

SET Teacher Education Partnership (STEP) **(formerly known as Keele and North Staffordshire Teacher Education SCITT)**

Safeguarding and Pupil Protection Policy **Addendum**

Aims and values

STEP is committed to safeguarding and pupil protection and adopts the most up-to-date Shaw Education Trust's Safeguarding and Pupil Protection Policy. Although STEP staff are not working directly with children, it is essential that they are fully up to date with their basic safeguarding training and therefore comply with the document in regard to practice if ever a safeguarding concern occurred or was raised.

Trainees will also receive basic safeguarding training in readiness for their placement in Primary schools and when in their placement schools, are instructed to comply with the school's safeguarding policies and procedures.

STEP details and Personnel

Name	Role	Contact details
R. Argyle	Director	ruth.argyle@step.set.org
R. Argyle	Designated Safeguarding Lead (DSL)	ruth.argyle@step.set.org
H. Cunliffe	Chair of Strategic Board	Helen.Cunliffe@shaw-education.org.uk
B. Duffy	MAT link for Safeguarding	Brian.Duffy@shaw-education.org.uk

Local Safeguarding Partners

Due to unlikelihood of any referrals, STEP would not be in regular communication with any local safeguarding partners but information below indicates link.

Local Authority	Safeguarding Partnership	Telephone No.
Staffordshire	Staffordshire Safeguarding Board	01785 277 151

STEP will attend Stoke-on-Trent and Staffordshire FE/HE Prevent Network meetings to ensure we are appropriately informed and the DSL will disseminate information to the staff team as needed.

Referral/Reporting Procedures

Due to the nature of this organisation, there is not an electronic system, e.g. My Concern, CPOMs, for recording safeguarding cases, as all pupils will be on role within their own school, which will have its own reporting, recording and referral processes. We instruct all trainee teachers to, in the first instance, use the procedures within their placement schools, i.e. inform the relevant DSL/Senior Leader of any concern.

However, whilst unlikely, it may occur that an adult associated with STEP, either employee or trainee teacher, may need to report a concern via STEP systems. If so, they are instructed to contact the STEP DSL promptly.

The DSL will in turn, deal with the concern dependent on details, e.g. contact relevant school and/or Trust Director of Safeguarding & Compliance, and even the police if appropriate.

All reports made to the STEP DSL will be recorded and held centrally and securely by STEP.

Supporting documents

This policy annex should be read in conjunction with following documents:

- STEP Placement handbook
- STEP Health and Safety Policy
- STEP Disability declaration form

At STEP, we are committed to both the safeguarding of our Trainees and the children in their care. STEP are responsible for delivering basic safeguarding training to all trainees and providing them with a Safeguarding certificate to evidence this on placement. Whilst trainees are on placement in school they will be subject to the school's individual Safeguarding Policy and are required to have a safeguarding induction at the school and confirm this via a signed induction confirmation.

The table below documents some differences in terminology and practice between STEP and SET policy in relation to Safeguarding policies and procedures.

SET Policy	STEP procedures
The policy refers to Headteacher throughout	STEP have a Director who will fulfil the same roles as those stated for the Headteacher
The policy refers to Academy council throughout	STEP have a Strategic Board who will fulfil the same roles as those stated for the Academy Council
The policy refers to school and college staff throughout	All STEP staff will be considered under the same description and held to the same expectations regarding safeguarding.

Section A, part 3 of the SET policy states: The Headteacher will ensure that: The policies and procedures adopted are fully implemented and followed by all staff, including supply staff and volunteers.	STEP will practice safe recruitment processes for recruitment on their training course and all members of staff involved in recruitment will complete safer recruitment training.
Section A, part 3 of the SET policy states: The Headteacher will ensure that: A DSL and DDSLs are identified to whole school. These staff will be properly trained.	As this role is not explicitly needed in the STEP staffing structure, a DSL will be identified but there is no requirement for a DDSL position.
Section C, part 40 of the SET policy states: Trustees, Academy Councillors, trainee teachers, volunteers, and supply staff likewise receive appropriate safeguarding training relevant to their roles. All new staff follow a comprehensive induction programme which includes safeguarding training and understanding of all school systems.	STEP will deliver SET approved annual basic child protection training to each of our trainees and provide them with a certificate to evidence this. There is a very clear expectation in the STEP partnership agreement that each partnership school will conduct an induction on the commencement of a placement to inform trainees of the school's individual safeguarding procedures. A log of this is kept on STEP systems.
Additionally	STEP can make the clear justification for requiring a childcare disqualification declaration for all of its PGCE trainees regardless of specialism. This justification is that all trainees complete a pre-key stage enquiry which requires them to spend time within either and EY or KS1 setting. In addition to this all trainees are required to observe experiences colleagues teaching across their school setting both within and beyond their own key stage.