

Supply Desk Safeguarding Policy

Supply Desk is committed to safeguarding and promoting the welfare of children and young people, we expect all our candidates to share this same commitment.

At Supply Desk we attach great importance to the quality of our registration procedure and are guided by the DfE Keeping Children Safe in Education, Children's Workforce Development Council, Safer Recruitment and other relevant legislation, guidance and best practice.

To ensure we maintain our high standards we have a centralised compliance team. Our compliance officers are knowledgeable in the practical, legal and commercial aspects of safeguarding.

All candidates are initially screened on the telephone and, if successful, are invited to attend a competency-based interview.

For our client's peace of mind, we issue a letter (known as the confirmation of checks) confirming all the checks we have carried out which confirm the candidate is suitable to work with children. The confirmation of checks fully satisfies the DfE regulations for single central records. Should a candidate's Enhanced DBS Disclosure have information contained within it, we inform our clients of the matter to assist them in making a risk assessment decision.

Our candidates are required to undertake our bespoke online safeguarding training and cyber security training. We also offer additional courses to our candidates to ensure they fully understand their requirements in a school.

We advise each candidate to be fully aware of the need to adhere to the policies and procedures in each school they attend. All candidates are familiar with DfE Keeping Children's Safe in Education and required to read part 1 of this guidance.

Screening Process

The initial stage of the Recruitment procedure at Supply Desk is the pre-vet telephone interview. At this stage we discuss the candidate's qualifications, educational work experience to date, subject and specialisms they are qualified to teach, and any other relevant work history.

If the candidate meets all of our criteria they are invited to attend interview

Interview Process

Upon successful pre-vet, candidates attend a competency-based registration. The candidate completes a Supply Desk Registration pack which requires answers to the following:

- Personal Details.
- Whether the candidate wants Day to Day, Long Term or Permanent work.
- Education and Qualifications including SET or Teacher Reference Number.
- Educational work experience and preferred areas of work
- Referee details (Completed referee consent forms); a minimum of two years references is required and must include the last employer (if applicable)
- And/or if the candidate holds a current, third party Enhanced DBS registered to the update service.
- If the candidate is at present or has ever been subject to disciplinary action.
- If the candidate has ever had a complaint made against them or been subject to an investigation which may be relevant to their professional competence, standing or conduct.
- If the candidate has ever been convicted or cautioned in relation to any criminal offences.
- Declaration under the Childcare act 2006
- Medical questionnaire and declaration

The candidate must sign to say they agree to;

- Being responsible for familiarising their selves and complying with the child protection / safeguarding policies and procedures and any other relevant policies and procedures of all educational settings at which they work.
- Consent for information to be passed to any school, academy or LEA for their Single Central Records.
- Consent to processing sensitive data

Supply Desk work with a trusted and government certified company to complete online right to work checks and ID checks.

All candidates must provide the following documents on interview:

- UK Passport, full UK Birth Certificate and Right to Work documentation - this will include current visa, online evidence of right to work, and entry clearance for all non UK citizens.
- Original Qualification Certificates.
- Confirmation of QTS / QTLS (or other) status.
- Third party Enhanced DBS Disclosure Certificate on the DBS update service. (where applicable)
- If any candidate has been out of the UK for a period of six months or more in the last five years, all necessary checks are completed including an Overseas Police Check where obtainable.
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
- Two forms of ID documentation, including evidence of the candidate's current address.

- Curriculum Vitae showing a full 10 years employment/education history (including details of any gaps in employment)
- Provide a photograph which is included in the confirmation of checks.

The Interview

During the interview the following areas are discussed at length with the candidate:

- Communication Skills.
- Organisation/Management within the School environment.
- Adaptability/flexibility.
- Attitude and Philosophy.
- Schools the candidate has worked in so far and how they may have differed.
- The candidate's reason for leaving their last position.
- Ascertain a candidate's main strengths.
- Gain an understanding of the candidate's self-assessed teaching style.
- Explore candidate's classroom management skills.
- Gain an understanding of the candidate's ethos and approach to teaching.
- If the candidate has any experience in working with children with special educational needs.
- What the candidate think makes a good supply teacher.
- Availability.
- Distance and time willing to travel.
- What type of working the candidate is looking for?
- Any schools in particular the candidate would like to work.
- What does the candidate want out of their experience with Supply Desk?
- Are there any areas of development Supply Desk could assist the candidate with?

Interview Notes are taken throughout the interview, signed by the candidate and consultant and retained on file

Compliance Process - post interview

Following an interview in branch the branch compliance officer comprehensively makes all the background checks before deeming the candidate fully suitable to work with children.

For each candidate, the following checks are made and retained on file:

- DBS Enhanced Disclosure (including barred list check)
- Identity check
- Qualifications relevant to the role
- Right to work in the UK

- Disqualification under the Childcare act 2006
- The appropriate prohibition checks for staff in a teaching role
- References – at least two (including most recent employment)
- Overseas Police Check (where applicable)
- Fit to work health questionnaire
- Online Safeguarding Training
- Online Check

Equal Opportunities Declaration

Equal Opportunities Supply Desk is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination.

We will treat everyone equally irrespective of gender, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a trade union and we place an obligation upon all staff to respect and act in accordance with the policy.

Supply Desk shall not discriminate unlawfully when deciding which candidate is submitted for a vacancy or assignment, or in any terms of engagement for temporary workers. Supply Desk will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and ability to perform the relevant duties required by the particular vacancy.

Data Protection

All candidates receive a Privacy Notice which explains how Supply Desk will use their personal data.

The Privacy Notice is also available on our website www.supplydesk.co.uk

Child Protection and Safeguarding

Candidates are required to undertake Supply Desk's online safeguarding training and cyber security training when they register, and then annually for the duration of their registration with Supply Desk (in accordance with the DfE's Guidance: Keeping Children Safe in Education). Candidates are also responsible for familiarising their self's and complying with the child protection / safeguarding policies and procedures and any other relevant policies and procedures of all educational settings at which they work.

Criminal Records Disclosure

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Supply Desk

complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.

- Supply Desk undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Supply Desk will only ask an individual to provide details of convictions and cautions that Supply Desk is legally entitled to know about. A DBS certificate at either standard or enhanced level can legally be requested where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate, Police Act Regulations as amended.
- Supply Desk will only ask an individual about convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Reporting a safeguarding concern

- Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.
- Supply Desk has created a culture of safer recruitment which helps identify individuals who may not be suitable to work with children or vulnerable adults.
- Supply Desk has a Safeguarding Lead and a Safeguarding team. Details of any concern are passed to then Safeguarding Lead as a matter of urgency, who will then work with the education setting to ensure an appropriate outcome is reached.
- If the concern is referred through to the LADO, the agency will continue to be fully involved and help with and enquiries and information the LADO may require.
- Supply Desk has a duty of care to their candidates and we support the individual through the process. The candidate is made aware of the concern as soon as possible and advised our EAP is readily available to them if they require that support also. (this time frame can be dependent on what outside agency are currently involved).