



Smile Education Limited's Policy Guidelines to Staff

Child protection guidelines

All members of staff in a school, even on supply, have a positive role to perform in the safeguarding of children. Every staff member can play a part in the prevention of abuse and neglect through their awareness of child protection policies and procedures. Always check with the school you are in, what their policy is. If you do have a concern about a child it is important that you report it without delay to the designated Safeguarding Lead, following all school's policies.

If a child chooses to disclose to you that he/she has been or is the subject of some form of abuse, it is vitally important that you listen to the disclosure and not interview the child or ask the child to repeat the account. Avoid asking leading questions as they may invalidate your evidence (and the child's) in any later prosecution. Finally, never examine a child.

Do explain what is going to happen next i.e. that you are going to have to inform the DSL. You should never promise a child confidentiality where an allegation of abuse has been made.

The DSL will make a decision based on what you have said and has a responsibility to feedback to you what action has been taken in respect to the concern you raised.

By following the school's policy document, you minimize the risk of being accused of improper conduct towards children and help to ensure the safety and welfare of children:

Keeping Children Safe in Education: Part 1

You are working in a position of trust and it is a criminal offence to have a relationship with or arrange to meet pupils outside of schools even those over the age of 16.

School Discipline

It's extremely important that you enquire about the school's discipline procedures upon arrival and follow these at all times. Ensure that you explain to the pupils what you expect of them and sanctions that will be applied if they do not abide by you rules. Be firm, fair, confident and consistent.

Smile Education Limited has a no physical contact policy and any form of physical contact with pupils must be avoided.

Although The Education Act 1997, authorises teachers to use physical contact in an emergency, it emphasises that you must avoid doing anything that might reasonably be expected to cause injury e.g. hitting; forcing limbs; excessive holding; pulling or restraining. You must never touch or hold a pupil in a way that might be considered indecent. In such situations, communicate clearly at all times and enlist support from other staff wherever possible.

You should always try to deal with a situation through other strategies than using physical contact and should be aware that your actions must be considered and appropriate; using excessive force in a situation where it is not appropriate can result in DFE disciplinary action or criminal charges.

Social Media, Internet and Mobile Phone Policy

Social media is a 21st century phenomenon and its use and impact is growing daily. Social media is online media that enables and expedites conversation and discussion allowing individuals to participate quickly in the development or creation of content. It includes sites such as Facebook, Twitter and many others. Smile Education Limited acknowledges the value of social media in both professional and private life, however you need to be aware that your use of social media on a personal basis may have an impact on yours and Smile's professional reputation. Posting comments relating to schools would be deemed as unprofessional conduct.

The internet is a valuable tool for learning, however steps must be taken to ensure only appropriate material is used with children. Please adhere to individual school's policies for internet usage and under no circumstances use school equipment to access the internet for private use.

Many schools and other hirers operate an empty-pockets policy regarding mobile phones and digital cameras as part of their Safeguarding policy. In nurseries and SEN settings in particular, having a mobile phone on your person whilst undertaking personal care (such as nappy changing and room based duties) would be deemed highly unprofessional and could be taken as grounds for dismissal. Please ensure you adhere to this policy and only use mobile phones during break times and never in the presence of children, other than for work-related emergencies or where you have been asked to by the Head Teacher (such as for contact on school trips).

- You should not use school equipment for personal access to the Internet or social media.
- You should not use social media during school hours whilst working in a school through Smile
- As workers employed to work with children and/or vulnerable adults you should not interact with them on a personal basis via social media sites. This is to ensure that you are protected from any misunderstandings or allegations of wrongdoing.

Confidentiality

In all your dealings with Smile, schools and other clients where we may place you, we ask that you maintain professional confidentiality. You should not discuss information about the children in your care, schools/hirers for whom you work or any other issue which may be considered inappropriate or unprofessional. Please be aware of this at all times, in both verbal conversation and written communication, particularly communication made via the internet.

Health and Safety Awareness

Smile Education Limited is committed to the welfare of supply teachers and support staff. It is your responsibility, when you arrive, to obtain as much information as possible before you start the assignment and carry out your duties in accordance with the client school's policies and procedures. It is the client school's responsibility to advise you of their health and safety policy and associated procedures.

When you arrive at the school you must find out:

- The health and safety guidelines for that site, including any specific health and safety guidelines on the use and storing of equipment, disruptive pupils, on or off site supervision of pupils
- The procedure for fire, or emergency evacuation the name of the qualified First Aider
- The reporting structure for accidents, incidents or near misses.

Health and Safety is a joint responsibility and it is your responsibility to:

- Ensure that you carry out your duties in a safe and controlled manner.
- Minimise any harm that may be caused to the pupils in your care, or to yourself.
- Report any accident, incident or near miss.

Equal Opportunities

Smile Education Limited is committed to equal opportunities, both as an employer of its own staff and as an agency which recruits and places temporary education staff. We take a pro-active approach to this employment practice. We are opposed to any form of prejudice and make every effort to ensure that it plays no part in our practice.

Smile Education Limited respects and values cultural and religious diversity. We will not discriminate on the basis of gender, sexual orientation, race, age, ethnic origin, religion, culture or disability. Each individual is assessed on merit alone.

We will expect you to support our policy when working in schools. In particular you should promote equality of learning irrespective of ethnicity, class, gender, age, religion or special educational needs and this should be reflected in your planning, teaching resources and links with the school community.

Advice to Applicants

The work for which you are applying is exempt from the Rehabilitation of Offenders Act 1974 as it involves substantial access to children. It is an offence for anyone who has been convicted of certain specified offences or included on lists of people considered unsuitable by the Department for Education (DFE) and the Department of Health (DH) to apply for work with young people under the age of 18.

You are, therefore, required to declare details of any criminal record that you may have including pending prosecutions, any unspent convictions, cautions and bind-overs and any convictions, cautions and bind-overs that are not protected if you are unclear on what you need to declare please view the information from NACRO [here](#). The information you give will be regarded as confidential and will only be disclosed in relation to appointments in schools.

e disclosure of a criminal record or other information will not debar you from appointment unless Smile Education Limited considers, or is advised by the DFE, DH or the National College for Teaching and Leadership that it renders you unsuitable for appointment. In making this decision, Smile Education Limited will consider the nature of the offence, how long ago it occurred, what age you were when it was committed and any other factors which may be relevant.

Failure to declare any relevant criminal history in line with ROA 1974 and the subsequent amendments in 2013 and 2020 may disqualify you from appointment or result in your appointment being terminated when the discrepancy comes to light with possible referral to the police

Disclosure of Criminal Record

Smile Education Limited will require every applicant to complete an Enhanced Disclosure check to be carried out by the DBS Disclosure and Barring service formerly the Criminal Records Bureau.

If you are an applicant from overseas, Smile Education Limited will require a police clearance document from the country where you have spent most of your adult life. Any work or travel abroad in the last five years must be covered by copies of an appropriate police check or letter of good conduct. Only original or properly certified police checks/certificate of good conduct can be accepted. An Enhanced Disclosure will be required.

References

It will be necessary for Smile Education Limited to contact your previous employers to confirm employment dates, verify experience and qualifications and to take up professional references. One referee must be your most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. Open testimonials will be verified.

Qualified Teacher Status

For Teaching applicants: Qualified Teacher Status and Induction Status will be verified with the National College for Teaching and Leadership, or the Institute For Learning for holders of QTLS status. This information will be shared with Hirers. If you believe you have QTS, but this is not confirmed by an employer check, you will need to contact them to verify your status.

The National College for Teaching and Leadership holds records of all teachers, who are recognised as qualified teachers in England. Teachers who are members of the Institute for Learning and hold QTLS (Qualified Teacher Learning and Skills) are also recognised as qualified teachers (both conditions must be satisfied). Please note that QTLS holders must undertake 30 hours CPD per year - pro rata if part time - to retain their IFL membership.

Teachers from the USA, Canada, New Zealand and Australia will be granted automatic QTS from 1 April 2012 providing they meet all of the conditions in the DFE guidance. They will be exempt from induction but still need to obtain UK Border Agency permission to work in the UK if required. The teachers will need to apply to the Teaching Agency for QTS and if approved, they will be given written confirmation like other QTS holders.

Prevention of illegal working

Smile Education Limited is required to ensure that all applicants are legally entitled to work in the UK.

Nationals from European Economic Area (EEA) countries can enter and work in the UK without any restrictions.

Other overseas applicants will be required to display an original passport with appropriate visa stamps. The Working Holiday Visa allows applicants from overseas to work for a total of 52 weeks over a 2-year period. It is your responsibility to ensure that you do not exceed 52 weeks.

Applicants Declaration

I certify that I have answered all questions on the application form fully and accurately, and that I possess the qualifications that I claim to hold.

I certify that I am not on the children's barred list or disqualified from work with children

I certify that I am not subject to sanctions imposed by the National College for Teaching and Leadership

I certify that I am legally entitled to work in the UK

I am aware that physical contact with pupils should be avoided and that inflicting physical punishment could have serious consequences including criminal prosecution and referral to the DFE for misconduct.

I agree to support Smile Education Limited's commitment to Child Protection and Equal Opportunities I have received and understand Smile Education's Health and Safety Information for Temporary Workers.

I understand that if I have knowingly given false information, omitted or concealed any relevant fact about my eligibility for work, I will have my name removed from the Smile Education Limited register and will be reported to the DFE Department for Misconduct. This could lead to barring from work within education.

Data Protection Statement

By signing this declaration, I allow Smile Education Limited to process my application using the information that I have provided in accordance with the requirements of the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

The information provided will be used by Smile Education Limited for the goal of obtaining work for you and to inform you by letter, phone or e-mail of relevant information and other services which may interest you. No information will be passed to any third parties without your consent. Should you wish to withdraw your consent for us to use your data in this way please let us know in writing.

REVIEWED: July 2023

NEXT REVIEW DATE: July 2024

REVIEWED BY: Olivia Bakewell