

<b>Paulet High School</b>	<b>School Operating Procedure</b>		
<b>Document Title</b>	<b>Safeguarding Procedures – Agency Staff</b>		
<b>Document Status</b>	Approved	<b>Approved Date</b>	25th January 2011
<b>Document Owner</b>	Deputy Headteacher	<b>Review Date</b>	Annually
<b>Audience:</b>	Staff <input checked="" type="checkbox"/>	Students <input type="checkbox"/>	Governors <input checked="" type="checkbox"/> Parents <input type="checkbox"/>

## ABOUT THIS DOCUMENT

Safeguarding procedures for all staff employed directly in the school organisation structure are well established and follow the guidance prescribed by OFSTED and the DFE. Please see Staffs County Council Safer Recruitment procedures and DFE publication ‘Safeguarding Children and Safer Recruitment in Education’.

As we strive to broaden the range of services to students we will inevitably work with other staff employed by other organisations. In order to maintain our high levels of safeguarding without unnecessary duplication of checks, we need to confirm the safeguarding procedures that are operated by partner organisations on our behalf.

This operating procedure describes the ways in which Paulet High School staff will ensure that only agency staff who have been adequately vetted are permitted to work unsupervised with children in our care.

### What are agencies?

These are other organisations, including those that are part of Staffordshire County Council, who employ staff and then deploy them to work in school with our students.

### Who are the agencies that we currently work with?

The School Business Manager keeps a list of the other organisations who provide staff to work with our students and who commit to take responsibility for safeguarding checks for all of those staff before they are deployed to work at Paulet High School.

### What do I do before agency staff arrive in school?

If you intend to request the services of another organisation to work with children, you must first establish whether they have confirmed their commitment to undertake safeguarding checks and inform the School Business Manager.

If the organisation is already confirmed to undertake safeguarding checks, you should then provide School Reception staff with details of the individuals who will be visiting school including, name, organisation and timing of visit or visits.

If the organisation is not confirmed to be undertaking safeguarding checks, representatives of that organisation arriving at school will be treated as visiting members of the public and should not be allowed to come into contact with students unless in the presence of a member of the school staff (see Operating Procedures for School Visitors)

In any event, please inform Reception Staff of name, organisation and timing of visit or visits for any individual or group that are not directly employed by the school.

### What Checks do I need to do when individuals arrive at school?

Once it is confirmed that the safeguarding responsibility rests with the agency organisation, it is sufficient to check that individual arriving at school is who they say they are. This means that the identity check will be undertaken by means of sight of the employing agency photographic ID card that all agency staff should wear during the course of their working day.

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Agency staff should always sign in and out of school using the visitor book and wear a school visitor badge as well as their own id.

### **What About Volunteers or Staff from Organisations that do not undertake safeguarding checks on their employees?**

In all instances except ad hoc, one off visits or meetings, refer to the School Business Manager for advice before inviting people to come into school to work with students.

### **Current Agencies – Agency undertakes to complete Safeguarding Checks**

<b>Organisation</b>	<b>Details</b>
Blackboard Recruitment Ltd.	Provision of supply teaching cover. Contract Managed by Mr Tilley.
Burton Youth for Christ	Provision of classroom and breakfast club tutor and supervisory support. List of Staff held by School Business Manager and available on reception.
Staffs County Council Cleaning Services	List of Staff maintained by Premises Manager. Safeguarding as per Staffs County Council Procedures
Staffs County Council Catering Services	List of Staff maintained by Premises Manager. Safeguarding as per Staffs County Council Procedures
Staffs County Council Performing Arts Services	List of Staff on the annual Service contract held by School Business Manager. Should present Staffordshire County Council ID badges.
Connexions (inc. Wired Project)	Mr Whibley manages the 11-16 partnership with this agency, Mrs Deer manages the 16-19 Connexions partnership.
T3 (part of the Crime Reduction Initiative Charity organisation – CRI)	Jayne Blake – School contact Miss N Mullinger. Ms Blake's CRB has been seen. Any replacement staff must present CRB.
South Staffordshire and Shropshire Healthcare, NHS Foundation Trust (inc. ASPEN)	School Nurse – ASPEN programme worker 'Wayne Dhesi' – School Contacts Mrs Spilsbury, Miss Mullinger
Relate	Mr Whibley manages the partnership with this agency.
East Staffs School Sports Partnership	Engage and induct sports coaches to work in

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	<p>schools. Includes necessary safeguarding checks as part of Staffs County Council. Coaches should identify themselves and their status with School Sports partnership. List of ESSSP Coaches received March 2010 added to Single Central record.</p>
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