

TUDOR PARK EDUCATION TRUST	Safe Recruitment and Selection Policy Safeguarding Document
Person(s) responsible for updating the policy:	Chief Executive Officer
Date last approved:	23 September 2017 (Board of Directors)
Date of next review:	Autumn Term 2018
Period of Review:	Annually
Status:	Non Statutory

Tudor Park Education Trust oversees this policy but the local governing body of each academy or school within the Trust is responsible for the implementation of the policy.

### Safe Recruitment and Selection

The Disclosure and Barring Services (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA)

Safe recruitment, selection and employment procedures apply to every person who works in our Trust – paid, direct or indirect contact with our young people.

Where the school sub contracts out work or uses external agencies we require the contractor or agency to adopt and implement the measures described in our policy and government guidance. Contractors' compliance will be monitored by the school.

Volunteers – if unknown to the college will go through the same recruitment measures as paid staff. If known to the college and offering one off type support with a member of college staff present a more streamlined process will be adopted.

### Statement of Intent

The Trust fully adopts recruitment and selection procedures and other HR management processes that aim to deter, reject or identify people who might abuse children, or are otherwise unsuited to working with them. The Trust takes all necessary steps to check suitability to work with or around children as detailed within the statutory guidance documents 'Working Together to Safeguard Children' (March 2015) and 'Keeping Children Safe in Education' (September 2016). This is achieved by:

- Adhering to the statutory responsibilities to check staff who work with children. In the case of a new appointment, the Trust follows the safer recruitment procedure required by government guidance and set down within the Safer Recruitment Procedure.
- Ensuring checks on all staff, teaching and non teaching, temporary, supply or salaried trainees are in place and details are held on a central record.
- Taking proportionate decisions on whether to ask for any checks beyond what is required.

- Ensuring that checks for volunteers, visitors and contractors are at the appropriate level and supervision is provided accordingly.

If a member of staff has concerns about a visitor, contractor, supply staff, student placement or volunteer's suitability to work with children, they should raise this with the Designated Safeguarding Lead (DSL) – Hazel Hughes – at the earliest opportunity.

Under no circumstances should an individual in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. A regulated activity includes:

- Teaching, training, instructing or supervising children if the person is unsupervised;
- Providing advice or guidance on wellbeing;
- Driving a vehicle only for children; and
- Regular work within the school with the opportunity for contact with children, but not including work done by supervised volunteers.

All members of our staff will have an enhanced DBS certificate including a barred list check carried out under the Child Workforce Procedures Sept. 2013 prior to appointment.

Any other adult who has unsupervised contact with students, whether in a voluntary or paid capacity, will have an enhanced DBS check included barred list check. In such circumstances, until the DBS check is received they will be supervised by a member of staff who has received their DBS check and a barred list check will be completed.

### **Safe Practice in recruitment**

A Director, the Chair of Governors, an additional named Springwest Governor, members of SLT and the Director of HR have all taken the 'Safer Recruitment' training and assessment.

Child protection and safeguarding issues will be promoted at every stage of the recruitment process from the planning, advertisement, collection and checking of information gathered.

- Advertisements will include our Statement of Intent (see above)
- Job descriptions and person specifications will make reference to the responsibility for safeguarding, promoting the welfare of young people and suitability to work with young people.
- The Academy/School Application Form will be used for all applicants and comprehensive information from candidates scrutinised. Any gaps or inconsistencies will be followed up with the candidate.
- Two references will be taken up prior to the interview after short listing. A specific safeguarding and child protection reference will be used.
- At interview questions will be designed to explore the candidate's suitability to work with children as well as their suitability for the post. Candidates will be required to bring to the interview original proof of their identity, the necessary qualification original certificates. These will be checked and a photocopy taken.
- The successful candidate will be required to complete a DBS disclosure form and provide the necessary documentation. An offer of appointment will be conditional upon:

- receipt of two satisfactory references
- verification of identity
- a satisfactory DBS disclosure
- a separate barred list check if waiting for completion of DBS disclosure
- verification of the candidates medical fitness
- verification of qualifications and professional status if not verified at the interview, including external verification check
- verification of successful completion of statutory induction period for teachers who obtained QTS after 7<sup>th</sup> May 1999
- for non teaching posts verification of completion of the probationary period
- for overseas candidates barred list checks (List 99) and DBS Disclosures must be completed. In addition, for any members of staff who have lived overseas for 3 months or longer in the last five years, the school will make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These further checks will include a check for information about any teacher sanction or restriction that a European Economic Area (EEA) professional regulating authority has imposed, using the National College for Teaching and Leadership (National College) Teacher Services system.
- prohibition from teaching check
- a section 128 check for any leadership position
- satisfactory completion of the disqualification by association form for teachers.

Where the school has any concerns about an applicant's suitability to work with children, the facts must be reported to the police and / or the DFE's Children's Safeguarding Operations Unit

### **Post Appointment Induction**

There is an induction programme for all staff newly appointed to the schools within the Trust, including teaching staff with previous experience. All new members of staff have an Induction Handbook and have an allocated Line Manager and/or Mentor.

### **Maintaining a Safer Culture**

All staff will have appropriate training so that they understand their roles and responsibilities and are confident in carrying them out.

Procedures and a clear reporting system for students, staff, parents to raise concerns will be shared and publicised. All members of our community must feel they can raise any concerns about the safety and welfare of our members and that they will be listened to.

## Monitoring

The Recruitment process and Induction arrangements will be monitored yearly to ensure future best practice. Staff turnover and reasons for leaving will be monitored and exit interviews carried out. Attendance at child protection training will be tracked for all staff.

## Safeguarding Procedures for Supply Staff

- The agency sends through their compliance and vetting summary for the member of staff for the first time that they are booked. This includes DBS number and a summary of checks that have been carried out, including eligibility to work in the UK. Some will include a photograph.
- In the rare circumstances that the member of staff has disclose able information The Principal decides if they are willing for them to come to FCC on supply for the day.
- When the agency staff arrive at reception they sign in and have a visitors pass. Photo ID is copied and attached to the Daily Supply Vetting Summary of checks form. The ID must be either a passport or driving license. The agency photo ID card is not sufficient.
- The ID is checked to make sure that the name and details tie up with the agency summary of who we are expecting.
- A copy of the summary of the agency vetting is kept in the Data Manager's office and reception also have a copy with the ID seen and the completed Daily Supply Vetting Form. The Daily Supply Vetting form is signed by the Data Manger who will personally meet staff.
- Once identity has been confirmed and checks completed only then can the agency staff go to in to the Main School. They are given a booklet with our key procedures and priorities to help them throughout the day.
- These procedures apply to daily and long term supply on their first visit. For subsequent visits they need to sign in and if reception has any doubts to identity they can verify by checking the file with the summary.
- If the agency staff has their DBS renewed then the agency will send through an updated summary.

## Safeguarding Procedures for Volunteers (including ad hoc, school/unpaid work experience/pre PGCE work experience)

Volunteers can enhance the learning opportunities of our students by contributing a range of skills and experiences. If volunteers are not engaging in regulated activity but have the opportunity to come into contact with children on a regular basis (eg supervised volunteers) the school will undertake a risk assessment, and use professional judgement and experience when deciding whether to seek a barred list check or an enhanced DBS check. In doing so the following will be considered:

- The nature of the work with children;
- Where the volunteer is providing ad hoc or regular support;
- What the school knows about the volunteer, including formal or informal information offered by staff, parents/carers and other volunteers;
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
- Whether the role is eligible for an enhanced DBS check.

Two references will be sought for volunteers.

Prior to their arrival the volunteer should be asked to complete the form in Appendix 1, and upon arrival provide photographic evidence of their identity (eg passport or photocard driving licence). Information will be provided on the school's code of conduct and safeguarding procedures (Appendix 2). They will be expected to wear a school lanyard at all times.

If the volunteer does not have a DBS certificate they should be supervised by a member of staff who has an enhanced DBS check. They are not to be left on their own with a student or group of students.

The Trust may obtain a barred list check where appropriate, and / or an enhanced DBS certificate (which should include barred list information) for all volunteers who are working unsupervised in regulated activity. Depending on the nature of the volunteer's role the cost of obtaining an external check may be passed on to the individual. Where checks are carried out on volunteers these will be recorded in the single central record.

### **Safeguarding Procedures for trainee / student teachers**

Where applicants for initial teacher training are salaried by the school, the checks required for staff appointments will be carried out, including an enhanced DBS certificate (with barred list information).

Where trainee teachers are fee-funded (eg SCITT or PGCE placements), it is the responsibility of the initial teacher training provider to carry out the necessary checks. Evidence of this will be requested by the school by the training provider prior to arrival to confirm that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record.

On arrival at the school, the individual should provide evidence of photographic identity (eg passport or photo driving licence) and complete the form in Appendix 1. Individuals will be given the school's code of conduct and safeguarding procedures (Appendix 2) and will be expected to wear a school lanyard at all times.

### **Safeguarding Procedures for Governors and Trustees**

The school will ensure that an enhanced DBS check is processed, and that identity checks are completed before any individual takes up their position as school governor or Trustee.

A check will also be carried out to ensure that the individual is not subject to a section 128 direction that would prevent them from taking part in the management of a school. Further checks may be carried out as considered appropriate where, by reason of the individual's living or having lived overseas, obtaining an enhanced DBS certificate is not sufficient to establish his or her suitability to carry out duties in a school. Details of the check carried out will be recorded on the single central record.

All Governors and Trustees will be given information on the school's code of conduct and safeguarding policy. They will also undertake safeguarding training. Governors and Trustees will be expected to wear the school lanyard at all times during the school day.

Governance is not a regulated activity and so governors / trustees do not need a barred list check unless, in addition to their governance duties, they also engage in a regulated activity.

### **Safeguarding Procedures for Contractors**

Under no circumstances should a contractor in respect of whom no checks have been obtained by allowed to work unsupervised during the school day/term, or engage in a regulated activity. Their appropriate level of supervision will depend on the circumstances.

The school will ensure that any contractor who is to work regularly at the school, has been subject to the appropriate level of check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contracts 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, or supervision at all times on the premises will be provided.

In the event that a contractor has a Standard DBS certificate, a risk assessment will be carried out regarding the nature of the work being carried out and the location, timing and timescale of work being carried out.

The contractor is responsible for confirming what checks have been carried out on their employees as part of the tendering process. This should be in writing.

Where a contractor is self employed, the school may consider obtaining the DBS check, as self employed people are not able to make an application directly to the DBS on their own account.

On arrival, the identity of the contractor should be confirmed by photographic evidence (eg company identity card), given details of the school's code of conduct and safeguarding procedures (Appendix 2), and if the contractor does not have a DBS certificate, they will be supervised whilst on the premises during the school day/term. All contractors will be expected to sign in at Reception and wear a school lanyard at all times.

A central list of contractors will be kept on the single central record.

### **Safeguarding Procedures for Lettings**

During normal school hours, the Trust is responsible for safeguarding children and vulnerable adults on its site. Hirers are expected to comply in full with the Trust's safeguarding policies and ensure that they report to reception on arrival and wear their visitor passes at all times.

Where a third party hires the Trust's premises outside school hours, the responsibility for ensuring that safeguarding measures are in place rests with the Hirer. However, the Trust takes safeguarding very seriously and is committed to working with Hirers to ensure that safeguarding standards are high and to minimise any potential risk. It is a condition of hire that the Hirer undertakes to ensure that suitable arrangements are in place in regard to safeguarding children and vulnerable adults and that each and every person employed by or under the control of or acting on behalf of the Hirer who has any contact with children or vulnerable adults at the premises shall have a satisfactory enhanced Disclosure and Barring Service Certificate in place and held by the Hirer. The terms and conditions

that Hirers sign state that they will produce to Governors, upon request, a copy of its Safeguarding Policy. The terms and conditions also set out that in addition to the general right of termination, the Governors reserve the right to end the Lettings Agreement with immediate effect if the Hirer does not have adequate safeguarding arrangements in place. Spot checks will be conducted to ensure compliance.

### **Safeguarding Procedures for visitors (including parents/carers who attend an event during the school day)**

Individual visitors arriving at the school reception will be met, escorted and supervised by the member of staff they are meeting whilst on school premises during the school day/term.

Staff will be reminded to remain vigilant during events or occasions where parents and carers have been invited and politely question any individuals who may either be lost or have veered away from the event location.

Visitors will be given details of the school's code of conduct and safeguarding procedures (Appendix 2),

**PERSONAL INFORMATION FORM**

Volunteers, trainee teachers, students on work-related learning, and others classed as ‘volunteers’ for Single Central Record (SCR) purposes.

Please provide Tudor Park Education Trust with the following information to enable us to maintain our SCR and comply with Safeguarding requirements. All data will be treated in accordance with our Data Protection Policy, and relevant legislation.

**For completion by the individual**

Full name	
Address	
Contact phone number	
Email	
Date of birth	
National Insurance Number	
Nature of role at the school	
Start and finish dates	
DBS Disclosure number #	
DBS issue date	

# in some cases the school may need to apply for a DBS Disclosure on your behalf and / or a Barred List Check (L99), for which a cost may be payable.

I confirm that I know of no reason why I should not undertake a role at the school. (Please note that It is a criminal offence for barred individuals to seek, or to undertake, work with children.)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**For completion by TPET**

DBS Enhanced disclosure seen	Yes / No / Not Applicable
Barred List check (L99)	Yes (paid by applicant) / No / Not applicable
Identity confirmed	Yes / No (Please attach a copy of ID documents)
Safeguarding information given	
Name of person undertaking checks	
Date	

NB individuals without an enhanced DBS must be accompanied by a member of staff, and must not be left unsupervised with students.



**SAFEGUARDING CHILDREN AND CHILD PROTECTION**  
**Guidance for Visitors, Volunteers, Agency Staff and Contractors**

Tudor Park Education Trust is committed to safeguarding and promoting the welfare of children and young people and expect all members of the school community including staff, parents, governors, contractors, visitors and volunteers to share this commitment.

This guidance contains important information about child protection and the procedures that must be observed by all adults working with and around children and young people at Tudor Park Education Trust, and reflects the DFE guidance 'Working Together to Safeguard Children' (2015) and 'Keeping Children Safe in Education' (2016).

Please see below the designated safeguarding staff at Tudor Park Education Trust:

**The Designated Safeguarding Lead (DSL) is: Hazel Hughes -  
Director of Safeguarding and SENDCO**

**The Deputy Designated Safeguarding Lead (DDSL) at Springwest is:  
Mariella Wilson – Principal**

**The Deputy Designated Safeguarding Lead (DDSL) at Logic Studio  
School is: John Cadogan – Vice Principal**

**What to do if you are concerned**

If you have any concerns about the welfare of any child at this school or feel that something may be troubling them, you should share this information immediately with the DSL or a DDSL. You may feel that you are reporting small matters but we would rather that you tell us things which turn out to be small than miss a worrying situation. Some cases have shown that small, unconfirmed worries are in fact the tip of the iceberg, and where information is placed alongside that of other school colleagues it can add up to a serious cause for concern. It is vital, therefore, that even vague worries or concerns are passed on at the earliest stage to the DSL.

**Child Protection Procedures**

Everyone who works with children, especially those who have regular daily contact, has a duty to help protect children from abuse. Please be aware that a child may disclose abuse to you; they may do this directly by telling you what happened or indirectly by telling friends, or by asking for advice about a situation, say involving another person. In school you may particularly notice changes, for example in the child's presentation, behaviour, friendships, application to study or behaviour changes with adults within the setting, including staff and parents/carers.

**We ask that you report anything which may worry you immediately to the DSL or a DDSL.  
The Safeguarding & Child Protection Policy is available on the school's website.**