



# Career Tree

## Safeguarding Policy 2023 -24

|                          |                                       |
|--------------------------|---------------------------------------|
| Owner                    | Designated Safeguarding Officer (DSO) |
| Review and approval date | March 2023                            |
| Date of next review      | March 2024                            |
| Document Status          | IN USE                                |

|   | Page  |
|---|-------|
| 1. Introduction   | 3     |
| 2. Legal framework and related policies and procedures              | 4     |
| 3. Scope and Purpose of the Policy                                  | 4     |
| 4. Conduct and Behaviour (Code of Conduct)                          | 7     |
| 5. Roles and Responsibilities                                       | 7     |
| 6. Reporting and Referral Processes                                 | 8     |
| 7. Safeguarding Training  | 11    |
| 8. Safeguarding Definitions   | 12-14 |
| 9. Information Sharing  | 15    |
| 10. Safer Recruitment   | 16    |
| 11. Online Delivery   | 17    |
| 12. Change of Employee/Tutor Circumstances and Personal Information | 18-19 |
|   |       |
| <b>Appendices</b>   |       |
| Appendix A - Form for Reporting Child Protection Concerns           | 20    |
| Appendix B, Self-Declaration and Disclosure Form (Part 1)           | 21    |
| Appendix B, Self-Declaration and Disclosure Form (Part 2)           | 22    |

## 1. Introduction

Career Tree is a specialist Career Education, Information, Advice & Guidance (CEIAG) provider that provides mentoring and tutoring to children, and works to prepare and connect young people to the world of work and higher education through a range of interventions which are delivered under a programme framework.

The interventions include:

- Tutoring
- Mentoring
- Workplace visits
- Internships and work placements
- Employment advice to schools, colleges and adults concerning their future education/employment

Interventions take place on both a group and individual basis. All interventions may take place at school, in the classroom, at Career Tree offices, online or at an Employer premises.

Students who participate in a Career Tree programme are aged over 11 for career support and above the age of 5 for tutoring. They may be enrolled at a school, school sixth form, FE College or Sixth Form College. A few of our students are aged 19 and over. Our students are based in England.

Career Tree's core activity is providing tutors for one to one and small group tuition to children in schools, remotely in schools or at home and in appropriate environments such as care homes. Career Tree believes that all children and young people have the right to learn in a safe and caring environment. This includes the right to protection from all types of abuse. All tutors/mentors, staff members and those in a position of trust who represent Career Tree, have to do everything possible to foster these rights. To do this, certain protections need to be in place to safeguard children, as well as those who work with them. Career Tree takes seriously its responsibility towards safeguarding all children who engage with the organisation, with the focus being on their safety and welfare.

This policy is guided and referenced against the DfE's publication *'Keeping Children Safe in Education 2022'* and the *'NSPCC Website August 2022'*

Career Tree works with children (everyone under the age of 18) and as such is legally required to have a Safeguarding Policy.

### **Who does The Career Tree Safeguarding Policy apply to?**

Safeguarding and promoting the welfare of children applies to tutors/mentors and everyone who is employed by or delivering Career Tree services. These include all programme managers, directors, employees (full time and part time), tutors, mentors, volunteers, interns and contractors. Career Tree services can be delivered in-person or remotely online.

The Career Tree Safeguarding Policy is available to all who represent Career Tree and will be required to familiarise themselves with it.

In addition, when Career Tree enters into a partnership with another organisation relating to work with children, the partner will be required to observe Career Tree's Safeguarding Policy and any relevant guidance, and in turn, Career Tree will receive a copy of the partner's policies.

## 2. Legal framework and related policies and procedures

This policy is complementary to several existing organisational policies and practices mentioned below. In general, where any reference is made to the physical world in these documents, this will apply in the same way in the online world, or as near to it as is reasonably foreseeable and possible.

- *Keeping Children Safe in Education 2022 Part 1 (as a minimum)*
- *Career Tree Safer Recruitment Policy*
- *Career Tree DBS Policy*
- *Career Tree Complaints Policy*
- *Career Tree Whistleblowing Policy*
- *Career Tree Guidance on Conduct and Behaviour*
- *Career Tree Remote Tuition Safeguarding Guidelines*
- *Tutor Conduct and Behaviour Guidance for Online Tuition*
- *Parent/Carer Conduct and Behaviour Guidance for Online Tuition*

The following legislation informs and guides this Safeguarding policy, and the related organisational policies listed above:

- Keeping children safe in education 2022
- Working together to safeguard children, 2018
- The Human Rights Act 1989
- The Children Act 1989 & 2004
- The Children and Social Work Act 2017
- Data Protection Act 2018
- The Mental Capacity Act 2005
- Guidance for Safer Working Practice for those working with children and young people in education settings (GSWP), May 2019 and the annex issued in 2020
- The Domestic Abuse Act 2021
- Safeguarding Vulnerable Groups Act 2006
- Mandatory reporting of female genital mutilation (FGM) (Home office 2016)
- What to do if you're worried a child is being abused: advice for practitioners. (DfE, 2015)
- Equality Act 2010
- Mental Health and behaviour in schools (DfE) 2018

## 3. Scope and Purpose of the Policy

### General principles

Career Tree acknowledges it has a responsibility for the safety of children receiving our services. It also recognises that good safeguarding policies and procedures are of benefit to everyone involved with our work, including staff, as they can help protect them from erroneous or malicious allegations.

All individuals who represent Career Tree at all levels, must read and understand the following documents:

- *Keeping Children Safe in Education 2022 Part 1 (as a minimum)*
- *Career Tree Safer Recruitment Policy*
- *Career Tree Whistleblowing Policy*
- *Career Tree Guidance on Conduct and Behaviour*
- *Career Tree Remote Tuition Safeguarding Guidelines*
- *Tutor Conduct and Behaviour Guidance for Online Tuition*
- *Parent/Carer Conduct and Behaviour Guidance for Online Tuition*

The purpose of Career Tree Safeguarding Policy is to establish an environment in which the children with whom Career Tree personnel come into direct or indirect contact are protected from abuse, are safe and are treated with dignity, and to create an atmosphere in which children feel able to discuss openly any concerns they may have or any circumstances which may constitute abuse.

The Safeguarding Policy seeks to achieve this by setting out a series of behavioural guidelines and a management structure to implement the policy.

Career Tree is committed to providing a safe environment for children:

- The child's welfare is paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in '*Keeping Children Safe in Education 2022*', anyone under the age of 18 years is considered to be a child.

Career Tree is committed to practices which promote the welfare of children and protect children from harm. Career Tree acknowledges that representatives of the organisation deliver tuition to some of the most vulnerable children in society such as Looked after Children. Career Tree provides additional training and support to tutors, when delivering tuition to children under these circumstances.

All staff who have supervised or unsupervised access to or contact with children are required to:

- Recognise and accept their responsibilities.
- Develop awareness of the issues which can cause children harm, such as the impact of Mental Health issues, as documented in '*Keeping Children Safe in Education 2022*'.
- Report concerns following the procedures laid out within this policy.

Career Tree will endeavour to safeguard children by:

- Reporting concerns to the appropriate authorities.

- Ensuring that safeguarding and child protection is promoted throughout the organisation. This is supported by placing safeguarding as a fixed item on the agenda of important meetings such as every Board Meeting, Finance and Risk Committee meeting, QA meeting, Recruitment meetings and every School Operations meeting.
- Carefully following procedures for recruitment and selection of staff, tutors and mentors.
- Providing effective management for staff, tutors and mentors through support and regular training.

Career Tree is also committed to reviewing its Safeguarding Policy and associated guidance policies and procedures at regular intervals.

It is Career Tree's policy that:

- Everybody representing Career Tree accepts their responsibility to promote the welfare of children who come into contact with Career Tree in connection with its tasks and functions, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down.
- There is a Designated Safeguarding Lead (DSL), a Senior Manager responsible for safeguarding and two Deputy DSL's (to act in the absence of the DSL) within Career Tree, who will take action following any expression of concern. The lines of responsibility in respect of child protection are clear.
- The DSL, Programme Manager and their deputies know how to make appropriate referrals to statutory child protection agencies.
- All managers, mentors, tutors and staff who represent Career Tree should read as a minimum *'Keeping Children Safe in Education 2022 Part 1'*, *'Career Tree Guidance on Conduct and Behaviour'* and *'Career Tree Remote Tuition Safeguarding Guidelines'*
- Information relating to any allegation or disclosure will be clearly recorded as soon as possible, and there is a procedure setting out who should record information and the timescales for passing it on.
- The Children Act 2004 states that "everyone has a duty to co-operate to improve the well-being of the children". This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm.
- Career Tree's Safeguarding Policy will be referred to or included in recruitment, training, moderation and policy materials where appropriate, and the policies are openly and widely available to staff and actively promoted within the organisation.
- A culture of mutual respect between children and those who represent Career Tree in all its activities will be encouraged, with adults modelling good practice in this context.
- All staff, tutors, mentors and anyone in paid or unpaid work on behalf of Career Tree with supervised and unsupervised access to children will be vetted appropriately as part of Safer Recruitment.
- It is part of Career Tree's acceptance of its responsibility of duty of care towards children, that anybody who encounters child protection concerns in the context of their work on behalf of Career Tree will be supported when they report their concerns in good faith.

## 4. Conduct and Behaviour (Code of Conduct)

For further guidance on in-person and online conduct and behaviour please read 'Career Tree *Guidance on Conduct and Behaviour*' and 'Career Tree *Remote Tuition Safeguarding Guidelines*'. Guidance has been taken from *Keeping Children Safe in Education (DfE September 2022)*. A copy of both documents are available on the tutor platform 'Thinqi' and shared with every Tutor during their training. A copy is also available to staff and volunteers on Career Tree shared drive and is published on Career Tree website at [www.careertree.com](http://www.careertree.com).

## 5. Roles and Responsibilities

### Designated Safeguarding Lead (DSL)

Career Tree has appointed a Designated Safeguarding Lead (DSL) who is responsible for dealing with any concerns about the protection of children. At Career Tree this person is the Programme Manager. Career Tree provides '*additional time*' to enable the DSL to '*take a lead and responsibility to ensure they respond to children's needs*'. The DSL is Safeguarding Level 3 trained (renewed annually) and has completed Prevent Training.

### Deputy Designated Safeguarding Leads

There are two Deputy DSL's who will become responsible in their absence and will be trained to the same level as the DSL. One of Career Tree's DSL's oversees work involving extremely vulnerable children (those in Alternative Provision and Looked After Children), this person is the Operations manager. The Operations manager has also received DSL training and has a wealth of experience in this field. The Deputy DSL's are Safeguarding Level 3 trained (renewed annually) and have completed Prevent Training.

There is a Senior Manager responsible for overseeing safeguarding within Career Tree, this is Michael Kay. Michael has also received the DSL Level 3 Training and his training is updated annually.

The role of the DSL is to:

1. Know which outside child protection agency to contact in the event of a child protection concern coming to the notice of Career Tree.
2. Provide, promote, inform and advise on safeguarding and child protection within Career Tree and provide regular updates.
3. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover.
4. Ensure that the appropriate legislative body such as Police, LADO, Social Services or Barring list is notified of a referral in a timely manner.
5. Ensure that any confidential data is stored safely and securely, in line with all Data



6. Keep relevant people within Career Tree, such as the programme manager responsible for safeguarding, informed about any action taken and any further action required; for example, disciplinary action against a member of staff.
7. Advise all Career Tree stakeholders of safeguarding and child protection training needs.
8. Review the operation of the Safeguarding Policy alongside the programme manager responsible for safeguarding regularly to review procedures and introduce best practice.
9. The DSL, deputy DSL's and managers must be appropriately trained and must advise relevant stakeholders within the organisation of any significant legislation changes, that may affect Career Tree's activities.
10. Ensure the staff behaviour policy specifically covers acceptable use of technologies, including the use of mobile devices, tutor/staff/pupil relationships and communications, including the use of social media.
11. In the DSL's absence, the deputy's will carry out DSL duties by following all outlined procedures.

## **6. Reporting and Referral Process**

Staff, tutors or mentors could have their suspicion or concern raised in a number of ways, the most likely but not exhaustive of which are:

1. The conduct of a member of Career Tree's staff or tutor.
2. A child "disclosing" abuse.
3. Bruising or evidence of physical hurt.
4. Unusual behaviour by a child.
5. Overhearing a child's conversation with another child.

Where a tutor who is working on behalf of Career Tree has a concern whilst providing tuition in a school, online, care home or any other place for tuition that has been arranged by Career Tree, the tutor must contact in the first instance the Designated Safeguarding Lead (or equivalent) at the relevant location. The information for who to inform is supplied before tuition begins, at the Introductory Meeting, which involves both the school (or equivalent) and a Career Tree representative. Tutors will be guided by the setting's Safeguarding/Child Protection policies. The Tutor must then inform Career Tree's DSL in the following way:

- Concerns about a specific child should be reported immediately in person or by telephone to Career Tree's DSL and confirmed in writing. Delay could prejudice the welfare of a child.
  - Responding to low-level concerns – the information collected by the DSL will help them to categorise the type of behaviour and determine what further action may need to be taken.
  - All safeguarding concerns (and outcomes) are logged and recorded on a central, encrypted safeguarding log.
- If the concerns relate to the conduct of a member of staff or tutor these should be

reported in person or by phone to Career Tree's DSL immediately. If the concern is about the DSL, then report to one of the Deputy DSL's. Steps will be taken to fully support anyone who in good faith reports his or her concerns about a colleague and every effort will be made to maintain confidentiality for all parties whilst the allegation is considered. Career Tree DSL will contact the manager responsible for safeguarding and both will consider the report and either refer this immediately to the authorities or, after taking appropriate advice, decide not to refer the concerns to the authorities but keep a full record of the concerns.

- Please refer to the enclosed flowchart on how to report.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in Career Tree's safeguarding regime and know that such concerns will be taken seriously by the senior leadership team. *Career Tree Complaints Policy* and *Career Tree Whistleblowing Policy* are in place to provide guidance for such concerns to be raised with the senior leadership team.

Where a staff member feels unable to raise an issue with Career Tree or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them: Staff or tutors can call the NSPCC on 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) and email them at [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Career Tree's Whistleblowing Policy will also be able to guide a staff member's response.

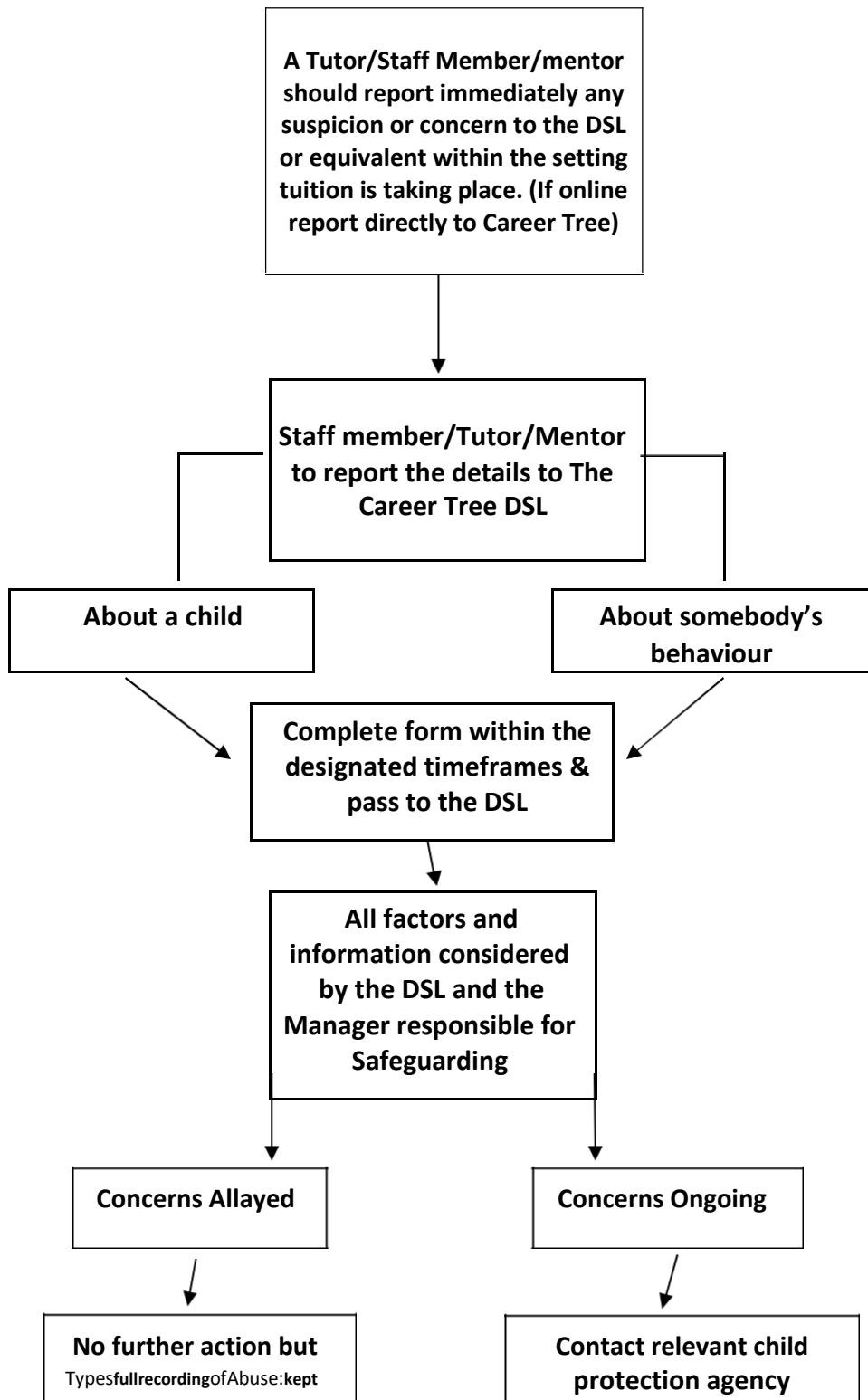
Any tutor under investigation for safeguarding concerns will have their current assignment ended, and further work will not be provided until the allegation has been resolved. This is to ensure the safeguarding of both tutors and tutees.

Referrals are made to the DBS when Career Tree has concerns that a person has caused harm, or poses a future risk of harm to children. The DBS will consider cases that concern safeguarding matters (i.e. harm or the risk of harm to a child), barring individuals from working with children where appropriate.

The Safeguarding Vulnerable Groups Act 2006 (SVGA) places a legal duty to refer any person to the Disclosure and Barring Service (DBS) who has:

- Harmed or poses a risk of harm to a child or vulnerable adult
- Satisfied the harm test (i.e. no action or inaction occurred but the present risk that it could was significant) or;
- Received a caution or conviction for a relevant offence

This flowchart demonstrates the process by which child protection concerns will be addressed by Career Tree.



## Responding Appropriately to a Child Making an Allegation of Abuse

1. Stay calm.
2. Listen carefully to what is said.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
6. Reassure the child that they have done the right thing in telling you.
7. Tell them what you will do next, and with whom the information will be shared.
8. Record in writing what was said, using the child's own words, as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
9. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the Designated Safeguarding Lead within the organisation.
10. Report to the setting's Designated Safeguarding Lead (or equivalent) as soon as is practically possible.
11. Report concern to Career Tree's DSL as soon as is practically possible, who will complete **Appendix A**.

## 7. Safeguarding Training

### Directors & Senior Managers

Career Tree will ensure that all Directors and senior managers receive appropriate safeguarding and child protection (including online) training at induction. The training will equip them with the knowledge to provide strategic challenge, to test and assure themselves that the safeguarding policies and procedures in place at Career Tree are effective and support the delivery of a robust, whole organisation, approach to safeguarding. The training will be regularly updated.

### Staff

Career Tree ensures that all new staff undergo safeguarding and child protection training at induction. Training is updated regularly. In addition, all staff receive regular safeguarding and child protection updates (for example, via email, every staff/manager meeting) as required, and at least annually, Career Tree provides them with relevant skills and knowledge to safeguard children effectively. Career Tree uses the expertise of staff by undertaking safeguarding training and managing safeguarding concerns on a daily basis. Opportunities are provided for staff to contribute to and shape child protection arrangements and the

Safeguarding policy. All staff who represent Career Tree must read '*Keeping Children Safe in Education 2022 Part 1*', '*Career Tree Guidance on Conduct and Behaviour*' and '*Career Tree Remote Tuition Safeguarding Guidelines*'.

All staff involved in the recruitment and placement process for roles involving children must be given dedicated and relevant safeguarding training, to include:

- What is safeguarding
- How to identify a potential safeguarding matter
- Their responsibilities
- Reporting process
- High risk & escalation process

## **Tutors**

Career Tree ensures that tutors have undertaken and completed the relevant training prior to placement in their role. This must cover as a minimum:

- Safeguarding and Child Protection – tutors complete training supplied by TES/Educare, which also covers radicalisation, extremism and Prevent Duty.
- Prevent Duty - This must be completed in addition to the requirements set out in the Safer recruitment policies within Keeping Children Safe in Education mandatory guidance, as set out further in this document.
- Annual refresher training is compulsory for all returning tutors, the training incorporates all relevant changes to KCSIE for that academic year.

## **8. Safeguarding definitions**

The definition of the term 'safeguarding' as derived in this policy is taken from statutory guidance.

Safeguarding children is defined as:

- protecting children from maltreatment
- preventing the impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Definitions of the four categories of abuse:

1. 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. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
2. Sexual child abuse - involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. Activities may involve physical contact or non-penetrative acts. Can take place online and technology can be used to facilitate abuse. Sexual abuse of children by other children and women is possible, it is not solely perpetrated by adult males (Rape, molestation, child pornography production and possession, masturbation, kissing, rubbing, grooming, encouraging children to behave in sexually inappropriate ways).
3. Neglect - 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 (Physical neglect, educational neglect, and emotional neglect).
4. Emotional abuse - the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone (verbal, mental, or psychological abuse).

The signs of child abuse aren't always obvious, and a child may not be ready or able to disclose abuse (they may feel embarrassed or humiliated, or are being threatened). Sometimes, children don't even realise that what's happening to them is abuse. That should not prevent staff or tutors from speaking to the DSL if they have concerns.

Some common indicators that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious or depressed
- becoming uncharacteristically aggressive
- physical marks/injuries (burns, scars, fractures)
- lacks social skills and has few friends if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body
- malnutrition or unexplained weight loss

These signs don't necessarily mean that a child is being abused, (there could be other things happening in their life which are affecting their behaviour) but they should be monitored and any concerns reported. There may also be some concerning behaviour from adults who have children in their care, which raises concerns for the child/children's safety and wellbeing.

Two areas of abuse given greater emphasis in *'Keeping Children Safe in Education 2022'* are Domestic abuse (and the Domestic Abuse Act 2021) and Child on Child abuse:

Domestic Abuse (excerpt take from *'Keeping Children Safe in Education 2022'*)

The Domestic Abuse Act 2021 introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, sexual, emotional and economic abuse and coercive and controlling behaviour. It may be a single incident or a pattern of incidents.

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socioeconomic status, sexuality or background and domestic abuse can take place inside or outside of the home.

All children can be victims of domestic abuse – they may witness, and be adversely affected by, domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children and their health, development and ability to learn. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Child on Child Abuse (excerpt take from *'Keeping Children Safe in Education 2022'*)

Children can abuse other children (formerly referred to as peer on peer abuse but now replaced by child on child abuse) and it can take many forms. It can happen both inside and outside of school and online. It is important that all staff and tutors recognise the indicators and signs of peer on peer abuse and know how to identify it and respond to reports. This can include (but is not limited to): bullying (including cyberbullying, prejudice-based and discriminatory bullying); abuse within intimate partner relationships (sometimes known as 'teenage relationship abuse'; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexual violence and sexual harassment; consensual and non-consensual sharing of nude and semi-nude images and/or videos; causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party; upskirting and initiation/hazing type violence and rituals. Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future.

Definitions of the ten categories of abuse, including signs and symptoms relevant to children and adults as per statutory guidance:

1. Physical abuse
2. Domestic violence or abuse
3. Sexual abuse
4. Psychological or emotional abuse
5. Financial or material abuse
6. Modern slavery
7. Discriminatory abuse
8. Organisational or institutional abuse

9. Neglect or acts of omission

10. Self-neglect

The terms 'victim' and 'perpetrator' are widely recognised and understood but it is important to recognise that not everyone who has been subjected to abuse considers themselves a victim or would want to be described in this way. Ultimately, Career Tree staff and tutors should be conscious of this when managing any incident and be prepared to use any term with which the individual child is most comfortable. In some instances, the abusive behaviour will have been harmful to the perpetrator as well so it is important to think about terminology, particularly when speaking in front of children.

## **9. Information Sharing**

Information sharing is vital in identifying and tackling all forms of abuse and neglect. As part of meeting a child's needs, it is important for Career Tree to recognise the importance of information sharing between practitioners and local agencies. Career Tree is proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to the local authority children's social care.

Career Tree is aware that among other obligations, the Data Protection Act 2018 and the GDPR place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.

**The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.**

*\*Further details regarding Information Sharing and Data Protection are held within Career Tree Data Protection Policy and Privacy Notices. They are available to staff, tutors and mentors at all times.*



## 10. Safer Recruitment

This procedure sets out Career Tree's requirements in respect of carrying out criminal records (DBS Disclosure) checks, checks against the DBS Children's Barred Lists, and a breakdown of the administrative arrangements made to ensure that these checks are carried out in accordance with relevant legislation and the DBS Code of Practice for Registered Bodies:

- All employees, volunteers and managers who have potential contact, face to face or online, with children must have an up-to-date enhanced DBS check, which is processed by an authorised company and needs to be renewed annually. (Please refer to Career Tree DBS Policy).
- Single Central Record – Career Tree keeps a single central record of checks in line with instructions contained in the DfE guidance. A Single Central Record is kept to meet the requirements of the DBS and Safeguarding Policies, detailing all staff with contracts, volunteers, tutors and mentors who have contact with children.
- Storage & Access – Career Tree does not permit the retention of Disclosure information on applicant's personnel files. It is accepted that under no circumstances will Career Tree be sent or take a copy of any disclosure information. DBS information is viewed directly by the Designated Safeguarding Lead (DSL) and other authorised staff members only.
- Handling - This information will be dealt with in strict confidentiality and conveyed to no other person. It is recognised that it is a criminal offence to convey information of this nature to any other person not entitled to receive it.
- Usage - DBS information is only to be used for the purpose of assessing an applicant's suitability for a role at Career Tree.

Career Tree's onboarding, recruitment, compliance and safeguarding processes must align to Safer Recruitment policies, as outlined in *'Keeping Children Safe in Education 2022'* guidance, including the following checks:

- During the shortlisting process, carry out an online search as part of due diligence on the shortlisted candidates – this may help to identify incidents or issues that have happened, and are publicly available online, which can be explored at interview.
- All staff, mentors and tutors are interviewed by a minimum of two Career Tree staff (trained in Safer Recruitment) with a full working history confirmed accounting for any gaps in employment.
- When applying for a role, standalone CV's are not accepted – all candidates must fill in a full application form, to provide adequate information.
- Identity checks completed including eligibility to work, photo ID, and proof of residence and RTW in the UK.
- A medical self - assessment questionnaire is completed with the candidate to ensure they are fit to work.
- Qualification & QTS status checked and confirmed.
- UK Prohibition/interim probation checks and Section 128 (where applicable) completed before placement and re-checked annually for restrictions.

- Barred list check completed as part of enhanced DBS check. Update service check validated to include barred list. These checks are completed annually.
- DBS update service or a new DBS issued within the last 12 months ensuring DBS Safeguarding guidelines are met. Re-checked after any 3 month break in service.
- In addition to the requirements above and below, candidates who have worked or lived in another country for a recent substantial period must provide a police check or certificate of good conduct where possible.
- All candidates are stringently reference checked with a minimum of two recent references covering a substantial period, one of which is required to be the candidate's most recent or current employer.
- Where a candidate is not currently working with children a reference is also gained from the employer where the candidate was working with children.
- All tutors must have read Part One of *Keeping Children Safe in Education 2022* and *The Prevent Duty* guidance.

Career Tree has adopted appropriate recruitment and selection procedures for staff, tutors, mentors and volunteers in the context of safeguarding and child protection and these include the following:

1. A clear definition of any role including Safeguarding responsibilities, so that the most suitable appointee can be identified.
2. A clear statement in the application form (or accompanying information) that it is an offence to apply if the applicant is barred from engaging in regulated activity relevant to children.
3. Identification of key selection criteria.
4. A wide circulation of information about vacancies to ensure equal opportunities.
5. Confirmation of the identity of the applicant.
6. Requirement to declare previous convictions and obtain an Enhanced with Barred List DBS check, for those candidates whose work will bring them into contact with children, or who will have a management responsibility in relation to those whose work does bring them into such contact.
7. A clear guarantee that disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the Disclosure and Barring Service code of practice.
8. Documentary evidence of qualifications.
9. Use of several selection techniques to maximise the chance of safe recruitment, e.g. interview, references, checks.
10. At least two representatives from Career Tree meeting personally with every applicant, and an exploration of their attitudes towards working with children.
11. Written references collected, not testimonials.
12. All Career Tree recruitment or interview panels to have completed the Safer Recruitment NSPCC on-line training.

## 12. Online Delivery

When tuition is delivered online, the following policies (linked to this Safeguarding policy) from Career Tree should be read and adhered to:

- *'Career Tree Remote Tuition Safeguarding Guidelines'*
- *'Tutor Conduct and Behaviour Guidance for Online Tuition'*
- *'Parent/Carer Conduct and Behaviour Guidance for Online Tuition'*

All documents are available on Career Tree website and through the tutor training portal 'Thinqi'.

Additional processes to safeguard pupils in an online delivery setting, include:

- An appropriate parent or guardian must be present for the duration of the online session.
- Clear guidance must be provided to the parent or guardian of the expectation of them, their child, and the tutor.
- Confirmation by the Tutor at the outset and end of the session that an appropriate parent or guardian is present.
- Contact details for Career Tree will be provided to the parent or guardian, including contact details for Career Tree's Designated Safeguarding Lead, to support the reporting of any safeguarding concerns at any point during the provision of online support.
- All online sessions are recorded on the Vedamo platform. All sessions are saved securely by Career Tree.
- A safeguarding spot check audit is undertaken on a minimum of 1 session per Tutor per term by Career Tree and recorded, detailing any safeguarding concerns raised in line with the Safeguarding reporting process as appropriate.
- In individual cases where a child cannot be recorded (i.e. they are a looked after child), other measures will be put in place to ensure sessions are monitored. This could be through Career Tree drop-ins or having a teacher or teaching assistant supervise the session by also joining the session online. The parent or guardian will also be told they will need to be extra vigilant as the session is not recorded.

## 13. Change of Employee/Tutor Circumstances and Personal Information

### Changes in Personal Information

It is important that our records are correct, as inaccurate or out of date information may affect your salary or wage or cause difficulties in situations where contact is required for emergencies. Tutors, Staff and volunteers **must** notify Career Tree (as appropriate) immediately of all changes in the following personal information. Staff must inform the DSL

of any changes immediately. Both are a requirement of the signed Self-Declaration and Disclosure Form held on file for each Career Tree employee, Tutor, Mentor or Volunteer:

- Name
- Home address
- Telephone number
- Bank account details
- Examinations passed/qualifications gained
- Emergency contact
- Driving licence penalties (if you are required to drive on Company business)
- Criminal charge, arrest, caution or conviction
- Conflict, or potential conflict of interest

Personal data on Tutors, Staff and volunteers is held in accordance with the provisions of the Company's Data Protection Policy which will be made available for inspection by you if required.

## Appendix A - Form for Reporting Child Protection Concerns

### **CONFIDENTIAL**

**Where a referral is made, this form will be sent to the appropriate services as a written confirmation of the referral with a copy retained by the DSL.**

Name of child

Age if known

Date

School/address

What prompts your concerns? Please be specific and include the dates and times of any incidents

Were there any physical or behavioural signs? Any other causes for concern?

Have you spoken to the child? If so, what was said?

Have you spoken to the child's parents/carers? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Please give your name and contact details.

Signature

Today's date

This form must be completed and given, or sent in a sealed envelope marked "Private & Confidential", to Career Tree's Designated Safeguarding Lead

## Appendix B, Self-Declaration and Disclosure Form

### Self-Declaration and Disclosure Form

Private and Confidential

*For roles involving contact with children (under 18 year olds).*

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018 (GDPR).

#### Part One

|                       |   |
|-----------------------|---|
| Name:                 |   |
| Address and Postcode: |   |
| Telephone/Mobile No:  |   |
| Date of Birth:        |   |
| Gender:               | Male / Female /Prefer to self-describe: _____ |

## Part Two

**NOTE:** The role you have applied for involves frequent or regular contact with, or responsibility for, children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

|  |   |
|--|---|
| <i>For completion by the individual (named in Part one):</i>   |   |
| Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?                                | YES / NO<br><i>(if Yes, provide information below):</i> |
|  |   |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | YES / NO<br><i>(if Yes, provide information below):</i> |
|  |   |
| Have you ever had any criminal convictions or cautions in or outside the UK?   | YES / NO<br><i>(if Yes, provide information below):</i> |
|  |   |
| Do you know of any reason why you maybe prohibited from teaching?  | YES / NO<br><i>(if Yes, provide information below):</i> |
|  |   |
| Have you spent longer than 6 months in any country overseas?   | YES / NO<br><i>(if Yes, provide information below):</i> |
|  |   |

## Confirmation of Declaration

***By signing this form or returning this form electronically you are confirming the following statements:***

|                    |  |
|--------------------|--|
| <b>X</b>           | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention. |
| <b>X</b>           | In accordance with the organisation's procedures I agree to provide/apply for a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.  |
| <b>X</b>           | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.  |
| <b>X</b>           | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.    |
| <b>Signature:</b>  |  |
| <b>Print name:</b> |  |
| <b>Date:</b>       |  |

**Please complete this form and return to [recruitment@careertree.com](mailto:recruitment@careertree.com) If you are unable to sign and scan the form we will consider the emailed returned form as an e-signature.**

### OFFICE STAFF

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.

For completion by the organisation:

|   |  |
|---|--|
| DBS Identification 1<br>(with picture)  |  |
| DBS Identification 2                    |  |
| Proof of Address                        |  |
| <b>Signature of authorised Officer:</b> |  |
| <b>Print name:</b>                      |  |
| <b>Date:</b>                            |  |



This policy was prepared by Michael Kay – Senior Manager and Designated Safeguarding Lead.

This policy was reviewed by Ali Jafar Zaidi – Director

This policy was adopted by the Board of Directors on 07/03/23

Date for review – 12 months from date of adoption by Board