

**SAFEGUARDING CHILDREN – SAFER RECRUITMENT
POLICY AND PROCEDURES**

Legal Status:

- Part 4 of the Education (Independent School Standards) (England) (Amendment) Regulations, with reference to the appointment of the Proprietor, all staff, external providers and volunteers inclusive of completion of the Single Central Record (otherwise referred to as the Centralised Register);
- The Equality Act 2010 along with further implementation and amendments as they occur.
- This policy is consistent with the requirements of *Working Together to Safeguard Children* (WTSC) (HM government: 2013.)
- This document has regard to *Keeping Children Safe in Education Statutory guidance for schools and colleges* (KCSIE) (DfE, 2016) and *Working Together to Safeguard Children* (WTSC) (HM Government, 2013), along with the Disclosure and Barring Service (DBS) Code of Conduct.
- The Children Act 1989 and 2004, Section 157/175, Education Act (2002)
- Teachers' Standards (Guidance for school leaders, school staff and governing bodies)
- The school complies with Section 3(2) and Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012

Applies to:

- Whole School including the Early Years Foundation Stage (EYFS) including all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), students on placement, the proprietor and volunteers working in the school.

Related Documents:

- Appendix A: Assessing suitability to work with children
- Appendix B: Example Safeguarding Questions
- Appendix C: Interview Planning and Assessment Pro-forma
- Appendix D: Recruitment of Ex-offenders
- Appendix E: Reference Request Form
- Appendix F: Safer Recruitment Manual
- Appendix G: Shortlisting Pro-forma
- All Safeguarding Policies and Procedures, Single Equalities Policy , Whistleblowing Policy
- Independent School Governor's Handbook 2012 (2nd Edition)

Availability

This policy is made available to parents and on the staff shared drive and on request a copy may be obtained from the School Office

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Proprietor undertakes a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.



Signed:

Mr R.J.S. Higgins, Headmaster and Proprietor

Date: October 2017

The Pointer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

The Pointer School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who shares this commitment. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy

The Pointer School fully recognises its responsibilities with regard to safer recruitment. We therefore comply with the detailed provisions concerning the safeguarding of children and safer recruitment in education. This includes the necessity for our Proprietor to ensure that The Pointer School operates a safe recruitment procedure that is compliant with the current *Independent School Standards Regulations*. The health, safety and welfare of all our children are of paramount importance to all the adults who work in The Pointer School. The Pointer School will apply this recruitment and selection procedure and the measures described herein will be applied to everyone who has sole care or comes into contact with children for any length of time. We recognise that a school in which child protection measures are not visible is likely to be perceived as a softer target by those likely to harm young people.

Aims

These are:

- to help deter, reject and identify people whether they are paid staff, volunteers or contractors, who might be unsuitable to work with children by having thorough recruitment procedures and pre-employment vetting for appointing all staff;
- to operate such procedures consistently and thoroughly whilst obtaining, collating, analysing and evaluating information from and about applicants and
- to seek to ensure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

Employment and Safer Recruitment

The Pointer School therefore follows the Government's recommendations for the safer recruitment and employment of staff that work with children. All members of the teaching and non-teaching staff at The Pointer School, including part-time staff, temporary and supply staff and volunteers are checked in accordance with the full requirements of the *Disclosure and Barring Service (DBS)* and the *Centralised record (Single Central Register)* before starting work. Contractors working regularly during term-time, such as contract catering staff are also vetted. Visiting staff, such as musicians and sports coaches will be checked on the barred list and required to show evidence of ID and current DBS clearance. We require the Chair of the interview panel to have completed and remained up to date with a safer recruitment training and assessment in the last 3 years.

Our safer recruitment practice includes those persons who may not have direct contact with young people but because of their presence will still be seen as safe and trustworthy e.g. volunteers, support staff. We understand that it is an offence under the Disclosure and Barring Service legislation to knowingly employ (or take on as a volunteer), in a DBS regulated activity, someone who is barred from such activity. We will do all we can to ensure that all those working with children in The Pointer School are suitable people. This involves scrutinising applicants, verifying their identity, checking their employment history and qualifications and obtaining independent professional and character references that answer specific questions to help assess their suitability to working with children. To ensure a consistent and thorough process of safe recruitment in order to ensure that those recruited are suitable we follow the DfE guidance concerning safeguarding children and safer recruitment in education.

It is our policy in employing staff or volunteers to work with children to adopt a consistent and thorough process of safe recruitment, in order to ensure that those recruited are suitable. We comply with the criteria set by the Local Safeguarding Children's Board (LSCB), which includes complying with relevant government guidance, examples of good practice guidance, and model policies and procedures where needed. Our safe recruitment practice also includes those persons who may not have direct contact with children, but because of their presence

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will still be seen as safe and trustworthy. The principles of safe recruitment are included in the terms of any contract drawn up between ourselves and the contractors or agencies that provide services for us. Compliance is monitored and sub-contracting by the provider is not permitted.

Retention and Security of Disclosure Information

Disclosure information and other confidential documents issued by the DBS are securely stored, with access only permitted to persons designated by the proprietor for this purpose. The school will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken. Such information is destroyed by suitably secure means such as shredding.

Advertising

Our adverts feature a safeguarding statement. Additionally we stress that the identity of the candidate, if successful, will need to be checked thoroughly. On all Advertising regarding employment, it will carry the following wording: 'The Pointer School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).'

The Pointer School will make an assessment of each post (and potential vacancies) that include details of the post's responsibilities, the degree of (un)supervised access to the children and the key skills required. The information The Pointer School provides to candidates explains that the post is exempt from the Rehabilitation of Offenders Act 1974. Plus, in line with the Disclosure and Barring Service (DBS) code of practice, it also explains the employer's policy on the employment of ex-offenders.

When reviewing applications we know it is important to record objective evidence about the extent to which each candidate meets the criteria. The Pointer School has at least two people involved in the process of scrutinising applications and shortlisting candidates. A shortlisting pro-forma is used to assist in extracting the relevant information about prospective candidates (See Appendix G). If the candidate makes a self-disclosure on the Application Form The Pointer School will compare the information to the DBS records if the candidate is appointed.

Safer Recruitment Procedures and checks for permanent staff members

At each stage of our recruitment process we are mindful of the need to protect and safeguard children and to ensure that their welfare is promoted at all times. There is a thorough and consistent process of obtaining, collating, analysing and evaluating information about applicants and in order to ensure safe recruitment, The Pointer School will ensure that through safer recruitment advertising and pre-interview information, it will be made clear the school's commitment to safeguarding and promoting the welfare of children. We will make available electronically a recruitment pack to all applicants including:

- safeguarding Children Child Protection Policy;
- school prospectus; (or refer applicants to the school website, which contains the same information)
- job description;
- person specification;
- recruitment process; shortlisting is taking place
- application form (revised in light of changes to the DBS) indicating that The Pointer School is a 'Safer Recruitment' employer and
- covering letter that stresses the need to complete an application form and stating that CVs will not be accepted as a **final** application but may be sent in addition.

If a candidate's application is considered to be fraudulent or contains false information, The Pointer School will report the matter without delay to the Secretary of State via the DfE and also the police as appropriate.

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Staff and volunteers joining the School on a permanent or temporary basis will be given a copy of this policy. We require all adults employed in school to complete the school application form which requests comprehensive dates of an applicant's training and employment history to enable The Pointer School to identify any gaps in training and employment to alert the interview panel. Any gaps will be recorded by the panel giving a satisfactory explanation for those gaps. The application form will ask candidates if they wish to declare anything in light of the requirement for a DBS disclosure. The application form will also ask for details of attendance in previous employment. With reference to the application process, The Pointer School has the following procedures in place:

- We ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people.
- We ensure that the person specification includes specific reference to suitability to work with children.
- We obtain and scrutinise comprehensive information from applicants taking up and satisfactorily resolving any discrepancies or anomalies that are identified.
- We obtain two independent professional and character written references for candidates that are shortlisted, including 'Safer Recruitment' questions that ask specific questions to help assess an applicant's suitability to work with children. Information from references should be compared with information on the application form to ensure that the information provided is consistent and any concerns identified will be followed up. .

The school short lists applicants checking for the following and exploring further at interview:

- Gaps in employment.
- Reasons for repeated and regular changes in employment.
- Anomalies or discrepancies in information contained within the application.
- Anomalies or discrepancies between information contained in references and the application.

All candidates are assessed equally against the criteria in the person specification or role profile without exception.

Interviews

Candidates will be invited to interviewed for the day and will be asked to provide the following original documents at interview – proof of identity eg driving licence or birth certificate plus a valid passport, certificates or diplomas confirming education qualifications, qualified teacher status or qualifications appropriate for the position, where appropriate any documentation, giving evidence of change of name. We ask candidates whether they require any reasonable adjustments in order to attend the interview. Verification will be sought of a candidate's right to work in the UK and copies of the successful candidate's passport and documentation as outlined above will be taken and retained on the person's file.

We conduct a face to face panel interview to explore the candidate's suitability to work with children as well as his/her suitability for the position being recruited. The panel will consist of at least 2 and preferably 3 members of staff including one who has been trained in safer recruitment and a second who has the authority to make the decision on the appointment. A consensus about the required standards for the post will be reached and issues considered and explored in interview in line with the agreed assessment criteria. The panel will assess the candidate's attitude towards children and young people and his/her ability to support the safeguarding policies of The Pointer School. Questions relating to child protection and safeguarding children will be asked in every interview for paid staff and volunteers prior to an offer of appointment. We will not ask questions regarding health at the interview. A successful candidate is then required to complete an external occupational health questionnaire.

Interview notes will be made and copies retained on the Personnel files. For teaching positions, the candidate will be observed in taught lessons wherever possible and notes kept of the outcome of the observation. Verification of the successful candidate's identity from all scrutiny previously undertaken will occur and details entered on the Single Central Register (Centralised Register) and our staff employment checklist related to:

- character/professional references;
- original copies of qualifications seen and photocopied to confirm that the successful candidate has all the academic or vocational qualifications claimed;

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- the place of residence and identity of successful candidate including name, address and date of birth by checking passport together with two utility bills less than 3 months old (Refer to Valid Identity Documents referred to in 'An applicant's guide to completing the DBS Application Form')
- the successful candidate having the right to work in the UK along with a clearly traceable employment history and experience

Our form also requests more detailed information regarding teaching experience, details of special areas of teaching interest, details of relevant training undertaken recently (e.g. First Aid course), details of referees, declaration of full criminal record, declaration of any family or close relationship to existing employees or employers and a declaration that all information is true and accurate. For unsuccessful candidates, **copies should be retained along with their interview notes for one year.**

Ensuring questions do not compromise equality legislation

Asking questions regarding health and disability are not normally prohibited under the Equality Act 2010. However it is important that interview candidates are provided with the opportunity to share any information about their health and/or disability that may impact on the nature of the work and/or work environment at the earliest stage (if they wish to disclose such information) so that pragmatic discussions can take place at an early stage. Interview candidates also need to be clearly aware of the exact nature of the role and in particular are able to manage, with the relevant risk assessments and control measures in place, the hazards associated with the role.

All candidates will be asked:

- Are there any adjustments to this role or particular aids that may be needed to enable you to perform this role effectively?

Where there are particular risks associated with the role, the candidate are asked questions in line with the job hazard form. Some examples are provided below:

- This role requires the post-holder to perform, on a regular basis, manual handling activities, including weights up to 15kg. Are you able to fulfil this aspect of the role requirement?
- This role has high potential to require physical behaviour interventions. Are you able to fulfil this aspect of the role requirement?

Fitness to Teach Criteria (from DoH publication 'Fitness to Teach')

To be able to undertake teaching duties safely and effectively, it is essential that individual teachers:

- Have the health and wellbeing necessary to deal with the specific types of teaching and associated duties (adjusted, as appropriate) in which they are engaged;
- Are able to communicate effectively with children, parents and colleagues;
- Possess sound judgement and insight;
- Remain alert at all times;
- Can respond to pupils' needs rapidly and effectively;
- Are able to manage classes;
- Do not constitute any risk to health, safety or wellbeing of children;
- Can, where disabilities exists, be enable by reasonable adjustments to meet these criteria.

Support Staff

To be able to undertake support duties safely and effectively, it is essential that individual support employees:

- Have ability to deal with the specific job role for which they are engaged;
- Are able to communicate adequately;
- Possess sound judgement and insight to a level required by the post;
- Remain alert at all times;
- Can, if appropriate, respond to pupils' needs rapidly and effectively;
- Are able, if appropriate, to cover a class;
- Do not constitute any risk to the health, safety or wellbeing of children;

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- Can, where disabilities exist, be enabled by reasonable adjustment to meet these criteria.

Once all has been verified, we verbally offer the position to the successful candidate subject to all final clearances required and confirmed in writing.

All new employees and volunteers in regulated activity will be subject to the Safeguarding checks as set out in KCSiE (2016). These checks will all be recorded on the Single Central Register. This will involve the following checks before they are allowed to start work:

- Identity check
- Enhanced DBS
- Barred List check
- Disqualification from childcare or by association
- Medical fitness check (physical and mental fitness to work)
- Verify right to work in the UK
- Verify professional qualifications
- Verify employment history
- Verify references
- If appointed as a teacher- Prohibition from teaching check
- If appointed to a SLT position from external- s128 check
- If staff member has lived abroad for 3 months while aged 16 or over or more in the last 10 years- overseas check (including EEA check for any staff who have taught in the European Economic Area)

Identity Check

The school will verify the identity of candidates by checking three forms of ID. See the document 'Acceptable Forms of ID'.

Enhanced DBS Check

The school will apply and receive an online DBS via CCPAS for all new staff members. Because our procedures will be followed in a professional and timely manner, the vast majority of new employees will be in possession of the DBS Certificate before their contract start date. There will, however, be rare occasions when contracts start before the Enhanced DBS Certificate has been received. In this instance, the Head will use his discretion as to whether an employee can start work pending the receipt of the certificate. In all cases an extra Barred List Check MUST be carried out prior to the new employee commencing in post. In this instance they should be closely supervised, the situation should be reviewed regularly (at least every two weeks) and a risk assessment must be undertaken. The Proprietor will also consider the following factors whilst determining the level of supervision required regarding:

- previous experience;
- whether the individual is already in possession of a current or recent Enhanced Disclosure Certificate from another body;
- the nature of the individual's duties and responsibilities within the school and
- information contained within references and the detail of such information.

In the rare instance that the DBS contains any information of criminal convictions, the Headmaster should carefully assess whether the candidate is still suitable for the role. The Headmaster should discuss this with the candidate and may at this stage withdraw the offer of employment. Please refer to the document Recruitment of Ex-Offenders.

Barred List Check

In addition to complying with the Disclosure and Barring Service requirements The Pointer School is also registered to access checks (including past checks) on the DBS Barred list (not only for teachers). The school computer has a direct link, which is password protected, to the DBS Barred list. DBS checks can be 'portable' from maintained schools as well as other independent schools from within the last 3 months if the candidate has been working with children. However, we are still required to undertake a Barred Lists check when accepting a portable DBS (DBS) check under the three-month rule, plus the other required pre-appointment checks.

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Medical Fitness

Applicants should make a declaration, duly signed, that they:

1. Know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.
2. Understand that any offer of employment made by the school will be conditional on verification of medical fitness. Under section 60 of the Equality Act, it is unlawful for employers to ask health-related questions of applicants before the appointment is offered, unless the questions are specifically related to an intrinsic function of the work.

We may decide to ask health questions, after an appointment has been offered, ensuring that such questions are necessary, relevant to the post applied for and are in line with the Equality act 2010 requirements. The DfE advises us that any questionnaire at this time should not include previous sickness absences. Any further medical information required is in accordance with law and will be managed through an external occupational health expert.

Disqualification from Childcare (including by association)

All staff members are required to sign and return a declaration confirming that they are not disqualified from working with children under the Childcare Act (2006). Staff are annually reminded of the need to disclose any disqualifications.

Prohibition from teaching check

Where staff members have a Teacher Reference Number (TRN), they are subject to a Prohibition from Teaching Check via the NCTL system.

References

The application form requests both professional and character references, one of which should be from the applicant's current or most recent employer. Additional references may be asked for where appropriate. For example, where the applicant is not currently working with children, but has done so in the past, a reference from that employer is asked for in addition to that from the current or most recent employer if this is different. We request that references be obtained prior to the interview so that any issues of concern raised by the reference can be explored further with the referee and taken up with the candidate during interview. References should contain objective verifiable information and in order to achieve this we have designed a reference pro-forma with questions relating to the candidate's suitability to work with children. We require that the referee be asked to confirm whether the applicant has been the subject of any disciplinary sanctions and whether the applicant has had any allegations made against him / her or concerns raised which relate to either the safety or welfare of children and young people or about the applicant's behaviour towards children or young people. Details about the outcome of any concerns or allegations will be investigated. In the event that a referee refuses to write a reference, The Pointer School will find out why, and find an alternate referee. The Pointer School has, in accordance with best practice, a reference request pro forma.

Overseas Staff

If employing or using overseas personnel, a Barred List check and DBS Disclosure will always be completed. In addition, criminal records information will be sought from the police authorities in the relevant country and/or certificates of good conduct obtained from the relevant embassy (including the EEA checks where staff members have taught within the EEA). Where applicable, 'right to work' will be routinely checked.

Prohibition from Management (S128) checks

Where an external candidate is appointed to a management position (defined as any role on the Senior Leadership Team) they are subject to a S128 check on prohibition from Management. This is not required if an internal staff member is promoted to the SLT.

We ensure all new staff at The Pointer School receive and understand our safeguarding policies inclusive of the child protection policy. All our staff, whether volunteers or paid professionals, will be subject to an appropriate probationary period. Documentation for the successful candidate is retained by The Pointer School, and all *The Pointer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*

documentation for unsuccessful candidates will be held confidentially and then destroyed after six months. We ensure that, upon a post being offered, we bring together the equalities monitoring form and the revised application form prior to sending the letter of appointment.

Safer Recruitment Checks on Self-employed Permanent Contractors

The Pointer School employs the services of several specialist teachers (e.g. for long term supply or cover, and for teaching music, drama, French, etc). All self-employed contractors are subject to the same safer recruitment checks as permanent staff.

Safer Recruitment Checks on Agency Supply Staff

The Pointer School is well resourced with staff and would use an agency only in the case of emergency. The preference at The Pointer School is to work with a small pool of part time teachers all of whom are DBS checked and are well known, having a special relationship with the school and know its workings and children. If using supply staff from an agency, The Pointer School would check the identity of the teacher. The Pointer School will also check with the agency and obtain written confirmation that all appropriate 'safer recruitment' checks have been carried out including whether an enhanced DBS check has been made and whether any information was disclosed and if so it must be forwarded immediately to the school. The school will also ask to see a copy of the DBS certificate. The School only uses employment agencies that can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the Local Authority.

Volunteers in regulated activity

Due to the ethos of The Pointer School, we would expect to fully involve parents and other appropriate volunteers in the life of the school. A voluntary member of staff is someone who volunteers his/her time, skills and abilities to The Pointer School free of charge. These volunteer helpers are usually parental helpers, members of the local community or individuals committed to a particular career path who wish to gain experience in a school environment in pursuit of their chosen professional goals. Volunteers can be actively recruited by The Pointer School or if they could be people who approach the school direct by telephone, email or letter offering their services. Volunteers that engage in regulated activity will be subject to the same checks as permanent staff members.

Safer Recruitment Checks on the Proprietor

The Pointer School will ensure that the necessary checks are carried out on the Proprietor at The Pointer School so that the suitability of people who serve the school in these capacities are verified in accordance with safer recruitment and in line with this Policy. Under the Education Act 2002, the Education and Skills Act 2008 and the Independent School Standards Regulations 2010 *as amended by the Alternative Provision Academies and 16 to 19 Academies (Consequential Amendments to Subordinate Legislation) (England) Order 2012 S.I. 2012/979, in force from 1 May 2012 and by the Education (Independent School Standards) (England) (Amendment) Regulations 2012 S.I. 2012/2962, in force from 1 January 2013*, the 'proprietor' is the person or body of persons responsible for the management of the school and includes individual proprietors or formally constituted boards of directors or trustees. The proprietor needs a DBS check through the Department for Education (DfE). If there is a change in either the School's proprietor or a chair of the school board, then a telephone call is to be made to the Independent Schools and Boarding Team helpline: Telephone: 01325 735304, who will provide instructions on how to proceed with the application for an enhanced DBS disclosure.

Safer Recruitment Checks on Regular contractors

Employees of external companies who are regularly based in the school such as cleaners, clubs staff, etc will be subject to the same identity checks and clearances as direct employees of The Pointer School. However, these will be carried out by their external employer to the satisfaction of the school and will form part of the terms and conditions of the business contract. The outcome of such checks will be notified to the school.

Safer Recruitment Checks on Other Visitors (Short Term Contractors and volunteers not in regulated activity)

Contractors who visit The Pointer School to carry out emergency repairs, perform routine maintenance of equipment or make structural changes to the property are not required to obtain DBS clearance. The vast *The Pointer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*

majority of such work will be undertaken during school closure periods. Should work be necessary during the school term, site staff will escort the contractor to and from his/her destination, thereby avoiding unsupervised access to children. In addition, all staff will be instructed to be vigilant to prevent children from accessing areas where builders etc are working, not only for reasons of safeguarding children but also for risks posed by Health and Safety considerations. All contractors will be required to report to Reception and sign in and out when they enter or exit the school premises. Contractors will also be required to present professional and/or photo-identification upon arrival and must be expected in advance by the school. Upon arrival, every contractor will be presented with an official The Pointer School visitor pass and all members of staff have been alerted to challenge any stranger present on any part of the school premises not displaying a pass.

Supervised volunteers are not in regulated activity so will never be left unsupervised with children. All volunteers are subject to identity checks upon arrival. Secondary school aged children on work experience are not required to have a DBS check. In these cases the school placing the student should ensure that he/she is suitable for the placement. Upon arrival, every volunteer will be presented with an official The Pointer School visitor pass and all members of staff have been alerted to challenge any stranger present on any part of the school premises not displaying a pass.

Remaining Vigilant Post-Appointment

Any disclosure of sexual, emotional, physical abuse or neglect made by a child will be thoroughly investigated in accordance with our Child Protection procedures. If the alleged abuse is by an employee or volunteer, the individual will be the immediate subject of a disciplinary investigation and is likely to be suspended from duty whilst the investigation occurs.

Head's Responsibilities

The Head will ensure:

- that appropriate policies and procedures are adopted to safeguard children in the school;
- that these policies are implemented and followed by all staff;
- that sufficient resources and time are allocated for staff to carry out their responsibilities effectively;
- that all those working in The Pointer School are suitable people;
- that all staff and adult helpers in the school are able to voice their concern if they feel that a child is vulnerable, or that there are any particular practices that are unsafe and
- that staff undergo relevant, regular training and supervision to maintain up to date in issues of safeguarding.

Safer Recruitment Training

The Senior Leadership Team (SLT) as appropriate:

- has completed a Safer Recruitment in Education course;
- will receive further regular training to raise their awareness and to improve their knowledge of safer recruitment as required by legislation and also agreed locally.

Staff Responsibilities

All staff should know the name of the designated person for child protection and understand their responsibilities to safeguard and protect children. Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them. We explicitly require staff to report to a senior member of staff of the school or the Local Authority any concern or allegation about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm and provide immunity from retribution or disciplinary action against such staff for "Whistleblowing" in good faith is as far as possible guaranteed by the school. At all levels, including newly appointed and ancillary, staff have been given briefing or training on responding to suspicions or allegations of abuse and know what action they should take in response to such suspicions or allegations. Refresher training is undertaken every three years for staff and two years (or more frequently) for the designated Safeguarding Officer.

Supervision will occur from a variety of sources:

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The Line Manager will keep the new employee in sight as much as is practically possible. Teachers will be asked to visit the classroom or area of the new employee as part of their normal discharge of duties around The Pointer School. Senior members of staff will pay ad hoc courtesy visits to the classroom or workstation of the new employee. In addition, it is likely that teachers, technicians or learning support assistants (LSAs) or other members of staff will already be deployed in some of the areas where new employees are working. It is vitally important that the above actions are carried out in the spirit of, and viewed as supportive mechanisms for the new employee as much as a safeguarding procedure for children. It is an offence for anyone to work in The Pointer School without clearance against the Barred lists (but note that 'Enhanced' DBS checks include checks of the Barred Lists).

Equal Opportunities (Single Equalities Act)

The Pointer School does not discriminate between candidates on the basis of race, disability, gender, religion and beliefs, age or sexual orientation. The Pointer School is mindful of the requirements relating to the recruitment of ex-offenders.