

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 Team 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
- Whistleblowing

The signed forms should be held in the personnel file for each member of staff. Forms for the Central Team, 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 and PREVENT training. 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 should be recorded in the single central record spreadsheet.
- Lead Safeguarding Trustee and 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 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 Team 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.

Dated: March 2018 (references updated Sept 2018)

Appendices

Appendix A – Single Central Record (SCR) requirements

Appendix B – Recommended SCR template

Appendix C - Recommended Governor monitoring visit SCR checklist

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.

Appendix B - Recommended Single Central Record Template

Identity						Position Held	Medical	References	
Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Optional as to whether you place it on SCR	Optional as to whether you place it on SCR	Optional as to whether you place it on SCR
Full Name	Home Address	DOB	Date ID Verified	ID Verified By	Date of employment	Job Title (e.g. Teacher/ Volunteer/ Admin)	medical check	Reference 1	Reference 2
		DD/MM/YY			DD/MM/YY		DD/MM/YY	DD/MM/YY	DD/MM/YY

Qualifications and Registration					Prohibition Order Check (Teachers only)			Prohibition Order Check Academies, Foundation and Free Schools and those employed to teach		
Mandatory	Mandatory		Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory		
Teaching Qual's Required (Yes / No)	Teacher Reference Number	Support staff Qualification (as per Essential Criteria on Job Description)	Date Seen	Evidence Seen by	Check Required? Post April 2014	Date of Check	Check undertaken by	Check Required? Post September 2016	Date of Check	Check undertaken by

S.128 Check independent schools, academies and free schools we now need to check that a person has not been Prohibited from the Management of schools.

Mandatory	Mandatory
Date of Check	Check undertaken by

Vetting Checks (Mandatory)

Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Date of ISA Barred List Check (previous year List 99)	Evidence checked by	Date Evidence Checked	Date DBS (formerly CRB) Check Completed	DBS (formerly CRB) Disclosure Number	Does the DBS check include a Barred List Check?	If employing a registered member of the DBS Update Service has a update been requested to check existing DBS certificate ? (Yes/No)	Date DBS Update Service check completed	DBS Update Service check undertaken by	If Required, Criminal Record Overseas Checks Completed	Date and position of person undertaking the check	Risk assessment completed Yes/No	Risk assessment date

European Economic Area Check (Teachers Only)		Right to work in the UK			
Mandatory		Mandatory	Mandatory	Mandatory	Mandatory
Evidence checked by	Date of Check	Evidence of Right to Work in UK provided	Date evidenced	If Required, Date Visa or Work Permit Expires (Earliest Date)	Evidence Checked By

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						
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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.