



## **OUTREACH & OUTDOOR EDUCATION SAFEGUARDING POLICY**

### **Introduction**

This policy covers any situation where Taliesin Education Ltd (t+centres) pupils are visiting other venues and working with non-t+centres staff.

### **Letter of Assurance**

At least one week before a proposed visit, the Letter of Assurance (see below) will be sent to the venue/external company to ascertain whether they meet the required Safeguarding and Recruitment Standards. The visit will not go ahead unless this letter has been returned to t+centres with the assurance required.

Where a venue/external company is used more than once, the Letter of Assurance will be resent at the beginning of each academic year.

If the safeguarding/recruitment circumstances of the venue/external company change between letters of assurance, the venue/company must inform t+centres of any changes. (For example any changes to staff.)

### **Responsibility**

Responsibility for sending these letters and confirming assurance before any visits rests with the Designated Safeguarding Lead.

#### **History and implementation of this Whistleblowing Policy:**

Accepted by SLT in this format: January 2019

Approved by t+centres Governors:

Last revised: January 2020

To be reviewed: January 2021

SLT, all staff and governors have read, discussed and contributed to this policy.

The Head of Centre will be responsible for ensuring all staff are briefed on the regulations and practice outlined in this policy.



Taliesin Education Ltd,

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10 Miller Business park,  
Liskeard,  
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www.tpluscentres.co.uk

Dear Colleagues,

**Safeguarding (Child Protection) & recruitment clearances of Tamar Skills**

Could you please confirm that your company undergoes the following recruitment and child safeguarding checks:

*(please tick or write 'N/A' where appropriate)*

Photo ID has been checked		Proof of Address has been checked	
Evidence of right to work in the UK has been checked (where applicable)		Criminal overseas checks have been conducted (where applicable)	
Evidence of relevant qualifications has been seen		Checks for prohibition from teaching and restrictions from teaching in EEA countries have been undertaken (where appropriate)	
DBS checks have been conducted as per below		Disqualification by Association declarations have been signed (where applicable)	
All staff are appointed under your company's Safer Recruitment Policy		Barred list checks have been carried out for all staff in regulated activity	

**Please ensure that all staff are aware that in the event of a police caution or conviction that it is their duty to inform management straight away; this information then needs to be passed onto Taliesin Education Ltd as soon as possible.**

**Staff Names and DBS numbers:**

1. :
2. :
3. :
4. :
5. :

**Please inform us of any staff changes.**

**Disclosure and Barring Service**

Staff have Enhanced DBS clearances which cover the following areas:

- any police records of convictions, cautions, reprimands and warnings
- information from the list held under Section 142 of the Education Act 2002
- Children's Barred List Information – this would show if an applicant is Barred from working with children
- any other relevant information disclosed at the Chief Police Officer(s) discretion. Under this section would be noted "soft information". This could be details of a household member (other than the applicant) who may have a record that would contain information that an employer would need to be aware of. An example of this may be a household member who has drug activity.

**Taliesin Education Ltd (tplus centres) Safeguarding Policies are available for your information:**

Details of Taliesin Education's Safeguarding Policy and Staff Code of Conduct can be found on the school website.

**Could you please provide on headed paper confirmation of the above.**

**Yours faithfully,**

**Carlee Ridpath**

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