

## **SAFEGUARDING POLICY**

September 2011 update September 2014



This policy was adopted by the Governing Body of Leven CE (VC) Primary School in the Autumn Term 2011 and implemented from SEPTEMBER 2011.

This policy is to be read in conjunction with the Child Protection Policy, Volunteer helpers in school policy, trainee teachers' policy and Induction Policy. This policy covers only recruitment of new staff. This policy replaces and supersedes Section 15 (Recruitment and Retention of Staff) of the Current Child Protection Policy.

### **Recruitment Procedure**

Leven CE (VC) Primary School regularly reviews its recruitment procedure to ensure the safety of its pupils by preventing as far as possible, unsuitable people from working here. The following nine elements are part of the routine recruitment procedure for all teaching and non-teaching staff (including ancillary staff) who may have substantial unsupervised access to pupils. The Headteacher, The Assistant Headteacher, The School Business Manager and the Chair of Governors have completed training in Safer Recruitment, meeting the requirements of DFE, OFSTED and ISI. This information is recorded on the Single Central Record. At least one member of an interview panel, or an individual at the School, must have completed safer recruitment training.

### **Criminal Records Checks**

The Enhanced Disclosure is required for anyone whose duties include regularly caring for, training, supervising, or being in sole charge of children under 18 years of age. Anyone else who works at the school requires a Standard Disclosure from the DBS on appointment. Pre-employment checks are required for all staff at the School and for people working on behalf of the School such as the School's volunteers, the self-employed, contractors and agency staff. They include the successful completion of a Disclosure from the DBS at an Enhanced level, a List 99 check and the Protection of Children List as appropriate. Currently, the CRB checks are undertaken on the school's behalf by East Riding of Yorkshire County Council.

### **Identity**

Check the identity against an official document such as a passport or birth certificate.

### **References**

At least two written references, including the most recent employer, with a reference request letter that specifically asks all referees to state any known reason why the person should not be employed to work with children and that there should be no material misstatement or omission relevant to the suitability of the applicant.

### **Veracity of References**

## **SAFEGUARDING POLICY**

September 2011 update September 2014

Direct contact would be made by the School with a referee to verify the reference, if there was a suspicion that the reference was false.



### **Interview**

A personal interview, with a written record of issues covered and the assessment by the interviewer(s).

### **Veracity of Qualifications**

Verification of any qualification offered by the candidate, with a written record of those verified.

### **Full Employment History**

Requirement that applicants supply a full employment history, stating that any previous employer may be approached by the school.

### **Exploration of Reasons for Termination of Previous Employment**

Contact by the School, where feasible, with each previous employer involving work with children or vulnerable adults to check the reasons the employment ended.

### **Explanation of Gaps in CV**

Explanation of any gaps in the CV, with a written record by the school explaining the reasons for any gaps and that the reasons have been sought and are satisfactory.

Where staff are recruited from abroad, or have resided overseas within the last five years, the School will try to obtain a 'certificate of good conduct' or equivalent from the relevant authorities of the applicant's home country where such facilities are available. This is in addition to the checks outlined in this document for all staff.

Where the School has not received the full DBS disclosure information before a member of staff arrives, as a result of a failure of DBS to respond to a disclosure application, the member of staff may work but only under special supervision with no unsupervised access to pupils.

If the School discovers that an applicant has made a false statement in attempting to gain employment at the School, this will be reported to DFE for them to consider misconduct action against the applicant.

### **Verification of Medical Fitness**

## **SAFEGUARDING POLICY**

September 2011 update September 2014



The School verifies the medical fitness of staff to work with children in accordance with the Department for Education and the School's guidelines. Currently, the Medical checks are undertaken on the school's behalf by East Riding of Yorkshire County Council.

If a DBS Disclosure shows that a person is disqualified from working with children by virtue of Section 35 of the Criminal Justice and Court Services Act 2000, the school should immediately take steps to remove the person from the premises, if he or she is already at the school, and should contact the DBS to ensure that the Bureau has reported the matter to the police to investigate whether the person has committed an offence by applying for, or undertaking work with children while disqualified.

Similarly if a Disclosure reveals that a person is barred by DFE and is on List 99, the school should immediately contact the DFE Teacher Misconduct Team (Telephone 01325 392162) to confirm the position and obtain further advice. In the meantime the person should be suspended from contact with pupils.