

Company Name:	Jackson Hayes Recruitment
Policy Name:	Safeguarding and Child protection policy
Date:	1 November 2024

Mission

Our mission is twofold; to shape a brighter future through education by connecting schools - across the UK and international schools globally - with exceptional educators worldwide, and by inspiring people of all ages to become agents of positive change.

Contact Information

For any safeguarding queries, concerns, or reports, please contact:

DSL: Nicole Jackson-Hayes, <saeguarding@jacksonhayes.co.uk>, +44 (0)1736 808999

Purpose

At Jackson Hayes Recruitment, safeguarding is a core value and along with child protection are at the core of our operations. We acknowledge the duty to safeguard and promote the welfare of children and are committed to ensuring safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements. All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse. This policy outlines the measures and standards we uphold to safeguard the well-being of children and young people.

Purpose and Scope

This policy applies to all internal staff and candidates working for Jackson Hayes Recruitment. It covers our recruitment processes, client interactions, and ongoing professional conduct. With Safeguard being one of our core values, we aim to create a culture where everyone understands their role in keeping children safe.

All staff, temporary workers, candidates, and contractors must be aware that Jackson Hayes Recruitment has a professional duty to share information with other organisations in order to safeguard children. The public interest in safeguarding children may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by Jackson Hayes Recruitment.

Safer Recruitment Practices

Jackson Hayes Recruitment hiring procedure is thorough and stringent. We are open and honest with our clients and candidates, always working within the safer

recruitment requirements of Keeping Children Safe in Education.

Please find our detailed Safer Recruitment policy on our website. The policy sets out the requirements of Jackson Hayes Recruitment hiring process, which identifies candidates who are unsuitable to work by carrying out all the necessary pre-employment checks. A candidate must produce all required documentation before they are offered any temporary or permanent work. Our compliance procedure is stringent; no candidate will be considered should they pose a potential risk to working with children and vulnerable adults.

We maintain a rigorous approach to references, requiring two professional references within two weeks of a candidate's registration. If this is not feasible due to limited work history or delayed responses from referees, we secure a character reference in the interim. A candidate's file is deemed compliant only when two references are on record. Before placement, our consultants inform schools of any outstanding documents, enabling clients to make fully informed decisions regarding candidate acceptance.

Code of Conduct for staff and candidates

- Maintain an up to date knowledge of Keeping Children Safe in Education (as per our Application form requirement)
- Undertake safeguarding training and awareness sessions annually
- Prioritise the safety and wellbeing of children in their care. Create a positive, inclusive and safe learning environment whilst setting high expectations which inspire, motivate and challenge students.
- Maintain appropriate professional boundaries at all times. Avoid putting yourself at risk of allegations of harmful, abusive or unprofessional conduct, for example you should not touch a child, use unprofessional or discriminatory language, be aware of the professional risks associated with the use of social media.
- Full advice and guidance can be found in "Guidance for Safer Working Practice for Adults Who Work with Children and Young People in Education Settings": <https://www.guidanceforsaferworkingpractice.pdf>
- Report any safeguarding concerns or incidents to the relevant school's DSL and Jackson Hayes Recruitment's DSL.
- Read, understand, accept and act in accordance with the school's safeguarding policy alongside ours
- Ensure that you show tolerance of and respect for the rights of other members of staff and children. In line with the Equalities Act 2010 you must not discriminate on any grounds.
- Read and follow all school policies and procedures. It is your responsibility to familiarise yourself with these policies and procedures and ask for them if you are not given them on arrival.

Failure to comply with this policy and the company's safeguarding procedures may result in disciplinary action being taken, including termination of employment and/or cease in offering assignments.

Training and Induction

- **Mandatory Training:** All staff and candidates receive safeguarding training and updates aligned with KCSIE. Candidates will also often receive training from the school in which they work.
- **Induction Process:** Given that Sageuard is one of our core values, new candidates and staff are briefed on safeguarding procedures and our expectations for their conduct. We take the time with overseas candidates in particular who are maybe unfamiliar with UK regulations.

Whistleblowing

We encourage staff at Jackson Hayes Recruitment to report concerns about malpractice or misconduct without fear of retribution. Our whistleblowing policy ensures that reports are handled confidentially and with due process.

Jackson Hayes Recruitment aims to have an open and honest culture where safeguarding is responded to effectively, and both staff and candidates feel safe, supported and able to voice any concerns that they have in the knowledge that they will be responded to.

Candidates working for Jackson Hayes Recruitment should follow the school's Whistleblowing policy in which they are working, should they have a concern related to staff working for or on behalf of the school. This can be found on each school's website.

Candidates can also access NSPCC Whistleblowing Advice line available 8am-8pm Monday to Friday and 9am-6pm at the weekend. Call 0800 028 0285. You can also email help@NSPCC.org.uk at any time.

Safeguarding Responsibilities

The role of Jackson Hayes Recruitment DSL includes:

- Cooperating in any ongoing investigations or assessments.
- Working in partnership with other services (including local authority children's social care and LADO) to ensure that those who are identified as being at risk of abuse are protected.
- Maintaining and storing confidential, detailed and accurate records of all safeguarding concerns and low-level concerns securely.
- Receiving and responding appropriately to all reports of safeguarding issues or abuse which are raised by staff members, partner agencies and schools or candidates.
- Ensuring that confidential, detailed and accurate records are kept of any concerns, reports or referrals related to candidates or children that they work with.
- Liaising with Designated Safeguarding Leads/Officers in partner organisations.
- Acting as a source of support, advice and expertise for staff and

candidates with concerns and liaising with other agencies and professionals.

- Supporting staff and candidates involved in safeguarding incidents and assisting them in challenging or reporting poor or unsafe practice.
- Supporting and overseeing the disciplinary process.
- Referring any allegations of abuse or safeguarding concerns to the relevant children's social care and if relevant, the police. Further details on referral routes are located in Keeping Children Safe in Education (2024).
- Reporting concerns to the Disclosure and Barring Service (DBS), this may be where a staff member or candidate has been dismissed or left, where serious concerns have been raised about their conduct or behaviour, and the company believes they pose a risk to children. The DSL will complete the necessary referral documents to the DBS and liaise with them thereafter if they have any further questions regarding the staff member or candidate.
- Reporting concerns to TRA (Teaching Regulation Agency), when necessary.
- The role of the DSL includes offering all relevant staff and candidates safeguarding training appropriate to their role and continuing to receive training to enable the development of skills and good practice when working with children.

Staff and candidate responsibilities:

- Familiarising yourself with all Jackson Hayes Recruitment policies and processes including Code of Conduct.
- Attending the recommended training and keeping their skills and knowledge concerning safeguarding and safer recruitment up to date.
- Applying the '5Rs of Safeguarding' - Recognise, Respond, Report, Record, and Refer.
- Reporting any concerns arising from organisation visits, meeting candidates, or from carrying out vetting checks to Jackson Hayes DSL safeguarding@jacksonhayes.co.uk and also to the school DSL in which the candidate is working, without delay and making a clear written record of all relevant information.
- Taking action, such as following the process detailed in the Whistleblowing Policy where there are concerns about practice.

Dealing with allegations of abuse and concerns made against candidates

All candidates placed on assignment have responsibility to follow the guidance laid out in this policy and related policies, such as the Code of Conduct.

In accordance with Working Together to Safeguard Children (2023) and Keeping Children Safe in Education (2024), where an organisation has received an allegation that a volunteer, supply staff or member of staff who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child, and/or
- possibly committed a criminal offence against or related to a child, and/or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children. A referral should be sent to LADO by the school within one working day, giving as much detail as possible.

In line with Keeping Children Safe in Education guidance, the school will take the lead because agencies do not have direct access to children or other school or college staff, so they will not be able to collect the facts when an allegation is made, nor do they have all the relevant information required by the LADO as part of the referral process. Supply teachers, whilst not employed by the school, are under the supervision, direction and control of the governing body or proprietor when working in the school.” “Agencies should be fully involved and cooperate with any enquiries from the school, LADO, police and/or local authority children’s social care.”

Details regarding allegations that meet the harm threshold and concerns that do not meet the allegations threshold (referred to as ‘low level concerns’) are set out in Jackson Hayes Recruitment’s Incidents and Injury Policy which should be read alongside this policy.

Duty to make a referral to the DBS and / or TRA

Where there is evidence that anyone has harmed, or poses a risk of harm, to a child, there is a legal duty on Jackson Hayes Recruitment to report that person to the Disclosure and Barring Service. The DBS has statutory authority to bar a person from working in regulated activity with children and / or vulnerable adults in the UK.

In the event of an allegation being substantiated and,

- the person is dismissed; resigns, or otherwise ceases to provide his or her services, or
- the employer ceases to use the person’s services

Jackson Hayes Recruitment has a duty to inform the appropriate regulatory body such as the Disclosure and Barring Service (DBS)

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>, Teaching

Regulation Agency (TRA)

<https://www.gov.uk/guidance/teacher-misconduct-referring-a-case> when appropriate. Jackson Hayes Recruitment will endeavour to assist the professional body with their formal investigation. We will comply with any recommendations from the appropriate regulators. All communication with the regulatory bodies when reporting an incident will be in writing.

Substantiated allegations should be included in employment references and prior to any placements, as per Keeping Children Safe in Education guidance. Disciplinary sanctions should also be disclosed in employment references and prior to any placements.

Relevant Legislation and Guidance

The principal legislation and guidance governing this policy is:

- Keeping Children Safe in Education 2024 The Children Act 1989 and 2004
- Working Together to Safeguard Children 2018
- Disqualification under the Childcare Act 2006
- Guidance for Safer Working Practice for Adults Who Work with Children and Young People 2022
- Information Sharing: Guidance for practitioners and managers
- HM Government 2018 The Human Right Act 1998 (HRA)
- Equality Act 2010
- Public Sector Equality Duty
- Rehabilitation of Offenders Act 1974
- Counter Terrorism and Security Act 2015 (including the 'Prevent Duty')
- The Prevent Duty, Departmental, Advice for Schools and Child Care Providers 2015
- Modern Slavery Act 2015
- Local Safeguarding Partners / Arrangements Data Protection Act 2018 and the UK GDPR

This policy should be read in conjunction with our other relevant safeguarding policies, such as:

- Employee Handbook
- Incidents and Injuries
- Health and Safety
- Safer Recruitment policy
- Complaints Policy
- Whistleblowing Policy

Definitions

According to the Children Act 1989, a 'child' is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently

or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under current legislation.

In this policy, the terms 'child' and 'young person', or 'children' and 'young people', are used interchangeably to refer to any individual under the age of 18.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

The Children Act 1989 defines 'harm' as "ill-treatment or the impairment of health or development". 'Development' means physical, intellectual, emotional, social or behavioural development; 'health' means physical or mental health; and 'ill-treatment' includes sexual abuse and forms of ill-treatment which are not physical. As a result of the Adoption and Children Act 2002, the definition of harm also includes "impairment suffered by hearing or seeing the ill-treatment of another".

Abuse may be perpetrated by an individual from the child's school, community, family, those in a position of trust or another child.

All staff should be aware that children can abuse other children (often referred to as child-on-child abuse). This is most likely to include but may not be limited to: bullying (including cyberbullying), physical abuse, sexual violence, sexual harassment, up-skirting, sexting (also known as youth produced sexual imagery); and initiation/hazing type violence and rituals.

Child abuse can be one of five different categories as set out in Keeping Children Safe in Education 2024:

Abuse: 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.

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.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond

a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual 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. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. 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 inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.

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. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

For detailed guidance on the signs which may indicate abuse and neglect see: [What to do if you are worried a child is being abused.](#)

Monitoring and Review

This policy is reviewed annually or as required to remain compliant with KCSIE and other relevant safeguarding laws. Our commitment is to continuously enhance our practices to provide a safe and secure environment for children.