

St Joseph's Catholic Primary School

Safer Recruitment Policy





St. Joseph's Catholic Primary School
Safeguarding our Children



Safer Recruitment

Procedures for the
Checking of Adults in our Schools

Rationale

The safety, security and health of the children in St. Joseph's Catholic Primary School is 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
Prohibited from teaching check
Good references (deemed so by the Headteacher/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
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

DBS 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

DBS 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;

DBS form registration number
A copy of qualification to teach (if appropriate)

- 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 Body have DBS checks. Although Governors do not need this, the Governing Body of the of St. Joseph's Catholic Primary School 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 Assistant Business Manager. The Assistant Business checks the DBS and if there is any entry on it she alerts the Headteacher or Executive Headteacher.

Where a concern arises the Headteacher/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 Assistant 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 Assistant 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 Assistant Business Manager will be Safer Recruitment trained.

The Headteacher/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.

This policy is reviewed annually.

Last reviewed: July 2024

Next review: July 2025