



Supply Staff – Safeguarding Practices Updated September 2013

Section 175 of Education Act 2002

It is the legal duty of all schools and staff to make arrangements to safeguard and promote the welfare of children.

Governors as employers are empowered to dismiss or otherwise discipline staff who fail in this duty.

Safeguarding of children

Low Level Concerns

A supply teacher who has a concern regarding the welfare of a child in their care should:

- Complete a low level concern form (found in the safeguarding folders found in each classroom) and immediately pass this onto Mrs Levy (Headteacher) or Mr Dickson (Deputy Head Teacher).
- Not discuss the form with other staff/adults or children and keep the information confidential.

When filling out a form you should:

- identify the source of the information
- record information based on fact
- record what you saw, heard, observed, etc
- Be specific
- Include your opinion only when it is evidenced by factual information
- Make a note of who information was shared with
- Avoid jargon and acronyms

Dealing with a disclosure

A supply teacher who has a disclosure from a child needs to:

- Listen to the disclosure
- Record it on a concern form
- Immediately pass it on to Mrs Levy (Headteacher) or Mr Dickson (Deputy Headteacher)

Guidance for dealing with a disclosure

A supply teacher who is disclosed to needs to ensure that they do not ask any leading questions and report the information as it is said – a useful prompt is TED

- **T**ell me what happened
- **E**xplain to me what happened
- **D**escribe what happened

Then it is the supply teacher's responsibility to accurately record this information using a low level concern form and immediately pass it onto Mrs Levy or Mr Dickson.

Duty of Care (Reference Safer working practices 2009)

All supply teachers who work with children are accountable for the way in which they exercise authority; manage risk; use resources; and safeguard children and young people.

Supply teachers have a duty to keep children and young people safe. Children and young people have a right to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of children and young people.

The duty of care is in part, exercised through the development of respectful and caring relationships between adults and children and young people. It is also exercised through the behaviour of the supply teacher, which at all times should demonstrate integrity, maturity and good judgement.