



Gateshead Primary SCITT 2018/19

**Safeguarding children and
vulnerable adults policy and
procedure**

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY & PROCEDURE

This Policy relates directly to:

- All trainees of Gateshead Primary SCITT
- All staff of Gateshead Primary SCITT

Staff are employed by partnership institutions and as such, will refer to the Child Protection or Safeguarding Policy and procedures of their respective employing institution.

Trainees within Gateshead Primary SCITT are subject to any relevant Child Protection or Safeguarding Policy of their placement school or University. They must also accept and follow the Gateshead Primary SCITT

Learning Contract before admission to the course. It is the explicit expectation of Gateshead Primary SCITT that schools & University will have their own child protection or safeguarding policies and procedures in keeping with relevant national and regional procedures and guidance.

Gateshead Primary SCITT shares the common principles of its partnership institutions, namely:

- The welfare of children and young people is paramount;
- Children and young people should be provided with a safe environment in which to learn;
- All children and young people have a right to freedom from abuse;
- Children and young people have a right to be treated with respect and dignity, as do the adults who work with them;
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people;
- All adults working on a paid or voluntary basis within Gateshead Primary SCITT have a responsibility to protect children and young people from harm wherever they are in a position to do so;
- All children and young people must have the opportunity to express their views about decisions taken about their lives;
- All work with children and young people will be informed by equal opportunities and anti-oppressive practice and will reflect diversity of need and the communities being served; and
- Adults about whom there are concerns should be treated fairly and honestly and should be provided with support.
-

Accordingly, we will:

- Work to prevent unsuitable people working with children and young people;
- Promote safe practice and challenge poor and unsafe practice;
- Contribute to effective partnership working between all those involved in providing services to children and young people in support of these aims.

-

The Safeguarding Children & Vulnerable Adults Policy & Procedure of Northumbria University is available to all on the University intranet. Each partnership school has its own policy which is also made available to trainees and staff on their intranet and staff handbooks. In addition, Gateshead Primary SCITT highlights issues of safeguarding in the following documents & training programmes:

- 1) Learning Contract
- 2) Partnership Agreements
- 3) University, school & LA policy documents
- 4) During Induction week lectures, using LA guest speakers
- 5) During Education & Professional Studies lectures
- 6) School-based professional studies induction programme
- 7) School-based tier 2 training as available
- 8) Subject specific health & safety training as appropriate

Gateshead Primary SCITT will undertake Disclosure and Barring (DBS) Clearances for trainees to ensure compliance with DfE requirements.

Pre course paperwork includes trainees applying for an enhanced DBS check. Records of certificate numbers for trainees are kept and will be securely stored on our database. A satisfactory check is defined as having no criminal convictions (including cautions, reprimands and final warnings) relevant to the post. All staff or registered trainees must report any subsequent criminal convictions to the Programme Manager. Failure to do so will result in disciplinary action being taken. Records for staff are kept by their employing institution.

Enhanced DBS Disclosures may contain 'approved' non-conviction information provided by the police from their local records. In the majority of cases, this will be printed on the Disclosure. In exceptional cases, the information on the DBS certificate will be discussed by the Programme Manager and the Chair of Gateshead Primary SCITT following a 'consent to share letter' signed by the trainee concerned. For those trainees who have not received a clearance certificate from the DBS before the start of the course, the SCITT office via Northumbria University, carries out a List 99 check to ensure trainees are not barred from working with children.

Trainees will be expected to show their DBS form to Gateshead Primary SCITT at the beginning of the course. Gateshead Primary SCITT will then issue a letter of assurance to their partnership schools to confirm they have been successfully cleared for working with children and young people. Trainees will not be expected to show their DBS forms to another party other than Gateshead Primary SCITT administration, unless they give explicit consent.