



## **Safer Recruitment Policy**

### **1. Introduction**

**St Christopher's School ("the School") is committed to ensuring the best possible environment for the children in its care. Safeguarding and promoting the welfare of children is our highest priority.**

- 1.1 The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.
- 1.2 All queries on the School's Application Form and recruitment process must be directed to the Bursar in the first instance or the Chair of Governors.
- 1.3 An entry will be made on the Single Central Register for all current members of staff at the School, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties, such as outside club providers.
- 1.4 All checks will be made in advance of appointment or as soon as practicable after appointment.

### **2. Scope of this Policy, Roles and Responsibilities**

- 2.1 The Safer Recruitment Policy and procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as

*Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.*

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the governors, and who carries overall responsibility for the day-to-day management and control of the charity. At St Christopher's School this would be the Headteacher
- A person who is accountable only to the Headteacher or the governors, and who is responsible for the overall management and control of the charity's finances. At St Christopher's School this would be the Bursar.

Being disqualified means that a person can't take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

2.2 It is the responsibility of the Governing body to:

- Ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with legal requirements.
- Monitor the School's compliance with them.

2.3 It is the responsibility of the Headteacher, Bursar and other managers involved in recruitment to:

- Ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

### **3. Advertising vacancies**

3.1 All adverts will contain the following statement:

*"St Christopher's School is an equal opportunities employer and we welcome applications from all sections of the community. The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS)."*

Whilst the exact wording of the statement may need to be changed from time to time, it will always clearly demonstrate the School's commitment to safeguarding and promoting the welfare of children. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

3.2 To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of applicants as possible, normally this entails placing on the school website and an external advertisement.

3.3 A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role and include a specific reference to suitability to work with children.

### **4. Application Form**

4.1 The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms, but are permitted alongside an Application Form

4.2 The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

4.3 Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

- 4.4 The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (“DBS”) for the position and, where appropriate, a check of the Barred List will be undertaken. Any offer of employment will be conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.
- 4.5 The statutory guidance “Disqualification under the Childcare Act 2006” applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Headteacher for more details.

- 4.6 The School has a legal duty under section 26 of the Counterterrorism and Security Act 2015 to have ‘due regard to the need to prevent people from being drawn into terrorism’. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment [more guidance for schools from the DfE on this can be found at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)].

- 4.7 If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations should be considered in the circumstances of the individual case.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate’s suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate’s school or university.

- 4.8 All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

## **5. Invitation to Interview**

- 5.1 The School will Shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. At least two people will carry out the shortlisting exercise, consider any inconsistencies, look for gaps in employment and reasons given for them, and explore all potential concerns.

As part of the shortlisting process, the School will consider carrying out an online search on shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

- 5.2 Internal candidates will be treated no more or less favourably than external candidates.
- 5.3 Shortlisted applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.
- 5.4 Shortlisted candidates will be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

The School will, where possible, obtain references prior to interview. This allows any concerns raised to be explored further with the referee and can be taken up with the shortlisted candidate at interview.

- 5.5 All formal interviews will have a panel of at least 2 people chaired by the Headteacher or another designated senior member of staff. It is recommended best practice that at least one person on the interview panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Headteacher's/Bursar's appointment.  
The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Deputy Chair shall decide whether the Chair should withdraw from the panel.
- 5.6 The interview will be conducted in person and the areas which it will explore will include suitability to work with children including, where appropriate, any discussion of information shared by a candidate in their self-declaration form.

- 5.7 All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview also bring with them:

1. A current driving licence including a photograph or a passport and a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where applicable, proof of entitlement to work and reside in the UK

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

- 5.8 Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.
- 5.9 Candidates attending interviews for teaching roles will always be observed teaching a lesson. Details of the year group and lesson theme will be given to the candidate prior to the day of interview. In addition, candidates will be given the contact details of a relevant member of School staff who can help them with any queries regarding the observed lesson.

## **6. Conditional Offer of Appointment: Pre-Appointment Checks**

- 6.1 Any offer of appointment made to a successful candidate will be conditional upon:
- Receipt of at least two satisfactory references (if these have not already been received);
  - Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK (if not already received);
  - A satisfactory enhanced DBS check and, if appropriate, a check of the Children's Barred List maintained by the DBS (see Appendix 1);
  - Obtain a separate barred list check, whenever this is required. This is an absolute requirement should the school accept a DBS check from another employer/organisation or should the employee start work before the DBS certificate has been seen;
  - For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State, or any sanction or restriction imposed (that remain current) by the historic General Teaching Council for England before its abolition in March 2012. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
    - Planning and preparing lessons and courses for pupils
    - Delivering and preparing lessons to pupils
    - Assessing the development, progress and attainment of pupils
    - Reporting on the development, progress and attainment of pupils;

- Verification of professional qualifications, including Qualified Teacher Status, where appropriate;
- Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate that has worked or been resident overseas: Such further checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked.
- Evidence of satisfactory medical fitness;
- Receipt of a signed Self-Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006”
- For a candidate to be employed into a senior management position as set out above under “Scope of this Policy”, receipt of a signed “senior charity manager positions: automatic disqualification declaration” confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.
- Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department; and

6.2 It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the Staff Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e., proposed workload, extra-curricular activities, and/or layout of the School.

6.3 The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

6.4 All checks must be complete before an individual starts work, with the exception of a DBS check. It is preferable for an enhanced DBS check to have been completed before employment commences. In certain circumstances, a person may start work while an application is being processed under controlled conditions; providing they are appropriately supervised, and all other checks have been completed. This decision is at the discretion of the Headteacher or Chair of Governors.

## **7. References**

7.1 The School will seek the references referred to in section 6 above for shortlisted candidates (including internal applicants) and will approach previous employers for information to verify particular experience or qualifications, before interview. One of the references must be from the applicant's current or most recent employer. References must be received by a senior person with appropriate authority. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

7.2 The School will only accept references obtained directly from the referee and it will not rely on

references or testimonials provided by the applicant or on open references or testimonials. The School will verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

- 7.3 The School will ask all referees if the candidate is suitable to work with children and to provide facts of any substantiated safeguarding concerns/allegations that meet the harm threshold set out in Part 4 of the statutory guidance 'Keeping Children Safe in Education'. Substantiated allegations that meet the harm threshold should be included in references. Any repeated concerns or allegations which do not meet the harm threshold which have all been found to be false, unfounded, unsubstantiated, or malicious should not be included in any reference.
- 7.4 The School will verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.
- 7.5 The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

## **8. Criminal Records Policy**

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provision of the DBS Code of Practice, a copy of which may be obtained on request or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

There are limited circumstances where the school will accept a check from another educational institution which are as follows:

This is where the new member of staff ("M") has worked in: –

- (a) A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
- (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons,

during a period which ended not more than three months before M's appointment.

In these circumstances the school may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

## **DBS Update Service**

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

### **If disclosure is delayed**

A short period of work is allowed under controlled conditions, at the Headteacher's discretion. However, if an 'enhanced disclosure' is delayed, a Headteacher may allow the member of staff to commence work:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision);
- Safeguards reviewed at least every two weeks by the Headteacher and member of staff;
- The person in question is informed what these safeguards are; and
- It is recommended, but is not a requirement, that a note is added to the single central register and evidence kept of the measures put in place.

## **9. Single Central Register**

The Education (Independent Schools Standards) Regulations 2014 Part 4 requires all schools to maintain a centralised register of appointments, including those of Governors.

An entry will be made on the Single Central Register for all current members of staff at the School, the Governing body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.

It is the responsibility of the Bursar to maintain the Single Central Register.

The Chair of Governors and Headteacher will be responsible for auditing the Single Central Register termly and reporting their findings to the full Governing Body.

## **10. Existing Staff**

The school takes its responsibility to safeguard children very seriously and any staff member who is aware of anything that may affect his/her suitability to work with children must notify the Headteacher immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive and all staff will be asked to complete an annual self-declaration form. If there are concerns about the suitability of an existing staff member to work with children, or a person moves to work in regulated activity, having previously worked in unregulated activity, then all relevant checks must be carried out as if the person were a new member of staff.

## **11. Governors**

As Trustees of a registered charity, the Governors of the School are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although we encourage the Headteacher, Bursar, and other senior staff and organisations, such as a former pupil's association, or those who are close to the School, such as parents, to suggest the names of potential candidates. As Charity Trustees we are aware of the importance of identifying the appropriate mixture of skills and experience that we and our successors need to manage the multi-faceted affairs of a



modern school which is also a Company Limited by Guarantee (CLBG), a medium sized business and an important local employer, with some [number] employees. Schools should avoid appointing or retaining trustees who are disqualified from being a trustee, unless the Charity Commission has given a waiver. All potential trustees should complete a charity trustee position: automatic disqualification declaration before beginning the selection process.

Every Governor has an enhanced DBS check, it is the policy of St Christopher's School for all Governors to have DBS and barring list checks and, prior to appointment.

#### Charity Trustee Automatic Disqualification Rules

Certain individuals are automatically disqualified from acting as trustees for a charity. A person is disqualified from acting as a charity trustee, if certain legal disqualification reasons apply to them. The guidance for charities produced by the Charity Commission also includes a disqualifying reasons table that can be downloaded [here](#).

Trustees and potential trustees should be asked to confirm that they are not disqualified. The Charity Commission has produced sample declarations for trustees to state that they are not disqualified from acting in these positions. These can be downloaded from the guidance for charities.

If it is discovered that a trustee or potential trustee is disqualified, they can apply to have their disqualification waived. The process for this is set out in the Charity Commission [guidance for individuals](#).

If the Chair of Governors is to change, the school will ensure that the DfE obtains an enhanced criminal records check and checks both the individual's identity and right to work in the UK before he or she takes up the appointment. Further overseas checks are required if the person lives or has lived outside the UK. The Chair of Governors disclosure application has to be made by the DfE; the school cannot handle it as they would for all other Governors. So even if a Governor, whom the school has already checked, becomes Chair, the DfE has to make yet another check.

## **12. Volunteers**

- 12.1 Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The kinds of activities that volunteers may assist with are hearing pupils read, assisting in the library or accompanying school visits.
- 12.2 Volunteers will be recruited and vetted via the process set out below. Volunteers who take part in regulated activity will be subject to safer recruitment checks.
- 12.3 Volunteers will be subject to an informal recruitment process which will involve a meeting with Headteacher or Deputy Headteacher to discuss the requirements of the School and the skills of the volunteer. The purpose of this meeting will be to understand whether the prospective volunteer has any previous relevant experience and find out whether the expectations and requirements of each party meet and whether there is a volunteering opportunity at the School.
- 12.4 Any volunteering placement may be offered subject to the following checks, if relevant:
  - an enhanced DBS certificate;
  - if the volunteer will be undertaking a regulated activity, a barred list check;
  - evidence of their entitlement to work in the UK, where relevant;
  - if the successful candidate will be undertaking a regulated activity and has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
  - a declaration that they are not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006"
  - depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement; and

- references may also be required.

12.5 Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

12.6 Volunteers will be provided with training on the following matters once the volunteering placement commences by the DSL or DDSL:

- Child Protection Policy and safeguarding obligations
- Policy for induction of new staff, governors and volunteers in child protection
- Staff Code of Conduct
- Health and Safety
- Confidentiality obligations
- Supervision
- Data Protection

### **13. Supply Staff**

The School only employs agency staff who have enhanced DBS (and an unbroken service record of less than 3 months), barred list and prohibition checks.

Agencies who supply staff to the School must complete the same checks for their employees as the School completes for its own staff and volunteers. The School must obtain written confirmation from the agency that these checks have been carried out and details of the DBS enhanced certificate before agency or third-party staff start work on the School site.

The School will conduct identity checks on agency staff on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the appropriate level of DBS check for such staff. Along with photographic identification (passport, driving license). Agency staff must wear identity badges at all times they are in School.

The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work in the UK, barred list, prohibition, qualifications, overseas checks plus, those checks set out in KCSIE as ‘pre-employment’ checks. The Single Central Register will show that these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

### **14. Work Experience Students and Long-Term Training Placements**

It is not necessary to obtain a DBS enhanced disclosure for secondary pupils undertaking voluntary work or work experience in schools. However, we ensure that visitors sign in and out, and are escorted while on the premises by a member of staff. The student should present photographic ID (passport or school ID badge) on arrival.

On their first day in School, students who are required to work with children as a necessary part of a training course, e.g. student teachers, nursery nurses etc., must provide photographic identification (passport or driving license) and their original DBS certificate to the Bursar, who will complete a supply/student check form and update the Single Central Register accordingly.

Students will be provided with training on the following matters once the placement commences by the DSL or DDSL:

- Child Protection Policy and safeguarding obligations
- Policy for induction of new staff, governors and volunteers in child protection
- Staff Behaviour Policy

## **15. Specialist External Instructors**

St Christopher's School requires all external specialists or instructors who come into School and have unsupervised or regular contact with children to have an enhanced DBS disclosure with barred list check. They must show the Bursar their enhanced DBS disclosure before commencing at St Christopher's and show proof of photo identification (passport or driving license). Where an external instructor (such as an After School Club coach) visits on a regular basis, their employer must complete the form provided by the school stating that all the appropriate checks have been carried and when this was done. The instructor must also complete a self-declaration in respect of the Childcare Disqualification Regulations and have on-site safeguarding training with the DDSL. The Bursar will update the Single Central Register accordingly.

## **16. Visiting Speakers**

St Christopher's ('the School') often invites speakers from the wider community to give talks to enrich our pupils' experience. The School recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the School and pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

The purpose of this Policy is to set out the School's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers.

This policy should be read in conjunction with the School's Safeguarding Policy.

### **Overview**

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The School's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the School and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

### **School Protocol**

All requests for outside speakers must firstly be discussed with the Headteacher.

The School will undertake a visitor's risk assessment before agreeing to a Visiting Speaker attending the School. This will take into account any vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant. The School may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The School will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

The School may obtain an outline of what the speaker intends to cover in advance of the Visiting Speaker's visit. In some cases, the School may also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School.

A member of school staff will be present during the visit/talk, who will monitor what is being said to ensure that it aligns with the values and ethos of the school and British values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the Headteacher as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a School employee whilst on School site. At no point will a Visiting Speaker be left unsupervised on School site whilst pupils are present.

On arrival at the School, Visiting Speakers will be required to show an original current identification document including a photograph such as a passport or photo card driving licence and will be asked to sign into the visitor's electronic system. The Visiting Speaker will be issued with a visitors' badge which they must wear at all times whilst on the school site. Visiting Speakers will also be briefed on the School's Safeguarding Policy and should confirm to the School that they have the appropriate DBS check (unless the Visiting Speaker's employers have already confirmed that their staff have had the appropriate checks).

The School will keep a formal register of visiting speakers, which will include their contact details and information on the subject matter of their presentations. The School may also process details of the Visiting Speaker's health where necessary in order to protect their health and safety. Any information gathered will be kept in accordance with the School's Data Protection Policy and the Staff Privacy Notice.

## **17. Contractors**

Where possible, the school avoids having contractors working on the premises whilst pupils are on site. In the event of an emergency call-out, any contractors working on site will under no circumstance be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

## **18. Induction and Child Protection Training**

18.1 Prior to starting work staff must read the documents listed below and sign to confirm that they have read them:

- Staff Code of Conduct Policy
- Health and Safety Policy
- e-Safety Policy
- Mobile Phone Acceptable Use Policy
- Safeguarding & Child Protection Policy
- Keeping Children Safe in Education
- Low Level Concerns Policy
- Behaviour Policy
- Whistleblowing Policy

18.2 All staff who are new to the School will receive child protection induction training that includes:

- The name of the School's Designated Safeguarding Lead (DSL) and deputy DSLs
- The School's Safeguarding & Child Protection Policy
- The School's Staff Code of Conduct
- Latest training in Keeping Children Safe in Education
- Safeguarding induction with the DSL or deputy DSLs

Induction will also include training in what to do if a child is missing from school, especially on repeat occasions. This will refer to the School's 'Lost or Missing Children Procedures'. The DSL keeps a list of when each employee receives Child Protection training.

18.3 Regular instructors such as After School Club coaches must provide evidence of current safeguarding training. They will also receive the school's child protection induction training prior to starting and be asked to sign the School's external coaches code of conduct

## 19. Retention of records

- 19.1 If a successful candidate accepts an offer of employment, all information (including the application form) will form part of their personnel file.
- 19.2 All documents relating to unsuccessful applicants are securely retained for six months. After six months, all documents will be confidentially destroyed (i.e., shredded). The six-month retention period is in accordance with the Data Protection Act and will allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.
- 19.3 All information retained on employees is kept centrally in the Headteacher's office in a locked and secure cabinet.
- 19.4 The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

## 20. Monitoring procedures and maintaining a safeguarding culture

- 20.1 The School is committed to monitoring all recruitment procedures to ensure that the best possible procedures are in place. This will be undertaken through formal audits of job vacancies and a termly review of the Single Central Register, the results of which will be presented to the governing body.
- 20.2 The School will ensure that all employees have safeguarding knowledge on an on-going basis. All staff will receive regular child protection refresher training.
- 20.3 All staff will be kept updated on new developments in safeguarding as soon as it is practical to do so.
- 20.4 All staff will be made aware of the identity of a new DSL or Deputy DSL should any changes take place.
- 20.5 All staff will be made aware that if, at any point, there is a risk of immediate serious harm to a child, a referral should be made to children's social care immediately, the Surrey Children's Single Point of Access (C-SPA) (Single Point Access 0300 470 9100).

\* All staff will be made aware that anybody can make a referral. \*

*\*Keeping Children Safe in Education (Part 1)*

## Reviewed by the Governing Body

Signed *D Roberts* September 2023  
Mr D Roberts  
Chair of Governors

Signed *B Grehan* September 2023  
Mrs B Grehan  
Headteacher

Review date September 2023  
Last reviewed September 2022  
Next review date September 2024

