

Company name	TeacherActive
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TeacherActive are committed to the safeguarding of children, young and vulnerable adults, to ensure they are free from harm or abuse regardless of their age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

This policy applies to TeacherActive internal staff, as well as temporary workers, candidates and contractors. TeacherActive work compliantly within safer recruitment practices and Keeping Children Safe in Education (KCSIE) guidance and we are committed to ensuring that work is consistent in safeguarding and promoting the welfare of children, young and vulnerable adults.

All candidates placed by TeacherActive are provided with training to take all reasonable steps to ensure they are alert to possible child abuse and neglect, as well as how to report this to appropriate members through arrangements in their respective placed schools.

What is a safeguarding concern?

A safeguarding concern is when someone has identified that a child, young or vulnerable adult could be potentially at risk. This could be any of the following:

- An adult touching a child inappropriately
- An adult causing physical, mental, sexual or mental harm
- A child being coerced or blackmailed
- Neglecting a child of basic needs
- Encouraging a child to interact with illegal pastimes
- Bullying or tormenting of a child, young or vulnerable adult

Safeguarding disclosure, incident, concern

There is a difference between a disclosure, incident and concern and it is important to recognise what to do in all of these situations.

Safeguarding Disclosure

A safeguarding disclosure is the process in which an at risk person will let someone know that the abuse is taking place.

This may not happen all in one go and may be slow process that takes place over a period of time. They will often confide in someone who they feel safe and comfortable with

Safeguarding Incident

Safeguarding incidents are specifically those where: firstly the incident intentionally or unintentionally causes harm, or risk of harm, to staff, associates, or members of the community – children or adults; and secondly harm is caused to the organisation's staff, programmes, or operations.

Safeguarding concern

A safeguarding concern is when a child, young or vulnerable adult is living in circumstances where there is significant risk of abuse (physical, sexual, emotional or neglect).

Concerns can be present in the home or in establishments where the at risk person attends, such as schools or nurseries.

Whilst staff of TeacherActive will not have direct contact to children, young or vulnerable adults, it is important that we are responsive to reports which are raised against our candidates and temporary workers. Supporting all third parties involved, whilst welfare support to the individual who has the allegation raised against them during the investigatory process.

The 5 R's of Safeguarding

It is the responsibility of all TeacherActive staff who have interactions with candidates and clients to act appropriately and swiftly to concerns, incidents and disclosures. This should be done in line with our Safeguarding Workflow document.

When potential cases are reviewed, we adopt the 5 R process:

Recognise

Whilst some people may tell you they are intending on making a safeguarding disclosure, others may be having a conversation with you where they may disclose information which may be a cause for concern. Please be aware of the signs of concerns such as:

- Inappropriate behaviour around children
- Sharing personal information such as social media accounts
- Staff members taking children for discussions where they can't be seen by others
- Discussing inappropriate topics
- Staff member being physical with a child
- Staff members demeaning or signing out children

Respond

The nature of a safeguarding incident may be upsetting or triggering and the conversation which follows may be uncomfortable. It is important to remain professional, no matter the severity of the incident. If the dealing with a disclosure you must:

- Reassure them that they are doing the right thing
- Make it clear that we will take their concerns or disclosure seriously

- Explain that only the necessary people will be informed of the disclosure and involved in the process
- Listen carefully to the disclosure giving them time to speak
- Remain calm during the discussion and keep your emotions under control
- Explain the safeguarding process

Record

It is important that the information gathered is as detailed as possible and documented accurately. This could include:

- Date and time the incident took place
- Location of the incident
- Nature of the incident
- Names of the staff members involved
- Witness statements
- A step-by step account of the incident
- Any steps that were taken by the school at the time of the incident

Report

Once you have taken the details it is important to report this to the relevant TeacherActive safeguarding team members to address next steps. Once you have documented the information pass this information to your leader immediately.

That candidate will be placed on DNU and the information documented on TABS Safeguarding Module.

This MUST be done within 2 hours of receiving the information.

Refer

Once the safeguarding incident has been reported on TABS you will continue to communicate with the candidate and client regarding the issue until the case has been closed and an outcome has been agreed.

Safeguarding Guidance

TeacherActive filters safeguarding incidents into three categories:

- Severe – High risk
- Moderate – medium risk
- Mild – low risk

When the safeguarding team are actioning the incident which will be within an hour of the incident being reported on the safeguarding module, this is how we will categorise all incidents.

Severe Safeguarding Incident

A severe safeguarding incident is where a child, young or vulnerable adult is placed in the circumstances where they are at significant risk or abuse, this could include:

- Incidents of a sexual nature
- Incidents of a physical harm or abuse
- Incidents of emotional abuse or neglect
- Incidents where inappropriate content featuring children is stored on devices

If a severe safeguarding incident is highlighted, the incident may be referred to the police or LADO for further investigations. These incidents could result in the individual being barred from working with children, young or vulnerable adults and may include criminal convictions. These could be referred for further investigation through a DBS Referral or a referral to any regulatory bodies such as TRA or EWC.

Moderate Safeguarding Incident

A moderate safeguarding incident is where a child, young or vulnerable adult is placed in a circumstance where they are at moderate risk of harm or abuse, with low risk of reoccurrence.

Moderate safeguarding concern could include:

- Incidents where adults are making inappropriate comments to children
- Incidents of unnecessary private discussions with children
- Incidents where children are made to feel uncomfortable or vulnerable
- Incidents where children feel secluded or not involved

If a candidate is accused of a moderate safeguarding incident, the incident will be investigated. It may be the incident is deemed serious and may be referred for further investigation, or they may be referred for additional training and monitoring. If the action isn't taken in the long term, a moderate safeguarding incident may increase to a severe incident.

Mild safeguarding Incident

A mild safeguarding incident is where a child, young or vulnerable adult is placed in circumstances where there is the potential harm or abuse, with a low risk of reoccurrence. This is unlikely to be physical or may be seen as jovial or friendly.

Mild safeguarding incidents could include:

- Incidents where adults are on their phones or sharing social media
- Incidents of passing comments between adults and children
- Incidents where classes are left unattended for short periods of time
- Incidents where adults are allowing inappropriate behaviour from children

If a candidate is accused of a mild safeguarding incident, the incident will be investigated. It may be that the incident is escalated to a moderate, or they may be referred for additional training and monitoring. If action isn't taken the mild safeguarding incidents may reoccur or increase severity.

When to raise safeguarding incident

When you receive a disclosure it is very clear that an incident has occurred and action needs to be taken. But if you are unsure whether a concern or incident should be reported or not...report it!

When there is a potential that a child, young or vulnerable adult could be at risk, failing to raise a safeguarding incident is not an option.

If you have any questions or concerns about anything being disclosed please reach out to the following contacts:

Safeguarding Lead: Amrita Mahal amrita.mahal@teacheractive.com 07952339772

Designated Safeguarding Officer: Mia Jones mia.jones@teacheractive.com 07545458766

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