



CHEETWOOD COMMUNITY PRIMARY SCHOOL

SAFER RECRUITMENT POLICY

Approved by the Governing Body

Signed
Chair of Governors
06/10/2021

To be reviewed Autumn Term 2022 or following an update to statutory guidance, whichever is sooner.

Judged to be GOOD by Ofsted in March 2018.

*"This is a highly inclusive school, where everyone feels safe, respected and valued.
Pupils enjoy school and are very keen to learn".*

Mrs Barbara Oxton, headteacher, has ultimate responsibility for safeguarding and is the school's designated safeguarding lead.

In her absence, Miss Tina Batkin, deputy headteacher, is the authorised member of staff for safeguarding.

KEY SCHOOL STAFF & ROLES

Name	Role	Location
Barbara Oxton	Headteacher Designated Safeguarding Lead Health and Safety	Cheetwood Primary School
Tina Batkin	Deputy Headteacher Designated Safeguarding Lead SENCo Early Help Co-ordinator	Cheetwood Primary School
Rachel Fisher	Head of Pastoral Care Designated Safeguarding Lead Early Help Practitioner	Cheetwood Primary School
Karen Gregory	Office Manager Designated Safeguarding Lead Administrator of the Single Central Record Early Help Practitioner	Cheetwood Primary School

Named governor for Safeguarding and Prevent	Contact details
Philip Woolley (Chair of Governors)	governorpw@cheetwood.manchester.sch.uk

If there is a concern about child welfare or safeguarding, the procedure is that the member of staff initially reports the incident/concern to a designated safeguarding lead, who in consultation with the other safeguarding leads in the school, will decide on the next course of action.

All concerns and resulting actions are recorded on the electronic CPOMS system.

Designated safeguarding leads, senior leaders and office staff have details of essential contacts, but for quick reference the following numbers may be of use:

Children's Services Advice & Guidance Helpline/Referrals: **0161 234 5001** (open 24 hours a day, seven days a week)

Multi-Agency Safeguarding Hub (MASH) Helpline: **0161 219 2895**,

Early Help Hubs: North **0161 234 1973**, Central **0161 234 1975**, South **0161 234 1977**

National Society for the Prevention of Cruelty to Children (NSPCC): **0808 800 5000**

Manchester Local Authority (LA) Safeguarding in Education Team: **0161 245 7171**

When dealing with allegations made against members of staff, students and volunteers (including contractors working on site) harming a child, the school follows the government guidance 'Keeping Children Safe in Education' September 2021 and will contact the Manchester LA Designated Officer (formerly LADO) on **0161 234 1214** or make a referral to qualityassurance@manchester.gov.uk

All allegations made will be dealt with quickly and fairly and in a way that provides effective protection for the child whilst at the same time providing support for the person against whom the allegation is made.

Whistleblowing

Cheetwood Primary School is committed to the highest possible standards of openness, probity and accountability and will not tolerate malpractice or wrong doing. The school is therefore committed to a whistleblowing policy which seeks to protect individuals who make certain disclosures in the public interest with regard to any instance of malpractice or wrong doing.

In line with the school's published whistleblowing policy, employees should raise their concerns with their immediate line manager if possible. However, the most appropriate person to contact to report a concern will depend on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice.

Where the individual believes that their line manager is involved in the matter of concern, they should then contact the headteacher, or the chair of governors (if the concern raised is related to the headteacher).

NSPCC Whistleblowing Helpline: **0800 028 0285**

KEEPING CHILDREN SAFE IN EDUCATION, PART 3 SAFER RECRUITMENT

We will adhere to the advice regarding all aspects of safer recruitment, including pre-employment checks and DBS checks as detailed in KCSiE Part 3 and the DfE definitions of regulated activity.

This safer recruitment policy will be reviewed annually unless an incident, or new legislation, or guidance, suggests the need for an interim review.

Review date	Changes made	By whom
October 2016	Policy created	Barbara Oxtan, headteacher/DSL
March 2017	Policy reviewed	Barbara Oxtan, headteacher/DSL
March 2018	Policy reviewed	Barbara Oxtan, headteacher/DSL
March 2019	Policy reviewed	Barbara Oxtan, headteacher/DSL
March 2020	Policy reviewed	Barbara Oxtan, headteacher/DSL
October 2021	Policy reviewed	Barbara Oxtan, headteacher/DSL

Ratification by Governing Body

Academic year	Date of ratification	Chair of Governors
2016-2017	05 October 2016	Philip Woolley
2016-2017	15 March 2017	Philip Woolley
2017-2018	14 March 2018	Philip Woolley
2019-2020	13 March 2019	Philip Woolley
2020-2021	11 March 2020	Philip Woolley
2021-2022	06 October 2021	Philip Woolley

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INTRODUCTION

- 1.1 This policy has been developed to embed safer recruitment practices and procedures throughout Cheetwood Community Primary School and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children in our care. This policy applies to employees, supply staff, contractors, volunteers and visitors.
- 1.2 This policy complies with guidance outlined in DfE Keeping Children Safe in Education 2021 (KCSiE) and recruitment guidance issued by Manchester LA. It has been ratified by the Governing Body on 06 October 2021 and will be reviewed on an annual basis, unless an incident, or new legislation, or guidance suggests the need for an interim review.
- 1.3 We know that safer recruitment processes alone are not enough to safeguard children. We will apply the learning from research and serious case reviews to help us create and maintain a culture within our school that will help deter, prevent, and detect inappropriate or abusive behaviour. Important elements of a safe culture include:
 - an 'open and no secrets' culture where adults and children feel safe and supported to raise concerns and trust that they will be taken seriously and acted upon appropriately
 - belief that it 'could happen here'
 - setting acceptable standards of behaviour and guidance for safer working practices
 - setting clear procedures for reporting concerns and whistleblowing
 - a strong commitment to safeguarding children and an ongoing culture of vigilance
 - policies and procedures are put in to practice and are effective
 - induction, regular training and probationary periods.
- 1.4 This policy reinforces the conduct outlined in the Safer Recruitment Consortium, 'Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings', May 2019 as well as the school's Whistle Blowing policy. All staff and volunteers are expected to be familiar with this guidance and all successful candidates for paid or volunteer employment will be made aware of these documents as part of their induction. We also expect all staff and volunteers to discuss with the Headteacher any relationship or association, either in school, out of school or online, that may have implications for the safeguarding of children in school.
- 1.5 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:
 - attracting the best possible candidates or volunteers to vacancies
 - deterring prospective candidates or volunteers who are unsuitable from applying for vacancies
 - identifying and rejecting those candidates or volunteers who are unsuitable to work with children and young people.
- 1.6 Cheetwood Community Primary School is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.
- 1.7 As an employer we are under a legal duty to refer any allegation of abuse against a member of staff or volunteer to the LA Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:
 - behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against or related to a child
 - behaved or may have behaved in a way that indicates they may not be suitable to work with children
- 1.8 As an employer we are under a legal duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process. We will adhere to the guidance set out in KCSiE, 2021, Part 4 'Allegations Made Against/Concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors', including where a member of staff leaves or is dismissed.
- 1.9 The Headteacher will undertake new checks if a concern arises about an existing member of staff or volunteer's suitability to work with children. New checks will also be undertaken if someone moves from a post that was not considered regulated activity into a position that is regulated activity

2 ROLES AND RESPONSIBILITIES

2.1 The Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with DfE guidance and legal requirements
- monitor the school's compliance with them, such as regular quality assurance of the single central record by the Safeguarding Governor, ensuring completion of safer recruitment checklists for each new appointment, ensuring that at least one member of each recruitment panel has completed Safer Recruitment training and that those responsible for the management and oversight of the single central record have completed relevant training.

2.2 The Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of children at every stage of this process.

3 INVITING APPLICATIONS

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement:

Cheetwood Community Primary School is fully committed to safeguarding and promoting the welfare of all children and young people. We expect everyone working in our school to share our commitment. This is implicit in all our organisation policies and practice. This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to appropriate vetting procedures, as outlined in Part 3 of DfE, Keeping Children Safe in Education 2021, including satisfactory enhanced DBS checks, satisfactory references and right to work checks.

3.2 Ministry of Justice and DBS policy & guidance requires employers to explain the effect of the exceptions to the Rehabilitation of Offenders Act and 'protected offences' to applicants. Applicants should also have an opportunity to seek legal advice prior to completing their self disclosure. Applicants will be signposted to impartial advice from Nacro and / or Unlock. Only shortlisted applicants should be asked to provide any information about unspent and unprotected criminal records. Therefore, rather than a disclosure section on application forms (where they can be seen by shortlisters or others), the following statement will be included on all application forms:

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

3.3 All applicants will receive a pack containing the following when applying for a post:

- a statement of the school's commitment to ensuring the safety and well-being of the pupils
- job description and person specification, this will include reference to the responsibility for and qualities required to safeguard and promote the welfare of all children
- the school's Safeguarding Policy
- the school's Safer Recruitment Policy
- the selection procedure for the post
- equal opportunities monitoring form
- an application form that states information about the amendments to the Exceptions Order 1975 as outlined above in para 3.2 and that requests the following information:
 - o personal details
 - o full education, training and employment history
 - o explanation of any gaps
 - o appropriate referees (including current or most recent employer)
 - o personal statement
 - o signed and dated declaration

- 3.4 Prospective applicants must complete, in full, and return a signed application form; incomplete application forms will not be accepted and must be returned to the applicant where the deadline for completed forms has not passed.
- 3.5 Candidates submitting an application form completed on-line will be asked to sign the declaration on their application form if called for interview. This declaration will ask candidates to confirm the following:
- that the information submitted on their application form is complete and accurate
 - that they understand any offer of employment is subject to satisfactory references and vetting checks including a satisfactory Enhanced DBS certificate and check of the Barred list
 - a satisfactory medical report, if appropriate
- 3.6 A curriculum vitae cannot be accepted in place of a completed application form.

4 IDENTIFICATION OF THE RECRUITMENT PANEL

- 4.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in 'Safer Recruitment' that covers as a minimum, the requirements set out in DfE KCSiE 2021. In light of the pace of change in statutory guidance, namely DfE KCSiE, it is good practice and strongly recommended by Manchester City Council that Safer Recruitment training is refreshed every three years.
- 4.2 If there are other members of the panel who have not yet completed safer recruitment training, it will be the responsibility of the trained panel member to brief the panel on the principles and requirements of safer recruitment practice prior to the process commencing.
- 4.3 Effective and safe recruitment can be a lengthy process, sufficient time and resource will be allocated to ensure safer recruitment practice is fully implemented.

5 SHORT LISTING AND REFERENCES

- 5.1 At least two members of the recruitment panel will carry out the short-listing process. Candidates will be short listed against the person specification for the post. Applications will be scrutinised and any discrepancies, anomalies and or gaps in employment will be noted and explored if the candidate is shortlisted.
- 5.2 We will ensure that two written satisfactory references are obtained, one of which must be from the applicant's current or most recent employer. References will be requested at the short-listing stage and where possible obtained prior to interview. This would allow any concerns they raise to be explored further with the referee and taken up with the candidate at interview. Conditional offers will only be made to the preferred candidate after two satisfactory references have been obtained. Detailed written records will be kept of any verbal exchanges about the content of the reference with either the candidate and/or the referee.
- 5.3 Open references will not be accepted. References will be sought directly from the referee and from a senior person who is able to provide information specifically relating to disciplinary matters and suitability to work with children and who has the appropriate authority to provide a professional reference on behalf of the organisation. Where this is not the case for the named referee, a senior person within the organisation will be contacted directly to confirm the content of the reference and asked to provide any additional information specifically relating to disciplinary matters and suitability to work with children.
- 5.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 5.5 Electronic references will be verified for authenticity, this may include:
- checking referee contact details against those listed on the organisation's website
 - only accepting professional email addresses
 - telephone contact
 - checking Companies House.
- 5.6 Referees will be sent a reference request and asked specific questions about the following:
- the candidate's suitability to work with children and young people
 - any disciplinary warnings, including current and live and or time-expired warnings, relating to the safeguarding of children and young people
 - the candidate's suitability for the post.

- 5.7 Reference requests will include the following:
- applicant's current position and salary
 - attendance record (In accordance with the Equality Act 2010, referees will only be asked for information relating to absence or sickness record after the preferred candidate has been selected unless the post has an exception)
 - disciplinary record.
- 5.8 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

6 INVITATION TO INTERVIEW

- 6.1 Candidates called to interview will receive:
- a letter confirming the interview and details of the selection techniques
 - a request to complete and return an enclosed self declaration form
 - a request to bring the required proof of identification, including photo ID, that will be needed for an ID check as part of the DBS application process should they be offered the post
 - a request to bring original certificates of any qualifications required for the post
 - details of the interview day including details of the panel members
 - further copy of the person specification
 - details of any tasks to be undertaken as part of the interview process
 - the opportunity to ask any questions and or seek clarification about the selection process prior to the interview

7 CRIMINAL BACKGROUND AND SELF DISCLOSURES

- 7.1 As an addition to DBS certificates, self-disclosure can play a vital role in the selection process as it gives candidates an opportunity to share relevant information at an early stage, which can then be discussed at interview and/or considered before the DBS certificate comes back. A clear statement that self-disclosure will be required as part of the recruitment process may also deter unsuitable people from applying for the post. It is important to be aware that it is discriminatory to use any self-disclosed information for short-listing. In November 2020, the ICO made clear that under GDPR and the Data Protection Act 2018, it is for employers to determine when best to ask for a criminal self disclosure but that asking all applicants to disclose as part of the application process could be seen as too broad and therefore a breach of data processing principles including minimisation. Any information disclosed will not be used to rule someone out of the running for a post. Fair assessment criteria should always be applied.
- 7.2 As it is only too possible to lie in a self-disclosure, a DBS certificate will still be sought. The two disclosures can then be compared against each other to highlight any issues.
- 7.3 Only shortlisted applicants will be asked to provide any information about unspent unprotected criminal records. There are a number of reasons for this policy:
- It ensures applicants are aware that the prospective employer is entitled to the information and gives them an opportunity to flag up information in a confidential way.
 - It is part of the process of deterring unsuitable candidates and it shows that safer recruitment is taken seriously
 - Having a signed statement that the information given in the self disclosure is complete and accurate means that if the DBS certificate reveals that the successful candidate has deliberately lied about their criminal background, it is easier for the employer, the police and/or the regulatory agency to take action against the person.
- 7.4 Disclosed information can then be considered against the ROA 1974 and amendment order in 2020; information regarding unspent cautions and convictions plus any offences that would not be filtered can then be discussed with the candidate (at interview or in a separate suitability meeting) as part of assessing whether the information is relevant to suitability to work with children.
- 7.5 Even if someone makes a self-disclosure, a DBS certificate will still be obtained. The candidate will be required to produce the original DBS certificate so that any information it contains can be viewed, considered and compared with the self disclosure information.

- 7.6 In cases where 'unprotected' information about criminal history is disclosed on the DBS certificate and or as part of the self-disclosure, a written risk assessment will be completed to inform the decision whether to withdraw a conditional offer or to appoint. As part of this process, consideration will be given to the following factors:
- Nature, seriousness and relevance
 - How long ago it occurred
 - If it was a one-off or part of a history
 - Circumstances of it being committed
 - Change of personal circumstances of the applicant
 - Country of conviction
 - Decriminalisation
- Evidence of all checks will be documented and retained in the personnel file.

8 THE SELECTION PROCESS

- 8.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require a planned and formal interview of short-listed candidates. To allow the best opportunity to assess a candidate's suitability for the role, a range of selection tools may be used in addition to an interview. This may include:
- lesson observations
 - opportunities to assess the candidate's interaction with staff and children
 - presentations
 - role play
 - group exercises
 - written exercises
 - aptitude/ability tests
 - personality questionnaires.
- 8.2 Interviews will always be face-to-face or in exceptional circumstances, conducted via the use of technology e.g. Skype, Zoom, Microsoft Teams. Interviews will include value-based and probing questions to inform the panel's assessment of the candidate's suitability to safeguard and promote the welfare of all children. Value based interviewing helps to assess the values, motives and attitudes of applicants. It focuses on how and why decisions are made and helps to explore reasons for their behaviour. All questions will be pre-planned by the panel and designed to invite evidence-based responses rather than theoretical responses.
- 8.3 Written notes will be taken by the panel to record the questions asked and responses given by candidates.
- 8.4 Candidates will be required to:
- explain any gaps in employment
 - explain satisfactorily any anomalies or discrepancies in the information available to the panel
 - declare and explain any information that is likely to appear on the DBS disclosure
 - demonstrate their ability to safeguard and protect the welfare of children and young people.

9 EMPLOYMENT CHECKS

- 9.1 Pre-employment vetting checks are a vital part of safer recruitment practice. An offer of appointment will be conditional and subject to satisfactory checks required for the role as set out in DfE KCSiE 2021; where applicable to the role and or candidate, checks include:
- proof of identity
 - enhanced DBS check
 - children's barred list check
 - proof of professional status
 - proof of qualifications (original certificates)
 - mental and physical fitness (completion of a confidential health questionnaire)
 - proof of eligibility to live and work in the UK
 - checks on people who have lived or worked overseas, including overseas criminal record checks, references and for teaching positions, obtain a letter of professional standing from the professional regulating body for overseas
 - teacher's sanctions and prohibitions checks
 - section 128 check

- disqualification from childcare self-declaration
 - satisfactory references.
- 9.2 An enhanced DBS certificate which includes barred list information, will be required for most appointments. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:
- will be responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
 - will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
 - engage in intimate or personal care or overnight activity, even if this happens only once.
- 9.3 A 'safer recruitment checklist' will be used throughout the process to record the progress of checks. As part of the quality assurance process, the Headteacher will counter-sign the checklist upon completion and prior to employment commencing.
- 9.4 Although it is strongly recommended that employment only commences once all checks have been completed satisfactorily, KCSiE 2021 does allow for exceptional circumstances to account for potential delays by the Disclosure and Barring Service (not for school internal processes, as this would be a reflection of a poor safer recruitment culture).
Where Cheetwood Primary School makes the policy decision to commence employment prior to the DBS certificate being available, the following actions will be undertaken:
- completion of all other checks including a separate barred list check
 - completion of a written risk assessment
 - appropriate supervision arrangements in place
 - signed agreement by the Headteacher.
- 9.5 As highlighted in para 7.6, in cases where 'unprotected' information about criminal history is disclosed on the DBS certificate and/or as part of the self-disclosure, a risk assessment will be completed to inform the decision whether to withdraw a conditional offer or to appoint.

10 RECORDS & INFORMATION SHARING

- 10.1 Interview notes will be retained for a period of 6 months after the interview and then destroyed, unless a complaint has been lodged about the recruitment process. In this case, notes will be retained as long as is necessary in order to fully investigate and resolve.
- 10.2 Notes of the interview with the successful candidate will be placed in the personnel file and stored for the duration of the employment and afterwards in accordance with the school's retention policy
- 10.3 With the exception of the DBS certificate, copies of documents used to verify the successful candidate's identity, evidence of their right to work in the UK and required qualifications will be retained in their personnel file.
- 10.4 We will not retain copies of DBS certificates for more than 6 months.
- 10.5 Evidence of all checks will be recorded in our Single Central Record.
- 10.6 We maintain a Single Central Record in electronic form in accordance with KCSiE 2021 with the following minimum information:-
- Identity check
 - Barred list check
 - An enhanced DBS check
 - A prohibition from teaching check
 - Further checks on persons who have lived or worked outside the UK
 - Professional qualification checks
 - A check to establish the person's right to work in the UK
 - A section 128 check
 - For agency or third party staff, whether written confirmation has been received that the employment business supplying the member of supply staff has carried out relevant checks and obtained the appropriate certification and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff.

11 TRAINEE AND STUDENT TEACHERS

- 11.1 Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out and will record evidence of those checks on the school's Single Central Record.

- 11.2. Where trainee teachers are fee-funded, we will obtain written confirmation from the initial teacher training provider that it has carried out all required checks and that the trainee has been judged by the provider to be suitable to work with children. We will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made. Confirmation of checks from the provider will be retained and will be recorded on the school's Single Central Record.

12 VOLUNTEERS

- 12.1 As set out in this policy, we will always apply safer recruitment principles and practice to volunteers working in our school. The level of checks undertaken for each volunteer will be informed by the level of supervision in place, the type and frequency of the activity undertaken and the outcome of a written risk assessment.
- 12.2 Where checks have not been undertaken, we will never leave a volunteer unsupervised or allow them to work in regulated activity.
- 12.3 To ensure full compliance with the law, we will only obtain an enhanced DBS certificate with barred list check information for volunteers who are in regulated activity.
- 12.4 Where a volunteer is not considered to be in regulated activity, we will complete a written risk assessment to inform our decision about which level of checks are required, which we will keep securely in our files. Examples of the types of checks that may be undertaken on volunteers who are not in regulated activity may include, proof of identity, enhanced DBS certificate, employment and training history and references. As part of our risk assessment process, we will consider:
- the nature of the work with children
 - what we know about the volunteer, including formal or informal information offered by staff, parents and other volunteers
 - motivation to volunteer
 - whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability
 - whether the role is eligible for an enhanced DBS check.
- 12.5 Confirmation of checks will be retained and will be recorded on the school's Single Central Record.

13 INDUCTION

- 13.1 As part of their induction training on day one, all staff, volunteers and visitors who are new to the school will receive information at the appropriate level on:
- the school's safeguarding policy and procedures
 - guidance on safe working practices and code of conduct
 - the school's behaviour policy
 - who the designated safeguarding leads are and their role
 - safeguarding responsibilities for children missing education
 - DfE KCSiE 2021 Part 1 or Annex A (depending upon the nature of the role).
- 13.2 All staff and regular volunteers will undergo a period of monitoring and where appropriate a probation period. This will include regular meetings with their induction tutor and line manager. Safeguarding training, online safety training and any other appropriate training will also be arranged and completed during the induction period.
- 13.3 Upon completion of the induction process, an induction checklist will be signed by both parties and a copy placed in their personnel file.
- 13.4 Regular volunteers and visiting professionals working with children will also be asked to sign a safeguarding agreement prior to any contact with children.

14 GOVERNORS

- 14.1 Governors would not normally engage in regulated activity and therefore an enhanced DBS check without barred list information will be the appropriate level of check. Where a governor is undertaking additional duties, for example, unsupervised and regular volunteer work with children, an enhanced DBS check with barred list information will be obtained. We will also confirm that governors are not prohibited from management by undertaking a section 128 check. Confirmation of checks will be retained and will be recorded on the school's Single Central Record.

15 AGENCY AND THIRD PARTY STAFF

- 15.1 We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks in line with DfE, KCSiE, 2021 have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.
- 15.2 For those undertaking regulated activity, we will also request written confirmation that the agency or organisation have safeguarding policies in place and annual safeguarding training appropriate to the role.
- 15.3 Manchester City Council apply safer recruitment practice and undertake vetting checks relevant to posts appointed to within Children's Services.
- 15.4 We will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made. Confirmation of checks from the agency will be retained and recorded on the school's Single Central Record and will include the date the DBS check was obtained by the agency.

16 CONTRACTORS

- 16.1 We will ensure that any contractor, or any employee of the contractor, including those who are self-employed, who is to work at Cheetwood Community Primary School has been subject to the appropriate level of DBS check as set out in the flowchart, in KCSiE 2021, Part 3. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.
- 16.2 Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity.
- 16.3 Where confirmation of checks has been obtained, we will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made.
- 16.4 Confirmation of checks will be retained and recorded on the school's Single Central Record.

17 VISITORS

- 17.1 All visitors will be asked to report to reception. Upon arrival, visitors will be asked who they are seeing and what the purpose of the visit is. Visitors will always be escorted and supervised.
- 17.2 We have adopted Manchester City Council procedures to ensure that there is no risk to children from visitors and we exercise diligence and prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils and staff. Such visitors will be sourced from reputable organisations and the contents of their presentation/address/speech will be pre-agreed.

18 ALTERNATIVE PROVISION

- 18.1 Where we have children accessing education with an alternative provision provider, we will always satisfy ourselves of the safeguarding arrangements in place. As part of our ongoing safeguarding responsibilities for all our children, we will obtain written confirmation from the alternative provider that safer recruitment checks have been carried out on individuals working at the establishment in accordance with their legal duties under KCSiE, 2021.

This Safer Recruitment Policy links to other relevant school policies and guidance as applicable

- Child protection and safeguarding policy and procedures
- Staff Code of Conduct
- Behaviour policy
- Attendance and Punctuality policy
- Children Missing Education policy
- SEND policy
- Whistleblowing policy
- Health and Safety policy
- ICT Acceptable Use policy
- Visitor and Volunteer Agreement

Other Useful Documents

The Safer Recruitment Consortium is a partnership between four organisations with the safety and wellbeing of children at their heart, DfE, NASS, NSPCC & CAPE.

Together they have developed the **Guidance for Safer Working Practice for Professionals Working in Education Settings, May 2019**

HM Government Information Sharing Guidance for Practitioners Providing Safeguarding Services, July 2018