

Any concern that a Candidate who is working on behalf of Pro Education may have behaved inappropriately should be raised with Pro Education's designated Safeguarding Representative, Jason Wright, in the first instance (Telephone 01793 416650, e-mail [jasonw@pro-education.co.uk](mailto:jasonw@pro-education.co.uk)). In Jason Wright's absence, they should speak with their individual branch Contact. Action in relation to any safeguarding matter will be taken within 1 day. Pro Education will cooperate fully with the establishment raising the allegation, and will attend any meetings at the establishment or conducted by the Local Authority Designated Officer (LADO). LADO Contacts:

01305 221122, [lado@dorsetcouncil.gov.uk](mailto:lado@dorsetcouncil.gov.uk) (Dorset)

01392 384964, [childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk](mailto:childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk) (Devon)

Initial Action:-

Pro Education would immediately liaise with the school to establish the reasons for the allegation and whether the behaviour amounts to misconduct and whether a referral needs to be made to LADO. The teacher will be removed from any existing assignments and will not be offered any further assignment through Pro Education until the situation has been resolved to our satisfaction. We will, in consultation with the school raising the concern, make a decision as to whether the Candidate's assignment is to continue whilst the investigation is proceeding.

As part of making proper enquiries, Pro Education will hold an investigatory meeting and/or investigatory discussion with the Candidate. Pro Education will inform the school of further information they obtain.

If there is an investigation into the conduct of a Candidate during an assignment, the school may wish the assignment to continue, subject to certain conditions. In which case, the school should then confirm to Pro Education in writing the changes to the Candidate's assignment duties and level of supervision applied, pending the investigation. The information should be confirmed to the Candidate by Pro Education. Alternatively, the school may not want the assignment to continue during investigations, in which case Pro Education would normally terminate the engagement of the Candidate.

Whether the assignment is terminated or continues, Pro Education and the school should continue with their investigations as to the suitability in cooperation with each other.

Where it is found the candidate satisfies the harm test, both the education establishment and Pro Education has a duty to make a referral to the DBS and the candidate will be removed from Pro Education's register. Any future enquiry from another establishment regarding the candidate's suitability to work with Children will include a notification that there were safeguarding concerns.

### **DBS Referrals**

Pro Education has a legal duty to make a safeguarding referral to the DBS when a person is removed from regulated activity because they have been cautioned or convicted of an automatic barring offence, engaged in relevant conduct or the harm test is satisfied.

What is the Harm Test? A person satisfies the Harm Test if they may:

- Harm a child
- Cause a child to be harmed
- Put a child at risk of harm

- Attempt to harm a child
- Incite another to harm a child

### **Advice to the Teacher**

It is important to ensure that you continue to receive support and Pro Education offers the following advice, information and suggestions:-

- a) contact your union representative
- b) provide your representative with the name of your Pro Education contact who will keep them up to date with the progress of the investigation
- c) if suspended or if the assignment is terminated (but investigations are ongoing), provide them with the name of your Pro Education contact
- d) keep them up to date about school/agency activities outside of the investigation
- e) do not discuss the matter with colleagues/former colleagues
- f) see your GP if you think your health may be affected

### **Documentation**

Key documents relating to an investigation, including the outcome, will be retained in a secure place. Other parties will be expected to maintain their own records.