

UKfilmNet Safeguarding Process v4.0

UKfilmNet's Safeguarding Policies can be found at www.ukfilmnet.org/welcome/data-safeguarding



LEGAL BACKGROUND

The use of our online learning spaces where access is shared by adults and under 18s is a Department of Education Regulated Activity and as such those adults who interact with under 18s are required to have an enhanced DBS check with a Barred List check.

RB Management Unit at DBS.gov.uk have confirmed that if adults using our learning spaces are only getting online access to work with the same children and/or vulnerable adults they have already been DBS Enhanced and Barred List checked for then there is no cause to check them again for the same regulated activity as this will be covered by the existing provisions made for disclosure by their employers.

As such any applicants seeking access without undergoing a DBS enhanced and Barred List check by UKfilmNet will need to be working only with students in our learning spaces who are their **existing** students at the organisation for which they have been DBS checked. (Usually their school, college or other similar UKPRN organisation)

Equally therefore, applicants (adults) using our learning spaces must agree to have their employment status checked through a written assurance and reference request from their current employer. If they do not qualify in this way (e.g. if rather than being teacher/lecturer/instructors they are Cub Scout leaders, Youth Group leaders etc.) then they will not be permitted to proceed with their application at this time.

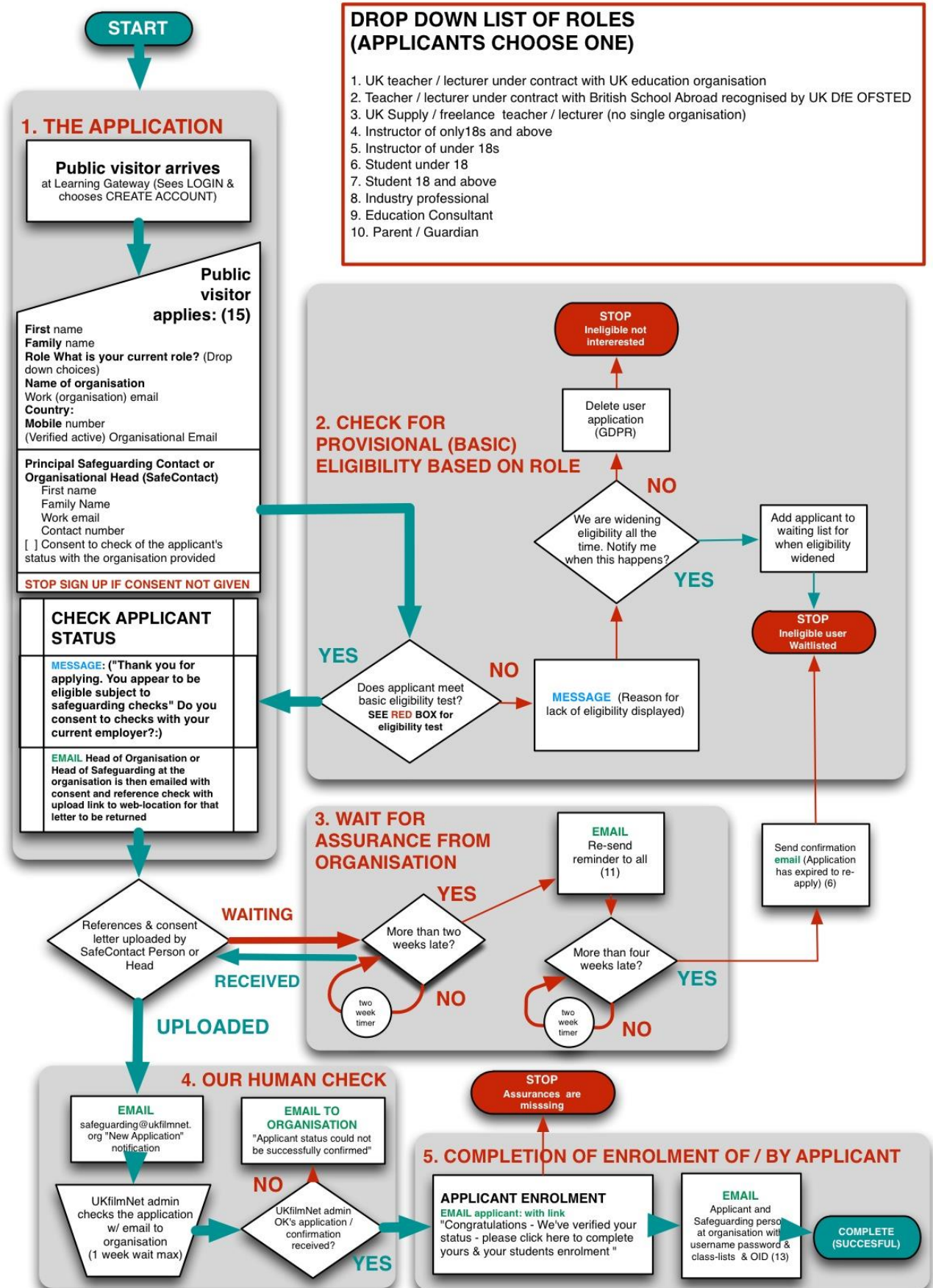
PROCESS SUMMARY (FIVE STEPS)

1. **Application** All **unknown users make unsupervised applications on the website** with the basic details they supply. Emails used will be verified for identification purposes.
2. **Test for Basic Eligibility being claimed (Role based)** The Basic Eligibility test is required (Consent required for employer checks) to confirm that the applicant has basic eligibility in terms of the role they are applying for (Initially the only permissible role is teacher/lecturer under contract to UK secondary school, OR F.E. College OR Uni), or British International School Overseas.
3. **Request verified assurances on eligibility** We wait for the assurance letter that we have requested directly to be uploaded by their Designated Safeguarding Lead officer **OR** head of organisation - (after four weeks, if no response is received- then application will be deleted (GDPR))
4. **Human check of Safeguarding assurances** If (2) and (3) have been done, UKfilmNet admin receives a notification sent to safeguarding@ukfilmnet.org and the Assurance letter is checked with a telephone call to the Designated Safeguarding Lead officer or Head
5. **Granting of Self Enrolment and confirmation to Safeguarding Manager** If (2), (3), and (4) have been done, UKfilmNet checks the "granted" box against the pending applicant queue and a final email is sent with a link to complete the sign up. Once completed, the applicant and the Designated Safeguarding Lead officer or Head of the organisation are BOTH sent the applicant's username and password and list of students they have enrolled. This is done in order to allow the Designated Safeguarding Lead officer or Head of the organisation the ability and access to ensure supervision of the applicant teacher/lecturer and their students' online activities using our resources. This additional supervisory duty will be a requirement of the participating organisations to be permitted access to the online resources.



END USER SELF-ENROLMENT PROCESS (5 STAGES)

GREEN INDICATES CORE PATHWAY





ASSURANCE COVER LETTER

Name of Organisation
Head or Name of Lead Safeguarding officer for organisation
Organisation,
Address etc

Dear <Firstname> <FamilyName>

RE: Reference in respect of <teacher/lecturer _name>

One of your employees has requested access to UKfilmNet – which is a learning resource aimed at better supporting teachers/lecturers of media and film. The resource has been created by former and current teachers/lecturers, university staff and industry experts in film and media.

What have they requested access to?

The online platform uses Moodle to create learning spaces which give teachers/lecturers access to the students where they currently teach at <your-organisation>. It allows them to view hundreds of master-classes co-created with the BBC, Channel4, Sky News, NBC, and hundreds of experts from UK and US higher education, centres of excellence and broadcasters.

The learning space allows your employee to set quizzes, share resources, create forums and promote communal learning, discovering and discussion in the craft of film and media.

For reasons of safeguarding, your employee will not have access to students other than those from your organisation they currently teach. They will however be able to ask questions, seek advice and get help from hundreds of other teachers/lecturers of the same subject using the online resource and its virtual staff-room and forums. Likewise, those teachers/lecturers will not have access to students from other schools. This again is for reasons of safeguarding.

Safeguarding Request

In order to grant access to <teacher/lecturer_name> we are required to take reasonable steps to confirm that the individual is who they say they are, and that they are employed by you. Please could either yourself or your designated Safeguarding lead complete, sign and upload the attached **Reference request for <teacher/lecturer_name>** in order that we can consider the application for access to the resource and other professional colleagues in developing their CPD, skills and knowledge.

Please note that as part of the process you may receive a reminder of this request, but please note that after 4 weeks, the application from <teacher/lecturer_name> will automatically be deleted if the reference has not been received. **As part of the requirements for access to the resource, your employee's account details will be shared by email with the organisational head or designated Safeguarding lead, to ensure additional supervision and transparency of online activity conducted by the employee and his/her students.**

If you have any queries, please email safeguarding@ukfilmnet.org where we hope to address any further questions.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read "Dom Foulsham".

Dom Foulsham

Director of Curriculum | UKfilmNet.org

ASSURANCE / REFERENCE FORM

(To be printed on Organisational Letterhead)

REFERENCE IN RESPECT OF <TEACHER/LECTURER>

PLEASE COMPLETE THE FORM IN BLACK OR BLUE INK, THEN SIGN & UPLOAD USING WEBLINK IN THE EMAIL.

MR MISS MRS MX DR

APPLICANT FIRST NAME	
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APPLICANT SURNAME	
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THE APPLICANT'S PERIOD OF EMPLOYMENT WITH YOU	FROM:						
		D	D	M	M	Y	Y

To:	ON-GOING (PRESENT)
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THE APPLICANT'S MOST RECENT JOB TITLE WITH YOU	
THE MAIN DUTIES & RESPONSIBILITIES OF THAT POST:	
HOW LONG HAVE YOU KNOW THE APPLICANT?	
IN WHAT CAPACITY DO YOU KNOW THEM?	

APPLICANT DBS CERTIFICATE DATE:						
	D	D	M	M	Y	Y

DBS CERTIFICATE NUMBER: (12 CHAR)															
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REFERRING TO THE SUPERVISORY ROLE OF APPLICANT WERE THEY TO USE THE UKFILMNET ONLINE RESOURCES AS DESCRIBED ABOVE, DO YOU BELIEVE THE APPLICANT IS SUITABLE FOR SUCH ACCESS INCLUDING WHETHER THEY ARE SUITABLE TO WORK WITH CHILDREN/VULNERABLE ADULTS AND THAT THEY HAVE NOT BEEN PROHIBITED FROM DOING SO?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ARE YOU SATISFIED THAT THE APPLICANT IS QTS QUALIFIED AND HAS A CLEAR ENHANCED DBS CERTIFICATE TO WORK WITH CHILDREN OR VULNERABLE ADULTS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
TO THE BEST OF YOUR KNOWLEDGE, HAS THE APPLICANT EVER HAD AN ALLEGATION MADE AGAINST THEM, WHICH WAS FOUNDED, IN REGARD TO HIS OR HER BEHAVIOUR TOWARDS CHILDREN?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
HAS THE APPLICANT BEEN THE SUBJECT OF DISCIPLINARY ACTION FOR WHICH PENALTIES OR SANCTIONS REMAIN IN FORCE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF THE APPLICANT WAS APPOINTED AFTER 2/9/13 HAVE YOU CONDUCTED A CHECK THAT CONFIRMS THEY ARE NOT ON THE TEACHING REGULATION AGENCY (PREVIOUSLY NCTL) PROHIBITED LIST?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF THE APPLICANT IS A TIER 2 SKILLED WORKER WHO HAS LIVED ABROAD FOR 12 MONTHS OR MORE IN THE LAST 10 YEARS CAN YOU CONFIRM THEY HAVE PROVIDED YOU WITH AN OVERSEAS CRIMINAL RECORD CERTIFICATE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IS YOUR ORGANISATION A BRITISH SCHOOL ABROAD, M.O.D. OR DUBAI SCHOOL?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IS YOUR ORGANISATION SUBJECT TO INSPECTIONS BY A RECOGNISED INSPECTION PROVIDER AS SPECIFICALLY DEFINED IN NOTE 1 BELOW?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

ABOUT YOU (THE REFEREE)

REFEREE'S (YOUR) NAME:		POSITION:		EMAIL:							
SIGNATURE OF REFEREE:											
ORGANISATION REGISTERED ADDRESS:		ORGANISATION WEB ADDRESS	www.								
ORGANISATION NAME:		UKPRN NUMBER (NOTE 2)									

NOTE 1: IN ENGLAND: THIS MEANS OFSTED, IN WALES THIS IS WELSH ESTYN IN SCOTLAND IT IS EDUCATION SCOTLAND, IN NORTHERN IRELAND IT IS THE DEPARTMENT OF EDUCATION, FOR OVERSEAS SCHOOLS THIS MEANS AN INSPECTION PROVIDER THAT HAS BEEN INSPECTED AND APPROVED BY A ONE OF THE UK'S DEPARTMENT FOR EDUCATION'S LIST OF RECOGNISED OFSTED INSPECTORATES DEEMED FIT FOR PURPOSE.

<https://ukfilmnet.org/welcome/docs/overseas-inspection.pdf>

NOTE 2: UKPRN NUMBER CAN BE LOCATED ON DfE "G.I.A.S." USING <https://www.gov.uk/guidance/get-information-about-schools>

