

Safeguarding Policy and Procedures

October 2021

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Safeguarding Children and Young People: Policy Statement

Protocol Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and temporary workers on its register to share this commitment and to be fully aware of the importance of child protection. All staff must demonstrate their understanding of how each individual adult working on behalf of Protocol Education and its clients has an active part to play in protecting children from harm and promoting their welfare.

Protocol Education strictly adheres to the specific guidelines required of people who wish to work with children and young persons. These requirements, outlined in the DfE documents: **Keeping Children Safe in Education (September 2021)**, **Working Together to Safeguard Children**, and **Guidance for safer working practice for those working with children and young people in education settings (May 2019, along with the COVID-19 Annex May 2020)** are incorporated into Protocol Education's requirements and practices. Compliance with these guidelines is regularly and closely audited both externally and internally, and through a series of daily reporting processes.

Further, the **Safeguarding Vulnerable Groups Act 2006** and the **Childcare (Disqualification) Regulations 2009** outline specific duties and responsibilities for an employer in relation to barred persons, and to the sharing of information about individuals to the Disclosure and Barring Service. Protocol Education is committed to ensuring that its obligations here are met.

Protocol Education holds the REC Audited Education accreditation, confirming our full compliance with safeguarding, statutory legislation, and best practice as required by the Recruitment and Employment Federation.

Definitions:

We understand the term **safeguarding** to mean that we will take all reasonable measures to ensure that the risk of harm to children's welfare is minimised. We understand that where we have any concerns about a child's welfare, we will take all appropriate action to address those concerns by working in full partnership with other agencies. We also understand the wider safeguarding issues which affect children and young people, and that safeguarding and promoting the welfare of children requires a vigilant and child centred approach protecting children from maltreatment, preventing impairment of children's mental and physical health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best outcomes.

We understand that **harm** means the ill-treatment or impairment of a child's health and/or development, including that caused as a result of witnessing the ill-treatment of another person and we understand that not all children will choose to talk, but may communicate through different ways. We will always be aware of and alert to any possible indicators that a child is suffering harm.

We understand that **abuse** is a form of maltreatment of a child, and that its recognition takes many forms:

- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child.
- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development limitation of exploration and learning or preventing the child from participating in normal social interaction.
- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually.
- **Domestic abuse:** may involve controlling or coercive behaviour; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation.
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect can be: **physical neglect**, in which a child's basic needs such a food, clothing and shelter are not met; **education neglect**, where a child is not being provided an education; **emotional neglect**, where a child is not getting the nurture and stimulation they need, and **medical neglect**, where a child isn't being given proper health care.

We understand that **radicalisation** is the act or process of encouraging extremist views or actions in others, including forms of extremism leading to terrorism.

We understand that **extremism** is vocal or active opposition to fundamental values of our society, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Supply staff have a duty to report concerns about pupils in line with the Prevent guidance, if they suspect that a child is at risk of radicalisation. These concerns should be passed to the Designated Safeguarding Lead in the school.

We understand that **Female Genital Mutilation (FGM)** comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons.

Recognising the signs and symptoms of abuse and neglect:

We understand that the identification of abuse and neglect can be complex, and difficult. The following list outlines ways in which these may be identified. It is not intended that this is an exhaustive list, and it is not Protocol Education's internal or supply staff's responsibility to determine if abuse is occurring but to report their concerns:

- Changes in behaviour; immediate or over a length of time; this may be evidenced by the child becoming clingy, or aggressive, withdrawn, depressed or anxious; a change in eating habits; aspects of behaviour which becomes obsessive; concentration difficulties; difficulties in participating in activities, missing school, showing signs of self-harm, or using drugs and alcohol
- Bruises and injuries that do not reflect the activity the child is involved in and where the explanation does not confirm with the injuries
- Fear of certain adults
- Use of sexually explicit language and actions
- The child or vulnerable adult tells you that they are being abused
- A third party tells you that the child or vulnerable adult is being abused
- A child or vulnerable adult seems to be a loner and does not integrate with the group
- A child or vulnerable adult whose appearance deteriorates: being smelly or dirty; having unwashed clothes; having the wrong clothing, such as no warm clothes in winter
- There is evidence of health and development issues; this may include anaemia, poor muscle tone and prominent joints, dental issues, regular illness or infections, skin issues such as sores, rashes, flea bites, scabies or ringworm; thin or swollen stomach, tiredness, repeated accidental injuries, untreated injuries, missed medical appointments, and not being medicated when necessary
- There is evidence that the child or vulnerable adult has an unsuitable home environment, such as no heating, or being left alone for long periods of time, or appears to be taking on the role of carer for other family members.

Safeguarding Leads:

Currently Protocol Education's designated safeguarding leads are:

Brian Todd (Head of Quality) Designated Safeguarding Lead (DSL) (W) 020 3219 7700 (M) 07855860711	Evita Le Roy (Safeguarding and Clearing Manager) Deputy Designated Safeguarding Lead (DDSL) (W) 020 8971 1298 (T) 07872994309
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The role of the Designated Safeguarding Lead is to take responsibility for any child protection issues which may be raised by the staff of Protocol Education or its temporary workers who are placed in our client settings. In the absence of the DSL, the DDSL will take responsibility. All our designated leads have undertaken relevant safeguarding training to undertake the role.

Keeping Children Safe: Requirements of our candidates

Protocol Education expects its candidates to fulfil their duty to keep young children safe and to protect them from physical, emotional, and sexual harm.

At point of registration with Protocol Education, all candidates are required to agree to our specific Child Protection Policy, confirming that they will contribute to:

- providing a safe environment for children to learn in education settings, and
- identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Further, at point of registration, all candidates are provided with clear written guidelines (in the form of our comprehensive 'Candidate Code of Conduct' document), covering:

- Physical Contact
- Social Contact
- Communication with Pupils (including use of electronic devices, social networking sites or web-based communication channels)
- Behaviour Management
- Working safely online
- What to do if you have concerns about a child is being abused
- What to do if an allegation has been made against you in the workplace

Whilst in the workplace, all supply staff working in schools must be prepared to:

- Familiarise themselves with, and abide by, the client's specific policies in relation to safeguarding
- Help identify those children who will benefit from early help
- Listen to what the child is saying without interruption, respecting their privacy
- Report what has been disclosed to the school's designated person
- Record, as soon as practicable, what has been said using the child's own words.

Whilst working online, all supply staff working for schools must:

- Ensure that they establish safe and responsible online behaviours, working to local and national guidelines
- Ensure that communication with children and vulnerable adults both in the 'real' world and through web based and telecommunication interactions should take place within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook, Instagram and Twitter, chatrooms, forums, blogs, websites, gaming sites, digital cameras, videos, webcams and other hand held devices. (Given the ever-changing world of technology it should be noted that this list gives examples only and is not exhaustive.)
- Refrain from requesting or responding to any personal information from children and vulnerable adults other than which may be necessary in their professional role. They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour'.
- Not give their personal contact details to children and vulnerable adults for example, e-mail address, home or mobile telephone numbers, details of web-based identities. If children and vulnerable adults locate these by any other means and attempt to contact or correspond with the Supply Staff member, they should not respond and must report the matter to their line manager. The child or vulnerable adult should be firmly and politely informed that this is not acceptable.

All candidates are provided a link to the current version of **Keeping Children Safe in Education** and must confirm they have read it as a part of their written declaration regarding 'Disqualification by Association'.

All candidates working through Protocol Education are made aware of, and have free access to:

- the New Skills Academy safeguarding course: Safeguarding Children. This training programme is available on-line; personalised certificates are issued to successful candidates, and logged into their profiles on our recruitment database
- the Home Office e-learning course on 'The Prevent Duty'.

Reporting safeguarding concerns:

It is paramount that if any concerns regarding maltreatment, abuse, neglect, radicalisation, sexual exploitation, or other concerns are observed or raised, direct action is taken.

If abuse has been disclosed to you or you suspect that it is happening you must inform the relevant Designated Safeguarding Lead within a school/organisation (for supply staff) or to the company's Designated Safeguarding Lead (for internal Protocol Education staff).

If you have a suspicion of maltreatment cases such as abuse, neglect, radicalisation, sexual exploitation, or other concerns, or if a child has approached you with disclosures, you must raise the concerns.

The following guidelines should be used when a concern is expressed by a young person to a member of Protocol Education staff:

- Make sure they know they have done the right thing
- Listen carefully to their story, reassure, and respect their rights
- Maintain confidentiality but do not make promises that you cannot keep; explain that the information will have to be passed on to only those that need to know about it, and what action you will be taking in this regard
- Be calm; try not to display any kind of shock or disapproval, and be reassuring, making it clear that you are glad that they have told you
- Show that you are taking the child or vulnerable adult seriously and that you understand and believe them
- Keep questions to a minimum; if you must ask questions keep them open and not leading
- Do not jump to conclusions; do not try to solve the situation yourself or confront anyone
- The young person or vulnerable adult may regard the experience as either bad or painful, they may not feel guilty or angry
- Be aware of your own feelings which may be different to those of the young person or vulnerable adult
- Take care of yourself by ensuring that you have an opportunity to discuss your feelings with someone at a later stage
- Do not destroy any evidence as it may be used later in a court of law
- Write up their narrative, giving as much detail as possible; remember to include date and time, what was said and any names and locations; use the 'Expression of Concern' form to assist you. It is essential that the details of the alleged abuse be recorded correctly and legibly as this will be critical later in the proceedings. This should be done immediately and certainly within 24 hours.

- Do not disclose any information to non-relevant parties.
- Contact your DSL immediately and inform them of the situation using the report you made. The DSL will directly contact any child protection agency, the police or simply provide further advice.
- If the DSL is unavailable and you believe the situation to warrant further action, contact a child protection agency or the police. In an emergency (that is, if the incident is serious, or the child needs medical attention, or a crime may have occurred, call 999.

Summary of procedures for Protocol Education staff dealing with a disclosure of abuse:

<p>STEP1: A disclosure of abuse is received by a supply worker or member of Protocol Education's internal staff</p>
<p>STEP2: Contact emergency services if there is an immediate need</p>
<p>STEP3: Full details of the disclosure should be recorded by the recipient; use an 'Expression of Concern' form to record this information accurately</p>
<p>STEP4: The recipient informs the designated Child Protection Officer at the school and/or the Designated Safeguarding Lead of Protocol Education of their concerns.</p>
<p>STEP5: The designated officer will then decide on the next appropriate action to be taken. This may include a referral to local social services department, and working closely with other agencies to ensure a seamless response to the protect the child.</p>

Protocol Education Ltd is committed to multi-agency working – working with and across all organisations (such as the local authority, police services, social services, health services) to ensure a seamless response to reduce the risk of harm to children. Such cooperation is essential to help reduce the risk of cases slipping through the wider safeguarding system, stopping domestic abuse at an early stage or preventing it from happening in the first place.

Expression of Concern Form:

This form should be completed when there is cause for concern and given to your Designated Safeguarding Lead as soon as possible.

Details of pupil:

Child's name:

Date of Birth:

Details of the person reporting the concern:

Full name:

Position:

Do these concerns relate to a specific incident/disclosure? If YES complete Section A; If NO, omit section A and move straight to Section B

Section A:

Date and time of incident/disclosure:

Location of incident/disclosure:

Date this form was completed:

Other persons present:

Section B:

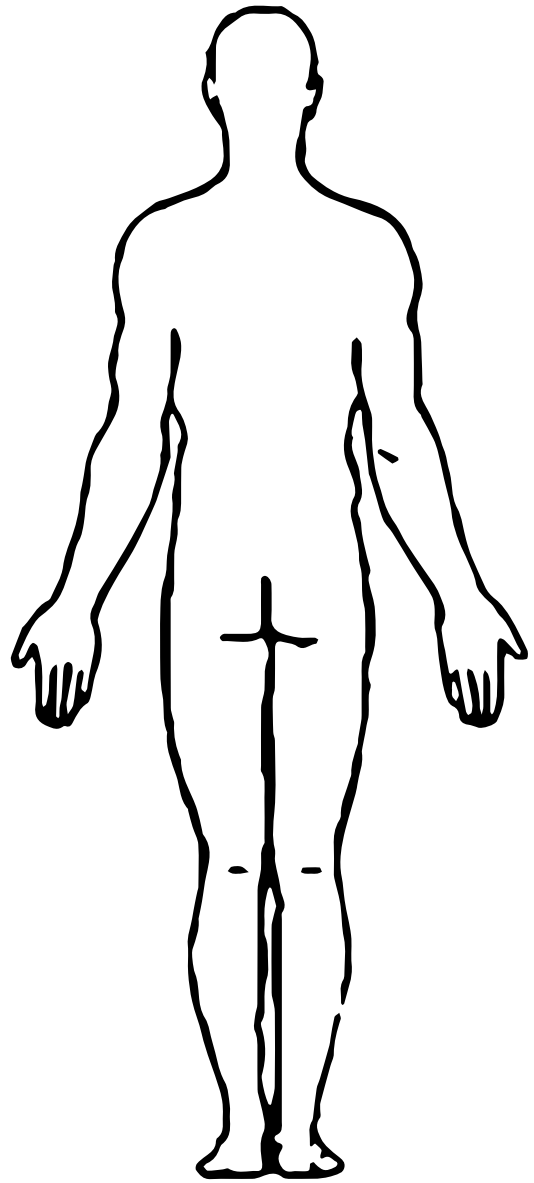
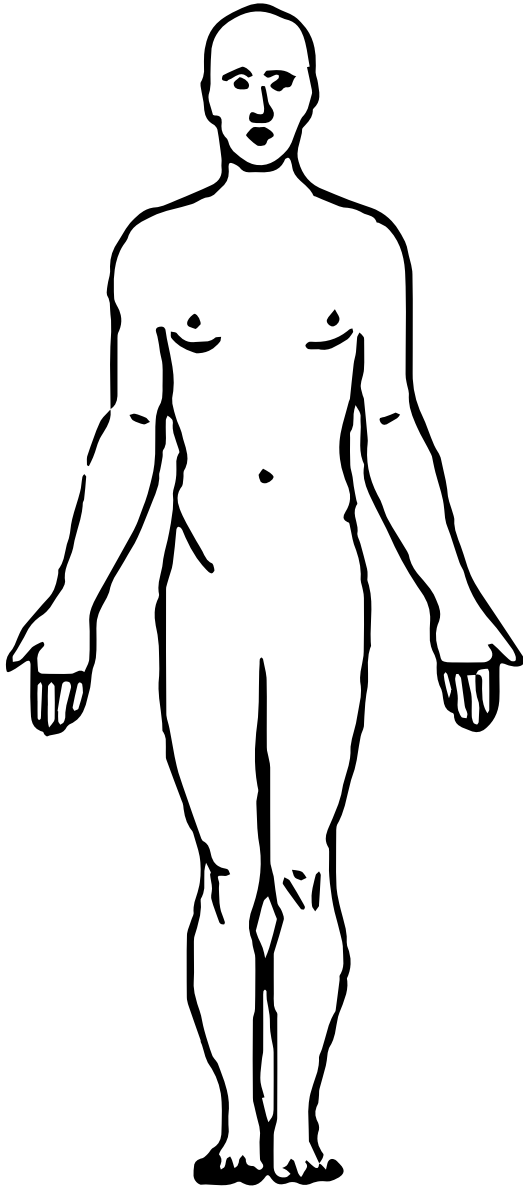
Details of concern/disclosure/incident:

(What was said, observed, reported)

Action taken:

(What did you do following the incident/disclosure/concern?)

Any other relevant information:



Use the above body map to record any injuries observed, indicating location of injury and type of injury e.g. graze, cut, bruise.

Signed:

Date:

Protocol Education: Internal Management of Allegations made against candidates:

Protocol Education has clear guidelines in place to ensure that safeguarding allegations, concerns, and disclosures are dealt with appropriately. These guidelines are incorporated into a company new starter's induction programme and available online to new staff, so that all internal staff are aware of the procedures that are in place for dealing with such allegations, and their own individual responsibilities with this.

1. The DSL will keep a detailed, accurate and secure written record of the safeguarding concern. This will be completed on the company's Allegation Report Form by consultant or branch manager receiving the referral and forwarded to the DSL.
2. Due to the confidential nature of this information, this information will be kept separately from the candidate's record
3. The Branch Manager or DSL will liaise with the client's DSL regarding the client's procedures for managing allegations against workers, and follow any requirements to inform the relevant local authority's LADO or Designated Senior Person for Child Protection
4. As a matter of paramount importance, Protocol Education will work closely all parties involved, including the client, Local Authority Designated Officer, Social Services and Police. This may involve attendance at case management meetings, preparation of investigation reports, and liaison with other external bodies. This also includes providing a high level of care to the candidate who has been subject to the allegation.
5. Protocol Education will act on any requirements put in place during the process, whether to support the candidate's return to work, or referral to the Disclosure and Barring Service and / or the National College of Teaching and Leadership. These referrals will be completed by the Designated Safeguarding Lead.

Internal Safeguarding Report Form

(For internal use only)

SAFEGUARDING ALLEGATION / CONCERN: REPORT FORM

Today's Date:

Date and time the allegation is reported to have occurred:	
School name and ID number:	
Candidate name and ID Number:	
Date and time reported to the DSL (Head of Quality):	
Name and position of person who reported the incident to Protocol Education:	
Name of Consultant who took the call:	
Details of the allegation which has been reported:	
<p>Has the allegation been reported to the Local Authority Designated Officer (LADO)? Yes No Unknown</p> <p>Has the Local Authority Designated officer (LADO) been in contact with Protocol Education? Yes No</p> <p>If yes, provide any relevant details / actions:</p>	
Details of immediate action which was taken by Protocol Education:	
Candidate file checked for up-to-date Barred List; DBS +/- OS police check; References; Identity; Right to Work?	Yes No
Tracked all calls, actions etc?	Yes No
Candidate advised of actions taken by Protocol Education?	Yes No
Signed:	Date:
<p>(For Head of Quality only)</p> <p>CLOSURE:</p> <p>OUTCOME:</p>	<p>Date:</p> <p>Report Number:</p>

Internal Guidelines for dealing with allegations raised by a client or supply staff:

A safeguarding concern will be raised by a client or a candidate when it is alleged that a member of staff (including supply staff, temporary workers and volunteers) in a school or college that provides education for children under 18 years of age has:

- behaved in a way that has **harmed**, or may have **harmed** a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he/she may pose a risk of **harm** to children

Steps for managing an allegation:

1. Obtain as much detail as possible from the client:

- The nature of the allegation, date, and time of occurrence;
- Whether or not the candidate is aware of the allegation;
- If the candidate is NOT aware of the allegation, whether or not the candidate can be informed of the details of the allegation (Note: there are occasions when we, or the candidate, cannot be informed of the specific details of the allegation);
- Whether or not the Local Authority Designated Officer (LADO) is being / has been informed of the allegation.

2. Advise the candidate of the following:

- That the candidate should provide, as soon as possible, a detailed written report of his / her recollection of the events of the day which have led to an allegation being raised;
- That we do not permit them to work for Protocol Education until the allegation has been and satisfactorily resolved, and that he / she will be placed on Company Do Not Use;
- That he/she should not be working through any other organisation until this allegation is satisfactorily resolved;
- That you will keep them informed in progress being made to resolve the allegation.

3. Be responsive to any requirements deemed necessary by the Local Authority Designated Officer (LADO):

- The LADO is the safeguarding lead for the local authority in which the client is located; the LADO will probably contact you to discuss the allegation;
- The LADO may require you to attend a strategy / case resolution meeting either at the Local Authority or the school. It is essential to attend this meeting; if you have not attended a strategy meeting previously, the DSL will guide you through the process: document to take, information to provide, etc; you are able to provide the LADO with candidate details such as date-of-birth, address and contact telephone number.

4. Housekeeping:

- Complete the company's allegation report form and return it to Head of Quality (the company's Designated Safeguarding Lead – DSL);
- Log a Category A Exclusion on the candidate's RDB record;
- Ensure a written report is provided by the candidate, and forward this to Quality, and client / LADO as requested;
- Ensure RDB tracking is up-to-date, but noting that the DSL keeps a separate individual file on all child protection allegations, to ensure that information about the allegation is contained securely and is only available to those who are authorised to see it (e.g. candidate report, LADO meeting minutes, investigation reports, witness statements etc).

5. Case management LADO:

- In many situations, the resolution of the allegation will be managed by the Local Authority Designated Officer (LADO) through case management or 'strategy meetings'; in such cases all relevant parties will be invited to attend this meeting; it usually takes place at the Local Authority, or (occasionally) the school;
- A representative from Protocol Education will be invited, and it is usually the candidate's consultant or Branch Manager who attends. Also, at the meeting will be the LADO, a minute-taker, a representative from the client, a representative from Social Services, and (if physical harm has taken place) a police officer specialising in child protection;
- BMT will coach attendees through the meeting process, document to take, and how to answer questions which may be asked;
- Following the meeting, the LADO will distribute minutes of the meeting (usually electronically), and a list of actions to be completed. Forward these to the DSL; do not store them on the candidate's RDB file;
- As a part of this process, it is usual for both Protocol Education and the client to be asked by the LADO to conduct an 'investigation', and to provide the LADO with the details of this. The DSL will provide you with a specific template for this purpose, and assist you with the preparation of the report;
- In cases where it is alleged that physical harm has occurred, it may be required that the candidate be interviewed by the police; the LADO and police will arrange this directly with the candidate.

6. Outcome of LADO Meetings:

The meeting process is concluded when one of five outcomes have been reached:

- **SUBSTANTIATED:** there is sufficient evidence to prove the allegation;
- **MALICIOUS:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- **FALSE:** there is sufficient evidence to disprove the allegation;
- **UNSUBSTANTIATED:** there is insufficient evidence to either prove or disprove the allegation (the term, therefore, does not imply guilt or innocence);
- **UNFOUNDED:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

7. Case Management, Protocol Education:

- Following the conclusion of the LADO case management process, Protocol Education must make a decision regarding future use of the candidate:
- If the case is deemed as **SUBSTANTIATED**, the candidate will be issued with a formal written warning (the DSL has a standard template) and required to undertake a refresher child protection course before being reinstated; if the candidate has been involved in previous allegations which have been substantiated, the candidate's registration is to be terminated;
- If the case is deemed as **MALICIOUS, FALSE or UNFOUNDED**, the candidate can be advised and reinstated immediately;
- If the case is deemed **UNSUBSTANTIATED**, the candidate should be given a verbal warning, and if no recent child protection training course has been taken (within the last two years), the candidate must complete a refresher course before reinstatement;
- **NOTE:** If we terminate a candidate's registration because of a substantiated allegation, we have a legal duty to refer the candidate to the Disclosure and Barring Service for a decision on whether or not the candidate is to be barred from working in regulated activity. The DSL will complete this referral process.

8. Candidate Care:

AT ALL TIMES, it is essential that you keep the candidate updated on the progress of case resolution. It is an extremely stressful time for them. Most cases are resolved fairly quickly, but some may continue for a lengthy period, especially if the police are involved. It is imperative we reassure the candidate we are doing all we can to resolve the allegation; it is also essential we co-operate with the LADO and police if so required.

Dealing with supply staff who are have been subjected to an allegation:

Protocol Education strives to ensure that any allegation of abuse made against its temporary worker in an education setting is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is subject to the allegation. We require our candidate to:

- report the allegation to the Manager of the Branch of Protocol Education through which s/he was working
- immediately arrange to meet with the Branch Manager to discuss the allegation, and to prepare a written statement which provides his / her account of the situation in which the allegation was made.

All temporary workers who are subject to an allegation are to be advised that during the investigation of an allegation, they will not be placed into a school or education setting until the allegation has been satisfactorily resolved. Protocol Education will keep workers informed of the progress of the case and will consider what other support is appropriate for the individual.

Safer Recruitment Practices:

Protocol Education confirms that before supplying any staff to school or educational settings, it has:

- Undertaken a standardised, personal face-to-face interview with the applicant
- Confirmed identity and proof of address in line with acceptable documents approved by the Disclosure and Barring Service
- Confirmed right to work in the United Kingdom, and obtained all necessary entry clearance certificates, work permits, biometric residence permits, and immigration documents
- Confirmed the authenticity and ownership of all teaching and child-care qualifications
- Confirmed, for Newly Qualified Teachers, their progress towards, or completion of, the statutory induction period within the set time period as determined by the DfE, and that they have not failed induction or probation
- Checked all candidates via the Teacher Regulation Agency's (TRA) Teacher Services portal to ensure:
 - that they do not have a disciplinary sanction which prohibits them from working in the teaching profession
 - that they are no longer still subject to disciplinary sanctions from the GTCE
 - that they have not been barred from taking part in the management of any independent school (including academies and free schools) under the terms of the s128 barring directions made by the Secretary of State.

- Confirmed that Overseas-Trained Teachers hold teaching qualifications which are deemed by UK NARIC to be equivalent to a British teaching degree or PGCE, and that new Overseas-trained Teachers from January 2021 have presented us with their 'Letter of Professional Standing' as proof of their past conduct as a teacher
- Obtained an **enhanced** DBS certificate relevant to the appropriate workforce for all candidates; the current validity of DBS certificates issued by other employers will be checked by the DBS Update Service; all DBS certificates are checked annually
- Asked candidates (at verbal vetting stage, on the written application form, and at interview) to declare any unfiltered convictions, cautions or reprimands, warnings, or bind-overs which they have incurred
- Conducted a standardised Risk Assessments on applicants with disclosures on their DBS certificate or foreign police clearance, to determine suitability for registration
- Conducted Barred Lists' checks on all surnames used by the candidate, and updated annually
- Obtained a written declaration from the candidate confirming that the candidate has not been disqualified under the Childcare Act 2006.
- Confirmed that the candidate is medically fit to work in an educational setting
- Applied for, received, and verified two satisfactory and current references, as follows: A minimum of two satisfactory and current references for all candidates; at least one reference should be from a school / child care / vulnerable adult care environment, covering a minimum period of four weeks work at one establishment which can be confirmed by a credible referee
- Verified any gaps in the applicant's work history
- Confirmed that the candidate's fluency of English is sufficient to effectively carry out their prescribed duties.

Full clarification of the above requirements can be found in the company's [Recruitment and Selection Policy](#)

Additional relevant policies and resources:

This policy must be considered in line with other relevant company policies, including:

- [Recruitment and Selection Policy](#)
- Whistleblowing Policy
- Candidate Child Protection Policy
- Online Teaching: Policy and Guidance

The Home office has produced key resources, workshops and training programmes to help you understand Prevent and how to keep students safe from extremism and radicalisation this can be found on the following link: <https://educateagainsthate.com/teachers/prevent-training/>

Further guidance and resources can also be found on this link <https://www.gov.uk/government/publications/female-genital-mutilation-resource-pack>

'Keeping Children Safe in Education (September 2020) provides a comprehensive overview of the national guidance provided by the Department for Education in relation to child protection policy: <https://www.gov.uk/government/publications/keeping-children-safe-in-education-2>

The Safer Recruitment Consortium documents 'Guidance for safer working practice for those working with children and young people in education settings' (2019) and the 2020 Addendum provide a comprehensive starting point to understanding professional conduct towards children and young people: <https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf> and <https://www.saferrecruitmentconsortium.org/GSWP%20COVID%20addendum%20April%202020%20final-2.pdf>

The Department for Education has released the following guide which should be read by school staff including any agency workers: [Coronavirus \(COVID-19\): Safeguarding in schools, colleges and other providers](#)

This guide supplements the existing **DFE Keeping Children Safe in Education**

The latest government guidance on Coronavirus (COVID-19) should be reviewed regularly: <https://www.gov.uk/coronavirus>

Policy review:

The Head of Quality will keep Protocol Education's Child and Vulnerable Adult Protection Policy under annual review and/or if there have been any relevant legislative changes.