

Safeguarding Statement

Bedfordshire Schools Trust (BEST) are committed to safeguarding, and promoting the welfare of, all its pupils/students. As such, this statement aims to outline the Trust approach to safeguarding and the relationship between the Central Services Team and schools within BEST.

Trustee/Local Governing Body Lead

The Board of Trustees and each Local Governing Body have appointed a Safeguarding Lead. The safeguarding responsibilities are set out in the Governance Handbook/Scheme of Delegation. This information is also published on the Trust website.

Trust Board Safeguarding Lead – Ilona Bond.

In accordance with the Governance Handbook, the Lead Safeguarding Governor should carry out a school visit at least twice a year. This visit should be recorded and the report uploaded to Governor Hub. Safeguarding should appear as a regular item on the Full Governing Body meeting agenda.

Safeguarding will also be a regular item on the Trustee meeting agenda.

Designated Safeguarding Lead

The Principal of each school should appoint an appropriate senior member of staff, from the school leadership team, to the role of Designated Safeguarding Lead. The Designated Safeguarding Lead should take lead responsibility for safeguarding and child protection as outlined in the Keeping Children Safe in Education guidance document (Sept 2018). The name and contact details for this person should be published on the school website.

Policies and Procedures

- Each Principal should implement, monitor and review the statutory policies as stated in the Department for Education 'Statutory policies for education' document and the BEST policy schedule.
- The BEST central services staff will follow the safeguarding policies approved by the Local Governing Body of the school at which they are based. Centrally employed teaching staff, who teach in more than one school, will ensure that they are aware of the child protection procedures for every school in which they teach.

Staff based in BEST House will follow the Samuel Whitbread Academy safeguarding policies. This includes Child Protection (safeguarding) and E-safety.

- All school and central services staff will follow the HR policies approved by the Trustees. All school staff should be given access to these policies.
- All Trustees, governors and staff should sign as having read and understood key school and Trust policies annually. These should include, as a minimum:
 - Anti-bribery
 - GDPR & Privacy Notices
 - Health and Safety
 - Keeping Children Safe in Education, Sept 2018 (with reference to Working Together to Safeguard Children, July 2018)
 - Safeguarding including Child Protection
 - Staff Code of Conduct (*for staff*)
 - Whistleblowing

The signed forms should be held in the personnel file for each member of staff. Forms for central staff, Principals and Trustees are held centrally.

All BEST schools must comply with the Keeping Children Safe in Education document (Sept 2018) and have due regard for the policies listed within.

- New staff should sign as having read and understood key school and Trust policies as part of the recruitment/induction process. For school based staff this is the responsibility of each individual school. For centrally employed staff, this is the responsibility of the central HR function.

Training

- All staff should be given annual safeguarding/child protection and PREVENT training carried out by the school at which they are based. The staff member must sign the attendance register held by the school. The date of attendance should be recorded in the single central record spreadsheet. Central staff should attend the training at Samuel Whitbread Academy. This information will be recorded in the Central Team single central record.
- New staff should attend safeguarding/child protection training and complete the online PREVENT course. This training should be provided by the school at which they are based (this includes centrally employed staff). The staff member must sign the attendance register held by the school. The date of attendance/completion should be recorded in the single central record spreadsheet.
- Lead Safeguarding Trustee and Safeguarding Link Governor must complete an approved safeguarding training course and update this training every two years.

Single Central Record

- Each school must hold a single central record spreadsheet as per the guidance outlined in Keeping Children Safe in Education (Sept 2018).
- The Principal of each school is responsible for ensuring that the single central record is completed in accordance with statutory requirements. The Principal should ensure that the SCR is being adequately maintained by carrying out regular checks or delegating this to the Safeguarding Lead. The SCR should also be checked as part of the Lead Safeguarding Governor's school visit.
- The Central HR function is responsible for ensuring that the single central record is completed for centrally employed staff in accordance with the statutory requirements. The Lead Safeguarding Trustee should check the central SCR twice annually to ensure adequate compliance.

Safer Recruitment

- All staff to follow the HR policies in relation to recruitment and selection.
- Principals to ensure that an adequate number of senior staff have completed the safer recruitment training.
- Chief Operations Officer to ensure that an adequate number of the BEST central services staff have completed the safer recruitment training.

External Maintenance Staff or Contractors

External maintenance staff or contractors who do not have an enhanced DBS check should be supervised at all times whilst on a school site. Schools should have sight of a DBS certificate and photographic identification for regular contractors, and this information should be recorded in the single central record spreadsheet. The school should also obtain a copy of the safeguarding policy for the contractor.

Visiting other schools within BEST

All staff within BEST can visit other BEST sites using their BEST/school DBS and confirmation that they are following the safeguarding policies set out by the school at which they are based and have undergone the safeguarding training provided by the school at which they are based.

Implementation, Review and Date

This statement will be made know to all staff and published on the BEST website.

The Trust will commission an external safeguarding review annually. It is the responsibility of the Principal of each school to act on any points raised. Compliance with this will be monitored centrally.

This statement will be reviewed annually or as required by changes in legislation.

Appendices

Appendix A – Single Central Record (SCR) requirements

Appendix B – Recommended SCR template

Appendix C - Recommended Governor monitoring visit SCR checklist

| | |
|-------------------|-------------|
| DATE APPROVED: | May 2019 |
| APPROVED BY: | Trust Board |
| NEXT REVIEW DATE: | May 2020 |

Appendix A - Single Central Record

Schools and Colleges must keep a single central record as the register. The following information has been taken from the Keeping Children Safe in Education document.

The single central record must cover the following people:

- all staff (including supply staff, and teacher trainees on salaried routes) who work at the school: in colleges, this means those providing education to children; and
- for independent schools, including academies and free schools, all members of the proprietor body.

The information that must be recorded in respect of staff members (including teacher trainees on salaried routes) is whether the following checks have been:

- a) carried out or certificates obtained
- b) date on which each check was completed/certificate obtained

| Required checks | Additional notes |
|---|---|
| Identity check | |
| Barred list check | For information only. |
| Enhanced DBS check/certificate | |
| Prohibition from teaching check | |
| Section 128 check | For management positions as set out in paragraph 99 for independent schools – including free schools and academies. |
| Further checks on people who have lived or worked outside the UK | This would include recording checks for those EEA teacher sanctions and restrictions described in paragraph 114 |
| Check of professional qualifications | |
| Check to establish the person's right to work in the United Kingdom | |

For supply staff, schools should also include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff, and the date that confirmation was received (Independent schools and non-maintained special schools should also include the date on which any certificate was obtained).

Where checks are carried out on volunteers, schools should record this on the single central record.

NB. Schools and colleges do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. To help schools and colleges comply with the requirements of the Data Protection Act, when a school or college chooses to retain a copy they should not be retained for longer than six months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications should be kept for the personnel file.

For Teaching Staff

| | |
|------------|------------------|
| Key | Mandatory fields |
| | Optional fields |

| TEACHING STAFF | | | | IDENTITY CHECKS | | | | |
|----------------|---------------|---------------------------|-----------|--|-----------------|--|--------------|-------------|
| Name | Position held | Date employment commenced | QTS held? | Teacher reference number (if QTS held) | Check complete? | Details of documents seen (e.g. passport, driving licence) | Date checked | Checked by: |
| | | | | | | | | |

| DBS AND BARRED LIST CHECKS (SEE NOTE 1) | | | | PROHIBITION FROM TEACHING CHECK | | | SECTION 128 DIRECTION CHECK (SEE NOTE 2) | | | |
|---|-----------------------------|-----------------------|--------------------|---------------------------------|-----------------|--------------|--|---|--------------|-------------|
| Enhanced DBS check complete? | Barred list check complete? | Date certificate seen | Certificate number | Seen by: | Check complete? | Date checked | Checked by: | Section 128 direction check complete (if required)? | Date checked | Checked by: |
| | | | | | | | | | | |

| PROFESSIONAL QUALIFICATIONS CHECK | | | | RIGHT TO WORK IN THE UK | | |
|---------------------------------------|-----------------|--------------|-------------|-------------------------|--------------|-------------|
| Professional qualifications required? | Check complete? | Date checked | Checked by: | Check complete? | Date checked | Checked by: |
| | | | | | | |

| FURTHER CHECKS ON THOSE PREVIOUSLY LIVING/WORKING OUTSIDE UK (SEE NOTE 3) | | | | | | CHILDCARE DISQUALIFICATION CHECKS (SEE NOTE 4) | | | |
|---|--|--------------|--|-----------------|-------------|--|-----------------|--------------|-------------|
| Has individual lived or worked outside of the UK? | EEA sanctions and restrictions check complete? | Date checked | Other relevant check(s) completed? (Include details of checks) | Date(s) checked | Checked by: | Does individual work in a relevant setting? | Check complete? | Date checked | Checked by: |
| | | | | | | | | | |

| REFERENCE CHECKS | | | | MEDICAL CHECKS | | |
|--------------------------------------|---------------------------------------|------------------------|--------------------|--|---------------------|--------------------|
| First reference satisfactory? | Second reference satisfactory? | Date(s) checked | Checked by: | Fitness to work check complete? | Date checked | Checked by: |
| | | | | | | |

| MANAGEMENT SCR CHECKS (SEE NOTE 5) | | | |
|--|---------------------|---|---------------------|
| Entries checked by safeguarding lead? | Date checked | Entries checked by governing body? | Date checked |
| | | | |

Appendix B - Recommended Single Central Record Template (taken from The Key for School Leaders)

For Support Staff

| | |
|------------|------------------|
| Key | Mandatory fields |
| | Optional fields |

| SUPPORT STAFF | | | IDENTITY CHECKS | | | |
|---------------|---------------|---------------------------|-----------------|--|--------------|-------------|
| Name | Position held | Date employment commenced | Check complete? | Details of documents seen (e.g. passport, driving licence) | Date checked | Checked by: |
| | | | | | | |

| DBS AND BARRED LIST CHECKS (SEE NOTE 1) | | | | PROHIBITION FROM TEACHING CHECK | | | |
|---|---|-----------------------|--------------------|---------------------------------|-----------------|--------------|-------------|
| Enhanced DBS check complete? | Barred list check complete (if required)? | Date certificate seen | Certificate number | Seen by: | Check complete? | Date checked | Checked by: |
| | | | | | | | |

| SECTION 128 DIRECTION CHECK (SEE NOTE 2) | | | PROFESSIONAL QUALIFICATIONS CHECK | | | | RIGHT TO WORK IN UK | | |
|---|--------------|-------------|---------------------------------------|-----------------|--------------|-------------|---------------------|--------------|-------------|
| Section 128 direction check complete (if required)? | Date checked | Checked by: | Professional qualifications required? | Check complete? | Date checked | Checked by: | Check complete? | Date checked | Checked by: |
| | | | | | | | | | |

FURTHER CHECKS ON THOSE PREVIOUSLY LIVING/WORKING OUTSIDE UK (SEE NOTE 3)

CHILDCARE DISQUALIFICATION CHECKS (SEE NOTE 4)

| Has individual lived or worked outside of the UK? | EEA sanctions and restrictions check complete? | Date checked | Other relevant check(s) completed? (Include details of checks) | Date(s) checked | Checked by: | Does individual work in a relevant setting? | Check complete? | Date checked | Checked by: |
|---|--|--------------|--|-----------------|-------------|---|-----------------|--------------|-------------|
| | | | | | | | | | |

REFERENCE CHEKS

MEDICAL CHECKS

| First reference satisfactory? | Second reference satisfactory? | Date(s) checked | Checked by: | Fitness to work check complete? | Date checked | Checked by: |
|-------------------------------|--------------------------------|-----------------|-------------|---------------------------------|--------------|-------------|
| | | | | | | |

MANAGEMENT SCR CHECKS (SEE NOTE 5)

| Entries checked by safeguarding lead? | Date checked | Entries checked by governing body? | Date checked |
|---------------------------------------|--------------|------------------------------------|--------------|
| | | | |

For further examples of governor, volunteer, agency and contractor SCR templates see BEST googledrive policy folder under HR policies subfolder. If you do not have access to this, please contact llittle@bestacademies.org.uk.

Appendix C - Recommended Governor Monitoring Visit Checklist



Single central record: monitoring checklist

| | |
|---|--|
| Date monitoring carried out | |
| Name of responsible governor | |
| Name of school safeguarding lead | |
| Signed off by (include the date) | |

Tick where the SCR records:

- Whether the following checks have been carried out/certificates obtained
- The date on which each check was completed/certificates obtained

Record any issues in the table on the final page and raise them with the safeguarding lead.

Grey spaces indicate a field which is not required. See the following page for explanatory notes.



| Details to be included in the SCR | Teaching Staff | Support Staff | Supply Staff | Volunteers | Academy trustees/independent school governors | Contractors |
|---|----------------|---------------|--------------|------------|---|-------------|
| Identity check | | | | | | |
| Enhanced DBS check/certificate | | | | | | |
| Barred list check | | | | | | |
| Prohibition from teaching check | | | | | | |
| Section 128 check | | | | | | |
| Further checks on people who lived or worked outside the UK | | | | | | |
| Check of professional qualifications | | | | | | |
| Check to establish right to work in the UK | | | | | | |
| Fitness to work checks | | | | | | |

Key notes:

1. This includes teacher trainees on salaried routes. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.
2. For supply or agency staff, schools should include whether written confirmation has been received that the employment business supplying the member of staff has carried out the relevant checks and obtained the appropriate certificates.
3. Volunteers, academy trustees and independent school governors who come into contact with children unsupervised are in 'regulated activity' and will require an enhanced DBS check including a barred list check.
4. All contractors whose work provides them with an opportunity for regular contact with children will require an enhanced DBS certificate. Only those engaging in regulated activity require a barred list check.
5. A section 128 check is required for all those in management positions in an independent school or academy. Where the person will be engaging in regulated activity, a DBS barred list check will identify any section 128 direction.
6. All individuals who have lived or worked outside the UK must undergo the same checks as other school staff. Further checks should include a check for information about any teacher sanction or restriction that a European economic area (EEA) professional regulating authority has imposed, using the National College of Teaching and Leadership Teacher Services' system.

| Monitoring and maintaining the SCR | |
|--|--|
| <p>Does the SCR have correct and up-to-date details for all appropriate persons?</p> <ul style="list-style-type: none"> • Have any new persons been added? • Have those who have left been deleted (after an agreed period of time)? | |
| <p>Have we recorded the name of the person who carried out the checks?</p> | |
| <p>Have we checked the SCR for administrative errors?</p> <p>e.g.</p> <ul style="list-style-type: none"> • Failure to record dates • Individual entries that are illegible • Omissions | |
| <p>Have any administrative errors been reported to the appropriate school safeguarding lead?</p> | |
| <p>How and where do we store the SCR? Is this secure?</p> <ul style="list-style-type: none"> • If using an electronic system, is this encrypted? • Do we have a plan of action in case of security problem? | |
| <p>Do we have an effective system for reviewing the SCR?</p> | |
| <p>Is this system being observed?</p> | |

| Issues arising from monitoring visit | | |
|--|-----------------------------------|----------------------|
| Issues to discuss with school safeguarding lead | Action arising from issues | Date resolved |
| | | |
| | | |
| | | |

This form should be returned to the Chief Executive Officer of BEST by the end of the Autumn Term each year.