

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY & PROCEDURE

This Policy relates directly to:

- All trainees of The GUTP
- All staff of The GUTP

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 The GUTP are subject to any relevant Child Protection or Safeguarding Policy of their placement school or college. They must also accept and follow The GUTP Learning Contract before admission to the course.

It is the explicit expectation of The GUTP that schools & colleges will have their own child protection or safeguarding policies and procedures in keeping with relevant national and regional procedures and guidance.

The GUTP 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 The GUTP 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.

Each partnership school has its own policy which is also made available to trainees and staff on their intranet and staff handbooks. In addition, The GUTP highlights issues of safeguarding in the following documents & training programmes:

- Learning Contract

- Training Handbook given to all Associate Teachers
- Suitability Declaration
- Partnership Agreements
- Partnership School's policy documents
- During General Professional Studies lectures (GPS Sessions)
- During Inclusion week lectures, using specialist guest speakers from the partnership
- Subject specific health & safety training as appropriate

The GUTP 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 Director of the GUTP. 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 Course Director and the Chair of The GUTP following a consent to share letter signed by the trainee concerned.

Alongside the DBS check before the start of the course, the GUTP Recruitment Officer carries out a Prohibition check to ensure trainees are not barred from working with children.

Trainees will be expected to show their DBS form to The GUTP at the beginning of the course. The GUTP 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 and are on Sponne School's Central Register. Trainees will not be expected to show their DBS forms to another party other than The GUTP administration, unless they give explicit consent. After seeking permission to do so from the trainee, a copy of the certificate is taken. The trainee signs this as authorisation for The GUTP to keep this copy on file. The DBS system is updated to reflect that the certificate has been seen and to confirm if that anything untoward has been found it is dealt with appropriately.