



ST. LAWRENCE PRIMARY SCHOOL

Safer Recruitment Policy

Statement of Intent

St Lawrence Primary School including the Extended Services Provision, is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

In this context it is vital that the School applies recruitment and selection procedures that identify people who are unsuited to work with children.

The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of children for any length of time and, at the discretion of the Headteacher, those who regularly come into contact with children in a supporting or voluntary capacity.

St Lawrence Primary School's Safer Recruitment Policy supports the statutory requirements outlined by the Department for Education, (DfE), Local Authority, (LA) guidance, Working Together to Safeguard Children, Department for Education, (DfE), 2018, Keeping Children Safe in Education, (DfE) September, 2018.

Aims

Attract the best possible applicants to vacancies.

To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.

To seek to secure an ongoing safe and secure environment for children by ensuring all Staff are suitably trained in recognising and responding to signs of abuse.

Recruitment Procedures

In order to ensure safer recruitment St Lawrence Primary School will:

Appoint a panel, minimum of two persons, preferably one Governor in addition to the Headteacher, ensuring one of whom must have undertaken safer recruitment training

Panel to design/agree job description and personnel specification/ (ensure that the job description and personnel specification make reference to the responsibility for safeguarding and promoting the welfare of children and young people.)

Choose selection criteria and methods of assessment (interview, role play, in tray exercise, observation etc)

Advertise the post, against checklist:

always including a statement about safeguarding responsibilities; the organisation's commitment to safeguarding and promoting the welfare of children - ensuring these are stated in the job description and person specification.

Prepare packs ready to be sent to applicants, against checklist:

- Job Description
- Personnel Specification

- Selection Criteria
- Post Title/Grade
- Salary Grade- FTE
- Hours per week
- Type of contract
- Closing Date
- Contact details of the school
- Welcome Letter

Shortlist candidates against specification for post.

Design interview questions matched to the specifications

Read application forms, check information from applicants, take up and satisfactorily resolve any discrepancies or anomalies.

Send letters to applicants inviting to interview and ask them to bring originals of qualification documents.

Request written references; professional and character that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns. One of which must be the last place of work with children. (Telephone references acceptable if no written one available **only** at the shortlisting stage - a written follow up will be required.) Applicants can exercise the right to tick the box seeking their permission before seeking references. In the event of applicants being shortlisted and invited to interview they will be informed that written references will be sought.

Scrutinise references for verifiable information, whether applicant has any disciplinary sanctions or allegations which relate to the safety and well-being of children.

Conduct the chosen assessment methods, including a face to face panel interview (minimum of two persons, preferably one Governor in addition to the Headteacher, ensuring one of whom must have undertaken safer recruitment training) to explore the candidate's suitability to work with children as well as his/her suitability for the post.

Check gaps/issues on the application form with the candidate/discuss criminal conviction history with candidate if applicable/probe candidate's attitude and motives towards safeguarding children and young people.

Verify the successful candidate's identity

Verify, where necessary, that the successful applicant has all the academic or vocational qualifications/professional registration claimed

Check his/her previous employment history and experience

Verify that s/he has the health and physical capacity for the job

Request and complete a DBS disclosure application and receive satisfactory clearance

Conduct the mandatory check list of List 99

Make a conditional offer of the post to the individual, subject to satisfactory written references (sought prior to interview) and DBS clearance

A conditional offer is subject to satisfactorily completing a probationary/induction period.

Teacher Appointments are subject to a satisfactory check on the Teachers' Services System Database – (Teacher Prohibition, sanctions and restrictions)

Record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

DBS Verification Checks:

New staff

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Existing staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is. We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or

- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Volunteers

We will:

- Ensure that the School Agreement for volunteers is signed and understood (see Appendix 1)
- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity *or who volunteer regularly in school – defined as more than three times per month*
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Governors

All governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Induction

All personnel who are new to the school will receive Induction Training that will include the School's Safeguarding, other relevant policies and Safer Working Practices prior to, or on the first Induction/working day.

Ratified by the Governing Body:

Signed:
Chair of Governors

Date: 06/02/2019



ST LAWRENCE CHURCH OF ENGLAND PRIMARY SCHOOL

School Agreement

General support, Sports Coaches, PTA & Governors

2018/2019

St. Lawrence Primary School

Manor Lane

Wymington

Northants

NN10 9LL

Tel: 01933 353530

Fax: 01933 316950

Email admin@st-lawrenceschool.co.uk

ST. LAWRENCE PRIMARY SCHOOL

Vision-

'Our School is committed to providing education of the highest quality within a happy, secure and Christian environment.'

Ethos-

'The school has a Christian Foundation and we welcome families of all faiths and none, recognising and celebrating the heritage that all families bring to our school.'

Values-

'We recognise the love of God working in this world and that we should respond to this in the way we live. We learn our values from Christ and presently want to highlight forgiveness and the rebuilding of good and just relationships, humility and honesty and the value of listening.'

To achieve this we encourage all members of our school community to work together in a consistent and professional way and keep pupils' best interests at the heart of everything we do. Consistency of approach and common goals are essential to ensure the highest standards and to gain and maintain the support of our parents and the wider community.

Sarah Bush

Headteacher

INTRODUCTION

We are very grateful for, and value, all the voluntary help which takes place in our school. This makes an invaluable contribution to life of our school. We also hope that this will be a positive, enjoyable and fulfilling experience for all our volunteers. As a Church school our underlying ethos is showing respect for all members of the school community, irrespective of race, religion, colour, gender, social class or age. We welcome support from those with a wide range of skills, and value any time that people offer. We aim to make the experience as positive as possible. The school will decide where to place volunteers to suit the needs of the school. For some parent volunteers this may not be in their child/children's classes, and this will be at the discretion of the Class Teacher or Head Teacher.

It is important that all parties agree to certain guidelines which are set out as follows:

School Staff will:

- Respect all volunteers reflecting the values of our church school
- Ensure that volunteers are given any necessary information about the school environment
- Ensure that volunteers are given whatever support is necessary, and within reason, in order to carry out their voluntary task
- Ensure that all volunteers are issued with this agreement and Safeguarding Information.

The Volunteer will:

- Ensure that the Head Teacher or School Secretary, (Mrs Bush and/or Mrs Howells) are aware of their presence in the school and purpose of their role by signing into the visitor book
- Respect Health and Safety requirements
- Complete a risk assessment if requested by the Head Teacher
- Model the values and expectations which the school promotes
- Speak respectfully to children
- Ensure the normal running of the school is not interrupted
- Respect the welfare and the confidentiality of all children, their families, and staff in school. This involves not reporting out of school any comments about children/staff to parents/adults/children and not making any reference to activities/ children and or staff in school on social networking sites e.g. Facebook as by doing this, volunteers would compromise individuals' well-being
- Reporting to the Head Teacher any issues of a safeguarding nature e.g adults on school premises without a purpose and therefore not wearing a school lanyard
- Be expected to undergo a DBS check if volunteering on a regular basis, e.g once a week or for the duration of a week or more
- Sign in and collect a visitor lanyard at the school office on arrival and sign out on departure
- Sign the school volunteer agreement
- Switch off mobile phones and store in appropriate lockers or school office, where they will be securely locked.

The Pupils will:

- Be expected to treat volunteers with respect

The Head Teacher will:

- Be informed of all volunteers in the school
- Ensure regular volunteers are DBS checked
- Ensure that the Single Central Record is updated with volunteer's details
- Ensure that this agreement is signed

ST. LAWRENCE - OUR AIMS AND PURPOSES

HIGH EXPECTATIONS

- Treating pupils with respect
- Recognising the potential of all pupils
- Encouraging persistence and determination
- Developing self-esteem and autonomy in pupils through trust, tolerance and the encouragement of self discipline and independence
- Ensuring all our pupils experience success
- Planning and teaching to the highest possible standards ensuring our classrooms are conducive to learning
- Being excellent role models- positive, caring, polite, kind and helpful
- Continuing staff professional development.

PUPIL BEHAVIOUR AND INVOLVEMENT

- Establishing explicit, common and positive expectations which will enable each child to grow and develop
- Providing warm, tolerant and professional relationships
- Celebrating positive behaviour
- Using appropriate interventions to maintain acceptable patterns of behaviour
- Treating each child equally and working to develop self-esteem and self confidence

SECURITY

- The front door has a security code.
- Please shut all gates after use.
- Inform Mrs Bush or Mrs Howells of any suspicious people or incidents.

Volunteers and CHILD PROTECTION & SAFEGUARDING

Child abuse includes physical abuse, neglect, emotional abuse or indifference, and sexual abuse. Any of these can result in injury or harm to the child. The child may be any age and from any social group. It may be a single incident or occur over several months or years.

Indications of abuse are: bruises, lacerations or burns. These may be apparent particularly when children change for P.E. These may just be signs that give rise to asking further questions and are not in themselves proof that abuse has occurred. We need to be sensitive to any inconsistencies in the explanations given for injuries. Signs of neglect, such

as poor growth, hunger, inadequate clothing, being alone without adequate supervision; emotional abuse such as excessive dependence, withdrawal, attention seeking; physical signs or marked changes in a child's behaviour pattern. All school staff undergo Safeguarding training every two years. Volunteers who have a concern based on something they see, overhear or are told, should speak to a member of staff immediately who may direct the volunteer to speak to the designated safeguarding lead, other senior member of staff or head teacher

DEALING WITH CHILD ABUSE

It is part of the duty of care as members of staff to be alert to signs of abuse. For many abused children school is a place of safety, and staff may be the only people a child feels able to trust.

Children may volunteer information about abuse directly or indirectly. Be ready to listen and avoid any leading questions. Children rarely make up stories about being abused and are more likely to deny its occurrence.

Signed.....Class Teacher

Signed.....H/T/ Snr Tch

Signed.....Volunteer

Dated.....