

Process for Annual Safeguarding and Child Protection Compliance

Event	Action	When	Responsibility
Start of new academic year	Email with voting buttons (see template at end of this document) sent to all Federation employees regarding Staff Code of Conduct and Safeguarding and Child Protection Policy	First Monday after all four academies have been back for two full weeks	Head of HR
	Check all employees have responded with yes	1 st working day of October	HRBPs
Employee/s do not reply to the email	Principal or COO, SDSL or FSDSL and LMs of employee/s informed of who these staff are	1 st working day of October	HRBPs
	Bcc email sent to all employees who have not responded making it clear they have missed the deadline for replying and that the Principal and SDSL of their academy has been informed. An extension of two working days is given and it made clear that a formal meeting may take place if this extended deadline is not met. E.g. <i>Dear Employee, you have missed the deadline for responding to the Federation Safeguarding Compliance email which was 30th September and your line manager, the SDSL and the Principal of your academy have now been informed. Please reply, to the original email, no later than Failure to respond by this deadline may result in a formal meeting being arranged.</i>	1 st working day of October	HRBPs
	Check all outstanding response have been received	Two working days after chasing email has been sent	HRBPs
Employee/s have still not responded to the email	Principal or COO, SDSL or FSDSL and LMs of employee/s informed of who these staff are	As soon as check has been completed	HRBPs
	Speak to employee/s and give them further day to respond. Inform SDSL and HR of any valid/extenuating	The same day or one day after HRBP provide list	LM

	circumstances that have prevented the employee/s from responding		
	Chase LMs to confirm conversations have taken place and check all outstanding responses have been received	6 th working day of October	HRBPs
Employee/s have still not responded to the email	Principal or COO, SDSL or FSDSL and LMs of employee/s informed of who these staff are	6 th working day of October	
	Formal meeting held with employee in which/straight after which the employee responds to the email or completes the hardcopy compliance form (appendix of Safeguarding Policy).	Within one day of staff member still not responding to email	SDSL
	Chase SDSLs to confirm meetings have taken place and check all outstanding responses have now been received.	8 th working day of October	HRBP
Employee/s who have still failed to respond to the email	Disciplinary measures/letter for personnel file/other options to be considered	As soon as employee fails to meet the further extended deadline	Principal in discussion with HR

Dear All,

Welcome back, we hope you had a fantastic summer break!

In readiness for this new academic year, we would like to bring to your attention some important updates to the existing Staff Code of Conduct and Safeguarding Policies. The revised versions of these documents are now available for all staff to access via the desktop icon entitled '**Mossbourne Staff Handbook, Policies & Forms.**'

It is of vital importance that you take time to read through both these documents and **respond, by using the voting button, by 4pm on 30th September at the latest.** By responding 'yes' to this email you are confirming that you have read and understood both these documents and will adhere to them at all times. You are also confirming that you have attended/received refresher/update training at the start of the year relating to Safeguarding. If you have any questions or difficulties, please contact the HR Department as soon as possible.

To access the revised documentation, please click on the links below:

[Federation - Code of Conduct for Teaching and Support Staff](#)

[Mossbourne Federation Child Protection and Safeguarding Policy](#)

Please note the desktop icon entitled '**Mossbourne Staff Handbook, Policies & Forms**' is your central source for information on Federation and Academy specific policies and forms, as well as the Staff Handbook. If you are unable to locate any information please contact the HR team. Please note all responses to this email will be automatically directed to the Federation HR mailbox.

Kind regards,

HR