



## **SAFEGUARDING AND SAFER RECRUITMENT POLICY**

Adopted March 2015  
Reviewed March 2018  
Next review March 2021

### **SAFEGUARDING – ENSURING THE SAFETY AND WELL-BEING OF THE PUPILS**

The staffing structure must clearly set out the Safeguarding and Child Protection responsibilities of staff.

The management of the school must ensure that staff and volunteers working in the school are:

- familiar with Safeguarding and Child Protection policies and procedures including the need for confidentiality
- kept informed of changes made to these policies and procedures
- alert to signs and indications of possible abuse including neglect; physical, sexual and emotional abuse and responses from parents/carers which may be indicative of abuse. (See Appendix 1 of Child Protection Policy)

The management of the school must ensure that reference to Safeguarding and Child Protection policies and procedures are included in the Staff Handbook and in the induction arrangements for staff.

The management of the school must ensure that the Head and designated staff undertake appropriate and up-to-date training every two years and that all staff working in the school receive appropriate training every three years.

The management and staff of the school must ensure that pupils are treated with respect and dignity; feel safe and are listened to and that they know what to do and who to report to if they have concerns about Safeguarding and Child Protection issues.

Provision must be made in the curriculum to provide opportunities for children to develop skills, concepts and knowledge to promote their safety and their well-being.

The management of the school must ensure that parents/carers feel that their children are safe in school; that they are aware of Safeguarding and Child Protection policies and procedures; and that they know who to contact in school if they have concerns.

The management of the school must ensure that records relating to serious behavioural issues, persistent absence, the medical conditions of pupils and Safeguarding and Child Protection issues are clear, up to date, complete and securely stored and show evidence of good follow up to pupil concerns; effective identification and management of risk of harm; sound decision making; appropriate responses and timely referrals including collaborative work with parents/carers and other agencies. Procedures must also be in place for the transfer of records when a pupil leaves the school.

### **SAFER RECRUITMENT**

Advertisements for posts in the school must carry statements on the school's commitment to safeguarding children and the requirement for DBS checks.

The information sent out about posts in the school must give a more detailed statement about the school's commitment to safeguarding and promoting the welfare of children and indicate that the interview will include questions about safeguarding children.

The school must seek to get two references on each candidate.

The references of the successful candidate must be satisfactory especially with regard to comments on:

- past performance
- suitability to work with children and
- the outcomes of any enquiries or disciplinary procedures?

In particular was it must be clear from the references that there were no offences relating to children even if 'time expired' or instances of any child protection concerns expressed about the candidate.

The identity of each candidate, especially the successful candidate, must be verified.

The qualifications of each candidate, especially the successful candidate, must be verified.

Where there are gaps in the successful candidate's employment record, these must be explained in a satisfactory way.

During the interview, candidates will be expected to show a satisfactory attitude to children and to exhibit none of the indicators that might suggest he/she is a physical abuser. (See Appendix 1 Of Child Protection Policy)