of our new members of staff to settle Bradfield as quickly as possible and to start to make an effective contribution. Every new member of staff is given an induction programme that is tailored to his or her roles and responsibilities. All new teaching staff are allocated a mentor in their first year whose role is to provide informal support and assistance.

INDUCTION PROCEDURES ON CHILD PROTECTION

Every new member of the teaching and non-teaching staff, including new peripatetic musicians and sports coaches, is required to attend a training session on child protection. These sessions are organised by Stuart Williams, the Deputy DSL and every effort will be made to hold them within your first week of your arrival as a new member of staff at the school. Similar training is offered to all governors and to volunteers who help with activities that bring them into contact with children. All new employees of our contracted catering company are also required to be given training in child protection. The only adults who work or visit the school who are exempted from this requirement are:

- Night-time cleaners whose hours of work mean that they do not have contact with pupils;
- Occasional visitors, including occasional lecturers and contractors, who sign in and are given a security badge by our receptionist and who are escorted throughout their visit;
- Contractors working on a designated site that is physically separated from the rest of the school who are required to sign in and out at their site office and to wear security badges at all times;
- Contractors working during the school holidays.

DESIGNATED SAFEGUARDING LEAD

Kevin Collins is the Designated Safeguarding Lead and Stuart Williams is his Deputy. They have been fully trained for the demands of this role and regularly attend courses with other child support agencies to ensure that they remains conversant with best practice and that our policies and procedures are current and follow best practice. They receive refresher training every two years and maintain close links with the Local Safeguarding Children Board (LSCB) for West Berkshire. They report at least once a year to the College Council.

WHAT IS THE REASON FOR THE TRAINING?

Child protection is always our top priority.

Every member of staff needs to be confident that he or she understands his or her role in:

- Keeping children safe;
- Promoting the welfare of pupils;
- Promoting equal opportunities and inclusion;
- Preventing bullying and harassment.

Everyone is required to take part in the training no matter what their previous background or level of expertise. All members of teaching staff are also expected to re-read the Child Protection Policy and other policies in Advice to all Teaching Staff when these are published at the start of each Michaelmas Term. The Child Protection Policy is sent to the governors for re-endorsement annually. Refresher training for all staff on this policy is held at three yearly intervals.

WHAT TOPICS DOES THE TRAINING COVER?

Our induction training will tell you about:

1. Our pupil welfare systems

Starting with the roles of the following structures:

- *The governors formally consider child protection issues once a year with day-to-day issues being delegated to Lady Waller, the Child Protection Governor who meets the DSL once a term;*
- The roles of the senior team and the DSL;
- The regular monitoring arrangements by the Housemasters/mistresses;
- The role of the school counsellors;
- The prefect system and the training in leadership given to senior pupils;
- Our partnerships with parents and guardians.

We will describe our arrangements for providing additional support for pupils with special educational needs (SEN) and for whom English is an additional language (EAL).

2. The Legal Framework for our Child Protection and Anti-Bullying Policies

We describe this briefly and our policies cover:

- Anti-bullying;
- Behaviour;
- Disability Inclusion, Special Education Needs and Learning Difficulties;
- Equal Opportunities;
- Educational Visits;
- Safer recruitment of staff, covering our procedures in recruiting, checking that our staff are suitable and qualified for their roles and that the statutory child protection checks have been

carried out. Arrangements for checking governors, volunteers, contractors' staff, volunteers and adult members of the households of staff accommodated on-site and others, such as drivers who have unsupervised access to children;

- The safe supervision of visitors.

Teaching staff have a particular responsibility for supervising pupils and ensuring that they behave with consideration and good manners at all times; but all staff need to be made aware of the school's policies in these areas. All staff are reminded of their important role in building positive relationships, identifying risks and keeping everyone safe. We cover internet and technological bullying and the potential risks (as well as benefits) of the internet and social networking sites.

3. Understanding Challenging Behaviour

We will draw upon national guidance relating to the safeguarding and protection of children, the signs of abuse, and the duties of staff, as well as the role of specialist agencies. We will explain our expectations of how staff should respond in a difficult situation and why they cannot promise confidentiality to a pupil.

4. The School's Policies on Child Protection

All new staff will be expected to become familiar with our policies on:

- Child Protection including procedures when a member of staff faces allegations of abuse;
- Required Working Practices for Staff;
- Confidentiality;
- Whistleblowing.

We also draw upon official guidance, such as *'Keeping Children Safe in Education'*

5. Visitors and Site Security

This covers the need for visitors to be signed in at Reception and to be escorted about the school.

6. Effective Record Keeping

Why effective record keeping matters.

7. Refresher Training

The session concludes with reminding staff that refresher training is given at a minimum of three yearly intervals and by inviting all staff, Governors and volunteers to certify in writing that they have completed the training session. (See below).

NQT INDUCTION

Bradfield College has opted to participate in the national arrangements for the induction of NQTs that are described in the Training and Development Agency for Schools’ guidance ‘Supporting the Induction Process’ (www.tda.gov.uk).

WHAT CAN I DO?

- Be alert and responsive to the needs of any child who seems in need of additional support
- Any allegation or suspicion of abuse must be taken directly and immediately to the school’s Designated Safeguarding Lead
- Allegations or suspicions about a member of staff should be taken to the Headmaster
- Never promise unconditional confidentiality.

KEY POINTS TO FOLLOW IF YOU SUSPECT, OR ARE TOLD, OF ABUSE

- 1) Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
- 2) If you wish, write brief notes of what they are telling you while they are speaking and keep your original notes – however rough. It’s what you wrote at the time, which will be important later – not a tidier improved version you updated later. Don’t feel you have to write at the time, you can make notes of what was said as soon as possible afterwards.
- 3) Do not give a guarantee that you will keep what is said confidential or secret – if you are told about abuse, you have a responsibility to tell the right people to get something done about it (see later). Explain that if you are going to be told something very important that needs to be sorted out, you will need to tell only the people who absolutely have to know.
- 4) Don’t ask any leading questions that might give your own ideas of what might have happened (eg “did he/she do X to you?) just ask “what do you want to tell me?” or “is there anything else you want to say?”
- 5) Immediately tell the **Headmaster** if a staff member is the subject of disclosure; tell **Kevin Collins** (the Designated Safeguarding Lead) or **Stuart Williams** (his Deputy) in all other circumstances.. Should these Officers be subject to allegation or suspicion, ISI should be contacted and the Warden informed.
- 6) The Headmaster/DSL (or Warden) will decide whether any immediate steps need to be taken to protect the person who has told you about the abuse.
- 7) Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people – Children’s Services and Police staff are the people trained to do this. (You could cause more damage and spoil possible criminal proceedings.)
- 8) As soon as possible, and always within 24 hours, the Headmaster/DSL will refer the matter to the local Children’s Services department – helped by your note – who will set up any necessary investigations. You can also phone Children’s Services yourself.
- 9) Never think abuse is impossible in our College or that an accusation against someone who you may know well or trust is bound to be wrong.

NAME:

I confirm that I have read and understood the above statement and know the procedure to follow in the case of a child’s protection.

Signature:

Date:

Presentation to All Staff and Volunteers

This is published as an “aide memoire” – it contains the core instruction given in the Child Protection training provided on a triennial cycle (as recommended by West Berkshire Children’s Services) to all employees and volunteers working at the College. It is also the basis of training give to School Prefects, Heads of House, and Faulkner’s Prefects.

Introduction – Front of card

- Important topic for all staff
- Should all have the ‘Child Protection Card.’ Do always have it with you, as you will need it if a situation of this nature every arises.
- Kevin Collins is the “Designated Safeguarding Lead” - explain.
- Picture on front – Stuart Williams, the Deputy DSL. Can see anytime on CP matters without the need for an appointment. 24 hour phone.
- Child Protection is the most important thing we do, so do drop everything else to deal with a child protection situation.
- Abuse of position of trust. Legislation explained and irrelevance of “age of consent” underlined. Clear warning of significance of the Law.
- CP issues are not about what happens elsewhere: it can happen here!

Card - Inside Left – What to look out for

- Repeat that child abuse is commonplace. Do not imagine pupils at this school are not victims
- In your role, you may see what others do not see.
- Be alert, trust your instincts, and never ignore potential signs of abuse. If your suspicions are raised - take them seriously. Do not over-rationalise/reason away suspicions.
- Also try and notice those children who just need additional support and make sure you let Hsm, Matron, DSL know so action can be taken.
- If you notice a bruise or scratch for example, enquire, “That looks nasty.” Judge the response and follow up with others (e.g. matron/ DSL). If you see it again, enquire and discuss with others. Role is to gather information and act.
- Pupils may talk more openly to some staff than to teachers and they may get to know about children’s home lives. Staff can also over-hear children talking. If something learnt about their home life or relationships could be a sign of potential abuse, do tell their matron or DSL.
- Not being properly looked after can be a sign of problems; do not just assume that this will not be an issue for children from middle class families. Listen to their descriptions of the weekend.
- Sexual abuse is the least common form of abuse, but it is obviously very serious. Can be child on child, not just adult on child - a major issue in a boarding community so be vigilant.
- All suspicions/concerns about sexual abuse (by adults or peers) must be disclosed expeditiously to the DSL.
- Watch for emotional abuse by peers.
- Watch out for all bullying (physical, online) - potential to cause significant harm.
- Key theme: Be alert, keep eyes and ears open, pass on information. It is common sense. Never assume or believe that everything is “normal”.
- Members of staff should never hesitate to pass on information to the DSL or his Deputy as they find it really helpful.

Card - Inside Right – Disclosures: what should I do?

- If a pupil approaches you to discuss an issue, abuse, or potential abuse, you must respond there and then and give priority to the child. The child is the most important matter for you.
- Find a quiet spot, sit and listen. Make sure the space is secure but also “safe” for you (aim for a conversation that is confidential rather than secret - guard against being a victim of false allegations).
- On average, a child attempts to talk to someone about this type of problem 7 or 8 times before someone listens to them. Do better.
- Be an active listener: nod and be ‘open’.
- Do not promise confidentiality. You should say “I can’t promise to keep a secret - I may need to pass things on but I promise that we’ll discuss what we do with anything you tell me”.
- Take them seriously and be prepared to believe them. Don’t jump to conclusions. Avoid preconceptions.
- Do not ask leading questions or put words into their mouths; it must be their narrative. If something is unclear, ask them to say it again, explain it further or put it another way.
- At the end of the disclosure, take the child to someone appropriate (HsM, matron, tutor) and say, “X is upset. Please look after him/her.” Say nothing more.
- Write down as much as you can straight away and in the child’s words. Sign and Date.
- Take notes straight to DSL. Place the notes in a sealed envelope marked “Private and Confidential”. If the disclosure involved allegations about a member of staff, the notes should be given directly to the Headmaster.
- Will end there for you – you will not know the outcome. The DSL may not know the outcome himself.

Looking after yourself – back of card

- If you have to deal with an issue of this sort you will be affected and damaged
- Final job is to look after yourself
- Talk it out *confidentially*; do not bottle it up and don’t gossip with friends/partners
- Talk to a Counsellor, Chaplain or GP – confidential relationship is necessary
- WBLSCB details given. If you don’t think the DSL has acted, make contact yourself. In fact, you can contact the Duty Desk at any time on CP issues: you don’t have to tell College DSL
- Vital to contact WBLSCB in the first instance if you have suspicions that a group of staff at the College is conspiring to abuse children.
- Whistleblowing policy mentioned.

Staff Conduct - handout

- As part of the safeguarding duty, it is important to behave professionally at all times. Key guidance given on document.

Conclusion

- Aim is to provide a safer school and ensure children are safer.
- Always carry the card.
- Must sign the attendance register.
- Must read the introduction to KCSIE.
- Assume “it can happen here”.
- Take careful note of the summary Code of Conduct issued and read over Appendix A3.

Staff Code of Conduct: Safeguarding & Child Protection

Dated: March 2015

All employees and volunteers at Bradfield College have a duty to safeguard & protect children. They also need to act in ways which keep them free of ill-founded suspicions about their suitability to work with children.

This Code of Conduct specifically addresses matters associated with Safeguarding and Child Protection. Employees and Volunteers must also adhere to the College's Employment Policies published on the Intranet.

Key considerations:

- Duty of Care - all must take reasonable care of pupils under their supervision, protecting them from harm and seeking to promote and safeguard their welfare.

- Professional Conduct - everyone should always consider whether their words and actions are warranted, proportionate, safe and applied equitably:
 - all pupils must be treated the same – favouritism of any sort is unacceptable
 - be aware of pupils' emotional needs – personal comments, sarcasm, embarrassing or humiliating words are always unprofessional;
 - avoid language that is sexual, sexist or racist in tone or talk that is discriminatory or intimidating in nature;
 - avoid inappropriate conversation, including innuendo, salacious gossip or swearing;
 - never behave in a way that demeans or undermines a pupil, his/her parents, carers, friends or relatives.

- Personal Integrity - everyone should model appropriate adult conduct, presenting a positive role model to all students:
 - recall that employees and volunteers occupy a professional "position of trust" and so, by law, must not attempt to cultivate any sort of sexual relationship with a pupil;
 - avoid behaviour and conversation that might cause a reasonable adult to question your suitability to work with other people's children;
 - avoid dressing in a way that might be construed as sexually provocative;
 - never behave in a way that might be thought of as showing favouritism to individual children, for example giving birthday cards, treats or small gifts (except in circumstances covered by the College's policy on rewards – outlined in the Behaviour Policy);
 - employees/volunteers should talk immediately to their line manager (or the Second Master) if they sense a possibility their demeanour, words or actions might have been misconstrued;
 - employees/volunteers should talk immediately to their line manager (or the Second Master) if they find themselves in receipt of inappropriate attention or communication from a pupil.

- Social Contact - nobody should arrange to contact or meet pupils outside the school setting except for reasons associated with work at the College and agreed in advance by managers:
 - at school, never meet pupils one-to-one behind a closed door;
 - never cover the glass panels in classroom doors, or close curtains or blinds when meeting pupils in school;
 - be aware of pupils' personal space – physical contact is wholly inappropriate, except in very limited circumstances (when a necessary part of the employee's professional duties);
 - never smoke or take drugs in the presence of pupils: only drink alcohol when pupils are present if the occasion is licensed by the Second Master;
 - employees/volunteers should never take pupils on a journey in their car – except in circumstances covered by the College's policy on Educational Visits.

- Treatment of Pupils - everyone should value and respect pupils as individuals, behaving towards them in a safe, fair, mature and considered manner:
 - never seek personal friendship with pupils;
 - build relationships with pupils that have a professional character – treat all pupils equally;
 - never make unprofessional remarks about pupils' appearance and dress, or make comments touching on physique or body image;
 - avoid trivialising the significance of smoking, alcohol and drug abuse;
 - never make inappropriate attempts at humour touching on anxiety and depression, self-harm;
 - employees/volunteers should avoid discussing their intimate personal relationships in conversation with pupils.

- Behaviour On Line - nobody should ever exchange personal contact details (address, e-mail, telephone number) with a pupil at the College:
 - never use social networking sites to have personal contact with pupils at the College;
 - never take photographs of a pupil without seeking their permission to do so and being explicit about the intended use of the photograph;
 - never store photographs of pupils on the memory of any personal device;
 - take special care when posting personal photographs on sites like Facebook – those involved in schools need to think of such sites as places where images are on public display.

- Whistleblowing - all must contact the Second Master/Designated Safeguarding Lead , without delay, if they notice a member of staff (or a pupil) behaving in a way that could give rise to Safeguarding concerns:
 - remember that those who abuse children can be of either gender, any ethnicity or social class, and of any age (they may even be children).

- Confidentiality - no employee or volunteer should ever promise to keep confidential or secret something told them by a pupil.

The above policy is non-contractual and the College reserves the right to amend or withdraw it at any time.

November 2015