

Hard Federation of St. Joseph's Catholic Primary Schools Safeguarding our Children

Procedures for the Checking of Adults in our Schools

Rationale

The safety, security and health of the children in the Federation of St. Joseph's Catholic Schools are entrusted by our parents/carers. We have a duty to ensure that each of our pupils is safeguarded from harm. In particular we need to ensure that the very adults to whom this care is entrusted are without reproach.

Aims

- To ensure that all our children are in a safe environment
- To ensure that all adults within the school have clearance through the Disclosure and Barring Service.
- To compile a robust and accurate central record of completed recruitment and vetting checks.

Procedures

- All teaching staff who are employed to work in school must have
 - Proof of identity
 - List 99 clearance
 - Enhanced DBS clearance (renewed every 3 years)
 - Prohibited from teaching check
 - Good references (deemed so by the Executive Headteacher and or Governing Body)
 - Proof of permission to work in the country
 - Appropriate qualifications for the position
- All non-teaching staff who are employed to work in school must have
 - Proof of identity
 - List 99 clearance
 - Enhanced DBS clearance (renewed every 3 years)

Good references (deemed so by the Headteacher and or
Governing Body)
Proof of permission to work in the country
Appropriate qualifications if required

- All long term supply staff working through an agency in the school provide

A current copy of the DBS or registration number
A copy of qualification to teach

The agency may provide the above on behalf of the member of staff

- All short term supply staff or their agency must provide before commencing work for the day

A current copy of the DBS or registration number
A copy of qualification to teach (if appropriate)
Photographic ID

- All volunteers who work in the school on a **regular** basis including school governors and specialist visitors must provide before commencing visits

A current copy of the DBS form or registration number
A copy of qualification to teach

- Any staff employed by the London Borough of Barking and Dagenham do not have to provide evidence of their suitability to work. These staff will be covered on the Local Authority's central record. The Local Authority will provide the school with confirmation of DBS clearance.
- Volunteers who accompany children on an outing must be checked using list 99 procedures. DBS procedures as laid down under the guidance for regular contact are followed where an adult will have access to unsupervised pupil contact.
- Members of the Governing DBS checks. Although Governors do not need this, the Governing Body of the Hard Federation of St. Joseph's Catholic Primary Schools has deemed this as necessary in order to facilitate the work of the Governing Body.

Confidentiality

All information regarding checks is confidential. The certificate when it is published goes directly to the prospective employee who then presents it to the Executive Business Manager. The Executive Business Manager checks the DBS and if there is any entry on it she alerts the Executive Headteacher.

Where a concern arises the Executive Headteacher will then meet with the prospective employee and in consultation with the Chair of Governors decide on whether the employee will be employed or continue to be employed. LA Human Resources will advise the Headteacher of procedures.

The Executive Business Manager is responsible for personnel matters in the school and keeps the records of checks. It is her responsibility to seek clearance, references, and other records required. She checks the information that is required for the DBS to be requested. The Executive Business Manager is charged with keeping the Records updated, filled in and in a secure place. She records when information has been seen and by whom. The Executive Business Manager will be Safeguarded Recruitment trained.

The Executive Headteacher reads all references, sees all qualifications and documents appertaining to the professional qualification of the staff member appointed.

The Chair of the Governing Body will be informed immediately of any concerns arising from records.

The Executive Headteacher will report to the Governing Body on a termly basis that the agreed Safeguarding Procedures remain in place and followed.

mbh/september 2010, 2011,2012, 2013, (07) 2014, 2016
Review Date: 2020

St. Joseph's Catholic Primary School
Policy for Safeguarding our Children
Adult Clearance Checking

Ratified by the Governing Body on: July 14th 2016

Date of next review: Academic Year 2020/2021

Name of Chair of Governors: Father Stephen Myers MA, BA, BSc;
PGCE

Signed by Chair of Governors:

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