



Safeguarding Policy & Procedures

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Safeguarding Policy & Procedures

Here at Little Steps Staffing we fully appreciate and understand the importance of safeguarding our children. We take every step to ensure that all candidates registered with us are fully vetted and updated with any changes that may occur within the safeguarding policies.

Below we have listed step by step the measures we take to ensure all of our candidates and children are kept safe.

At point of registration:

- Meet every candidate in person
- Cite all original documents
 - Right to work in the UK
 - 1 form of identification
 - 2 proof of address documents
 - Proof of National Insurance
 - Qualification certificates (including QTS)
 - DBS certificate
 - International clearance check if the candidate has lived or worked outside the UK in last 5 years for 6 months or more
 - Recent headshot photo
- Obtain professional references covering past 24 months employment history (any gaps of 3 months or more are covered by a character reference)
- Ensure the candidates DBS is registered to the online update service
- List 99 check completed
- QTS check completed
- Prohibition checks completed on Qualified/Un-Qualified Teachers names which are frequently cross referenced to the list on the Teaching Regulation Agency (formally NCTL) database.

In our registration forms, the candidate is made to read and sign the following declarations:

Declarations:

- Rehabilitation of offenders Act 1974 – Order 1975
- If a candidates DBS is unclear, they are required to complete a supporting statement for each conviction / caution stated. Candidates must also disclose whether they are subject to any prosecution or police investigation that isn't currently showing on their DBS.
- Declaration to confirm they have fully read all information provided by Little Steps Staffing and all information they have provided is correct to the best of their knowledge.

Little Steps Staffing offer free training courses to all of our registered candidates who want to widen their awareness of safeguarding and the prevention of extremism in education.

We take pride in the work we do with our candidates and clients and we hope our level of compliance assures you all that working with Little Steps Staffing always remains professional and safe.