



Internal Policy

SAFEGUARDING POLICY

A copy of this policy is to be found on the staff intranet under 'Policies and Procedures'

INTRODUCTION

Sale Grammar School fully recognises its responsibilities for safeguarding its young people.

This policy relates to child protection and recruitment. However, safeguarding is not just about protecting children from deliberate harm. It includes:

- pupil health and safety
- bullying
- racist abuse
- harassment and discrimination
- use of physical intervention
- meeting the needs of pupils with medical conditions
- providing first aid
- drug and substance misuse
- educational visits
- intimate care
- internet safety
- issues which may be specific to a local area or population, for example gang activity
- school security.

It is important that our young people are safe and feel safe. This safeguarding policy is therefore linked to other school policies including: anti bullying, health and safety, equality, physical intervention, drugs, trips and visits, e-safety. The policy applies to all personnel, governors, visitors, volunteers, peripatetic staff, contractors.

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CHILD PROTECTION

The school recognises its responsibility with regard to the protection of children from abuse and will react in accordance with the Child Protection/Child in Need Procedures. This policy follows guidelines and procedures laid down in the **Trafford Safeguarding Children Procedures 2009**.

It also relates to the Intimate Care Guidance Trafford 2009, Education Act 2002 and the Children Act 2004, Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings 2006, Safeguarding Children and Safer Recruitment in Education 2007, Safeguarding Children in Education: Dealing With Allegations of Abuse Against Teachers and Other Staff 2005, Working Together to Safeguard Children 2006, LA Confidential Reporting Code.

At all times, in Sale Grammar School, the welfare of our pupils is of paramount importance. To that end, we wish our child protection policy to reflect the aims of the school and for its implementation to be active and ongoing so that it achieves its objectives. All staff are updated regularly and child protection is part of the school's induction process.

Our policy applies to all staff, governors, volunteers and other adults working in the school. There are five main elements to our policy:

- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.
- Ensuring we practise safe recruitment in checking the suitability of staff and other adults to work with children.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.

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- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE and ICT curriculum and assemblies for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Trafford Safeguarding Board and take account of guidance issued by the DCSF to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations on the school web site.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register. Inform a school Officer who will then make contact
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep appropriate records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Follow prescribed procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

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We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adolescent Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

The school has a team of designated staff for child protection. They are **Ian Wilson Assistant Head, David Price-Uden Key Stage 3 Leader, Alison Bentley IT Administrator.**

The designated Child Protection Governor is Mrs Lucy Hickey (parent). The responsibilities of the designated staff are to:

1. liaise with the Social Services Department [SSD] and other agencies when there is a concern about a pupil and attend meetings as and when required;
2. inform the Headteacher when there are concerns about a pupil;
3. support and advise staff when dealing with child protection issues;
4. liaise with relevant staff over teaching in the curriculum regarding child protection issues;



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5. keep up to date with developments in child protection through appropriate in-service training and to disseminate such information to members of staff;
6. ensure that all teaching and non-teaching staff are aware of and understand the LA procedures and their role within them.
7. keep appropriate records and ensure that these are secure
8. attend meetings with external agencies as and when required

PROCEDURES FOR CASES INVOLVING SEXUAL ABUSE

If any members of staff, either teaching or non-teaching, have a child protection concern about a pupil he or she will **IMMEDIATELY** inform a designated teacher and record accurately the event[s] giving rise to the concern. These records must be confidential.

All members of staff will follow the procedures set out below:

- a) Members of staff who suspect that a child may have been sexually abused by another child or an adult should immediately consult with the designated person or a senior member of staff in their absence.
- b) Questions should be limited to those which are needed to confirm or allay suspicion. The emphasis should be on listening to the child who may wish to disclose information. It must be remembered that any leading questions or intimate examinations could hamper the investigation by the Police or Social Services.
- c) The child should be reassured that what has happened is not his/her fault.
- d) Great care and sensitivity will be required in order to support and reassure the pupil who may already be under severe emotional distress. The child should be informed that this information cannot be kept in confidence and told who will have to be involved and why.
- e) Parents/carers should not be contacted to discuss the suspected abuse.
- f) A referral during office hours should be made to the Multi Agency Referral and Assessment Team (MARAT formerly CDAT) tel. no.0161 912 5125. Dedicated Child Protection Line tel. no. 0161 912 5124 (8.30a.m- 4.30p.m.) An Integrated Children's System (ICS) record is created at this point.

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If the child is known to have an allocated social worker, referrals should be made direct to her/him or in her/his absence their manager. In urgent situations, during out of office hours, the referral should be made to the Emergency Duty Team (EDT)/Out of hours team tel. no.0161 912 2020 4.30 p.m. - 8.30a.m) or to the Police 872 5050.

When making a telephone referral it is important to ensure that the nature of the concern is fully conveyed and all referrals must be followed up in writing using a Multi Agency Referral Form or a Common Assessment Framework Form within 48 hours. **The CAF can only be written with parental consent.**

The MARAT will make a decision as to what the response to the referral will be ***within 1 working day*** of the referral being received.

The response could be:

- Provision of information and advice
 - Referral to another agency
 - Initial Assessment
 - No Further Action.
- g) The report should include the initial notes made by any members of staff involved, using the actual words of the child, if possible, any evident marks and observations about the child's behaviour and emotional state. The report should be dated and signed by the designated person within 48 hours and stored securely in the prescribed place.
- h) The designated person will implement advice/guidance given and clarify what action is to be taken if there are further concerns. The designated person/Headteacher or their representative will be expected to attend any subsequent child protection conference convened by Social Services.

PROCEDURES FOR CASES OTHER THAN SEXUAL ABUSE

- a) Members of staff who are concerned about a possible case of abuse should consult with the designated person or a senior person in their absence. The designated person can check the child's file for any previous concerns and check with relevant members of staff.
- b) Questions should be limited to those which are needed to confirm or allay suspicion, i.e. how the injury occurred from the child and the parent/carer.
- c) The emphasis should be on listening to the child who wishes to disclose information. It must be remembered that any leading questions or intimate examination could hamper any future investigations by the Police or Social Services.

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d) Where suspicion remains the designated person should carry out the following procedure:

- If the evidence is not clear or strong enough then the designated person should consult with MARAT to discuss whether a referral should be made or whether the child should be closely monitored. The Integrated Childrens' System records can then be checked.
- **If there is clear evidence or a strong suspicion of harm** then a referral must be made immediately to MARAT. A referral during office hours should be made to the Multi Agency Referral and Assessment Team (MARAT formerly CDAT) tel. no.0161 912 5125. Dedicated Child Protection Line tel. no. 0161 912 5124 (8.30a.m- 4.30p.m.) An Integrated Children's System (ICS)record is created at this point.

If the child is known to have an allocated social worker, referrals should be made direct to her/him or in her/his absence their manager. In urgent situations, during out of office hours, the referral should be made to the Emergency Duty Team (EDT)/Out of hours team tel. no.0161 912 2020 4.30 p.m. - 8.30a.m) or to the Police 872 5050.

When making a telephone referral it is important to ensure that the nature of the concern is fully conveyed and all referrals must be followed up in writing using a Multi Agency Referral Form or a Common Assessment Framework Form within 48 hours. **The CAF can only be written with parental consent.**

The MARAT will make a decision as to what the response to the referral will be ***within 1 working day*** of the referral being received.

The response could be:

- Provision of information and advice
- Referral to another agency
- Initial Assessment
- No Further Action.

e) Great care and sensitivity will be required in order to support and reassure the pupil who may already be under severe emotional distress. The child should be reassured that what has happened is not his/her fault.

f) The child should be informed that this information cannot be kept in confidence and told who will have to be involved and why.



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- g) Staff involved should make careful notes of their concerns including any visible injuries, comments made by the child and observations of the behaviour and emotional state. This information should be given to the designated person.
- h) Those with parental responsibility must be informed at the earliest opportunity of concerns, unless to do so would jeopardise the child's safety, the safety of the referrer or that of other children, **undermine a criminal investigation or where parents are suspected of criminal involvement**. Parents should, in addition to being offered a verbal explanation of the child protection enquiry process, be provided with an explanatory leaflet. Consideration must be given to those for whom English is not their first language or who may have a physical/sensory/learning disability and may need the services of an appropriate interpreter. It is also essential that factors such as race, culture, religion, gender and sexuality together with issues arising from disability and health are taken into account. In planning any intervention with parents, the following points must be covered:
- An explanation of the reasons for concern and where appropriate the source of information.
 - The procedures to be followed (this must include an explanation of the need for the child to be seen, interviewed and/or medically examined and seeking parental agreement for these aspects of the enquiry).
 - An explanation of their rights as parents including the need for support and guidance from an advocate whom they trust (advice should be given about the right to seek legal advice).
 - An explanation of the role of the various agencies involved in the enquiry and explanation of the wish in partnership with them to secure the welfare of the child.
 - The need to gather initial information on the history and structure of the family, the child and other relevant information to enable an assessment of the injuries and/or allegations and the continuing risk to the child to be made.
 - The provision of an opportunity for parents to be able to ask questions and receive support and guidance

Parents should be provided with an early opportunity to explain their perception of the concerns, recognising that there may be alternative accounts and disparities.

In the course of an enquiry it may be necessary for statutory agencies to make decisions or initiate actions to protect children, or require the parents to agree to such action. The social worker must inform relevant agencies of the outcome of initial assessment within 5 working days.



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- i) If a referral is made the designated person must prepare a detailed report as soon as possible using the MARAT pro forma (a CAF may be appropriate see (f) p.4). The report should include notes made by members of staff involved, using the actual words of the child if possible, and a description of the child's behaviour and emotional state if also important. The report should be dated and signed by the designated person. The report should be dated and signed by the designated person within 48 hours and stored securely in the prescribed place.
- j) The designated person/Headteacher or their representative will be expected to attend any subsequent child protection conference convened by Social Services.
- k) The designated person will implement advice/guidance given and clarify what action is to be taken if there are further concerns. The designated person/Headteacher or their representative will be expected to attend any subsequent child protection conference convened by Social Services.

MONITORING AND RECORDING

Monitoring is important following a child protection concern.

Parents do not have access to notes relating to Child Abuse. However, the notes and records may be required for any subsequent case conference to which parents are invited. They may also be required in the event of a prosecution. Notes should be clear, unambiguous, with timescales and dates.

All hard copies of notes and records including the minutes of Child Protection Conferences are confidential and will be kept in the filing cabinet in the Headteacher's office marked Child Protection/Confidential. They will be kept separate from the pupil's personal file.

All e-records will be recorded in a central database on the G Drive and passworded. The passwords will be held by the designated staff and the Headteacher. Where there are concerns of a confidential nature such as Child Protection, the pupil's general file will indicate additional information available from the Head. School actions are recorded in safeguarding records

When a pupil transfers to another school the designated teacher will be responsible for liaising with the Head of the receiving school and passing on appropriate information.

Members of staff will be aware of the need to preserve confidentially and will be given information on a 'need to know' basis.

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A key person where there are concerns is the Education Welfare Officer [EWO] and designated staff and the Headteacher will liaise closely with the EWO and where appropriate the Attendance Officer.

CHILD PROTECTION CONFERENCES/CORE GROUPS

The school will ensure that it is represented at all Case Conferences and that the member of staff who attends is fully informed about the immediate concerns together with information about the child and his or her family background. Where a Core Group is set up the most appropriate person will attend.

ABUSE BY PROFESSIONALS

Where there are concerns about abuse by a member of staff the Head must be informed immediately. Where the allegation is made against the Head, the Deputy Head must be informed who will then contact the Chair of Governors. The procedures outlined in the DCSF Guidance (2005), will then be followed.

DOMESTIC VIOLENCE

Where staff are aware of incidents of violence between adults in households where there are children they will share these concerns with the designated teacher who may then contact Social Services /EWO.

STAFF SUPPORT

The stress on staff involved in any aspects of child protection work is considerable and the school will ensure that such staff are properly supported. The Head and the designated teachers will be responsible for supporting the staff concerned and, where necessary, seeking help from outside the school.

CHILD ON CHILD ABUSE

It is recognised that the abuser may have considerable needs themselves and also that they may pose a significant risk of harm to other children. Children and young people who abuse others should be held responsible for their behaviour. Early intervention with children and young people who abuse others may protect the public in future by preventing the continuation or escalation of abusive behaviour. All concerns should be referred to the schools designated teachers who will follow the guidelines in Section 2 of Trafford's Child Protection Procedures.

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USE OF PHYSICAL RESTRAINT

Policy and procedures meet the requirements of circular 10/98. Trained staff have received a copy of policy and procedures (also located on staff intranet). Any instances where physical restraint occurs will be recorded, identified on a skin map and reported to the Headteacher and the LA. Where physical restraint may be deemed possible, risk assessments will be undertaken involving parents.

PARENTS

Information about the school's responsibility with regard to Child Protection will be given in the Key Stage Handbooks and the school website.

The following statement will appear:

“Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill treatment, neglect or abuse, staff have no alternative but to follow Trafford’s Safeguarding Children Board procedures and to inform Social Services“

Parents will not be informed of concerns unless staff are certain that the safety of the child will not be prejudiced by doing so. In **NO** circumstances will parents be contacted where sexual abuse is suspected unless the assault was by a total stranger.

TRAINING

The school recognises the importance of training for all staff. Training for the designated teachers will be seen as a priority. All staff will receive an update on procedures and reviews every year.

Anyone joining the school staff will be briefed fully about their responsibilities with regard to the Child Protection. This will be the responsibility of the Deputy Headteacher (Staff Development) and will take place during their induction to Sale Grammar School.

CHILD PROTECTION AND THE CURRICULUM

The school will include materials and activities in the curriculum which are designed to help pupils to be less vulnerable to abuse. This will be done without implying that the responsibility for child protection in any way lies with the pupil. Information is provided annually by the LA outlining policy and training. The School Improvement Service also gives support.

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CHILDREN IN CARE

The designated teacher with responsibility for 'Looked after Children' is Ian Wilson Assistant Headteacher. The designated person will work with appropriate agencies and attend all meetings to support the young person in drawing up the relevant PEP. The designated person will monitor the progress and well being of looked after children. Where there are concerns about progress/conduct of the relevant pupils, staff will consult with the designated person.

INTIMATE CARE

Intimate care encompasses areas of personal care which most people usually carry out for themselves, where some children/young people are unable to do so because of their age or impairment.

Disabled children and young people might require assistance with eating and drinking or other aspects of personal care, such as, washing, dressing or toileting. Some may require assistance with changing a colostomy bag or ileostomy bag, managing catheters or other appliances.

From a Safeguarding Children perspective, intimate care involves risks for both children/young people and adults. It may be unrealistic to expect to eliminate these risks completely. However, acknowledging the risks creates an awareness of the importance of maximising safety for all concerned and promoting the best interest of the child. It is also important that staff are supported and trained so that they feel confident in their practice.

Intimate care can be provided only by those who have clear roles and responsibilities outlined in their job description and have been trained to a level of competency to carry out specific procedures.

Parents and staff should be aware that matters concerning intimate care will be supported with confidentiality and sensitively and that the child or young person's right to privacy and dignity is maintained at all times.

When compiling information, staff should be accurate in what they record with regard to intimate care. If appropriate, an intimate care plan will be put together with the child or young person, parent and identified adult, this should be agreed by all parties. It would be more appropriate to discuss the matter in greater detail at a meeting when the parents/carers and any relevant professionals are there to offer advice.



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All staff employed are available on a daily basis in providing personal and intimate care to children and young people who have specific requirements. This way the child can choose whom they feel comfortable with wherever possible.

By providing intimate care, staff are placed in position of great trust and responsibility. They are required to attend to the dignity and respect of the child and young person and to be aware of their responsibilities towards health and safety concerns.

Activities related to intimate care can occupy regular periods of time. They should be positive, not distressing, experiences for the child and young person.

Wherever possible, staff should work with children and young people of the same gender as themselves in providing intimate care. They should be mindful of and respect the personal dignity of the children and young people at all times. The religious views and cultural values of families should also be taken into account. Accordingly, before the children and young people commence attending a school it is vital that the school contacts the parents, and children and young people, to discuss the daily routines and identified person most likely to be involved in delivering aspects of intimate care.

Staff involved in intimate care must consult with the Trafford guidance which is on the staff intranet under policies and procedures.

RECRUITMENT, SELECTION AND SUITABILITY OF ADULTS TO WORK WITH CHILDREN

SCOPE

The guidance in this document is written for all staff, governors and adults working with children and in particular those who take part in the recruitment and selection of teaching and non teaching staff. The guidance applies to all those adults who are contracted to work in the school or volunteers. The policy is linked to other school policies including equal opportunities/inclusion, induction, performance management and child protection.

AIMS

- To ensure that recruitment and selection policies meet the requirements of employment and equal opportunities legislation
- To enable rigorous and unbiased appointment of staff
- To provide systems and procedures for safe practice in recruitment in order to safeguard and promote the welfare of pupils
- To allow all staff and volunteers to share in the commitment of safeguarding and promoting the welfare of all pupils

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- To ensure that the best staff available are appointed and deployed in the most effective way
- To maintain high standards in teaching and learning

GENERAL PRINCIPLES IN RECRUITMENT AND SELECTION

- All existing and new staff will be CRB checked. A single central record will be kept by the Headteacher's PA
- The Governing Body, through the Staffing Committee, will approve annual staffing requirements to ensure that the curriculum and other support can be delivered effectively to all pupils
- The Governing Body, through the Staffing Committee, will approve the selection of all staff who it considers to be the best person for the position. In exceptional circumstances communication may be through the Chair of Governors or Chair of Committee
- All processes and procedures will comply with employment equality legislation
- All posts will be advertised either internally and/or externally, except in the case of short term or temporary appointments, where there is an immediate requirement
- All new appointments will be subject to the receipt of suitable references (at least two where possible)
- All new appointments will be conditional on a satisfactory check against List 99 and a satisfactory CRB Disclosure
- From November 2010 the school will comply with requirements of the Vetting Barring Scheme, including ISA registration and CRB checks
- All external candidates will be asked to complete the School Application Form and accompany this with a letter of application and CV

PROCEDURES

ADVERTISING

Where appropriate, posts will be advertised in the relevant national papers and/or school website, Local Authority Bulletin. Internal advertisements will be circulated via e-mail and the Staff Notice Boards. The Headteacher post will be advertised nationally. .

All adverts will comply with employment equality legislation



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PERSON SPECIFICATION

Prior to the placement of an advertisement, the Headteacher in conjunction with relevant staff will draw up a person specification. This will include:

- Qualifications required for the post
- Any other requirements needed to perform the role
- Competencies, skills and qualities that the successful candidate should be able demonstrate, including suitability to work with children and young people
- Information on how the requirements will assessed during the selection process
- An explanation that any relevant issues arising from references will be taken up at interview
- Reference to the need for the person appointed to the post to undertake a CRB check

JOB DESCRIPTION

Prior to the placement of an advertisement, the Headteacher in conjunction with relevant staff and governors will draw up a job description. This will include:

- The main duties and responsibilities of the post
- The individual's responsibility for promoting and safeguarding the welfare of pupils

INFORMATION SENT TO APPLICANTS

An information pack will be sent to all applicants for externally advertised posts. The pack will consist of:

- An application form with accompanying explanatory notes
- A job description and person specification
- Relevant information about the school and specific information pertaining to the post
- Safeguarding Policy

THE SELECTION PANEL

Members of the selection panel should have the authority to make decisions about an appointment. At least one member will have achieved the Safer Recruitment accreditation

For posts below senior leadership, the Headteacher will be responsible for nominating a panel of interviewers who will be involved in the short listing process. For senior leadership posts other than Headteacher, the interview panel will be determined by the

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Headteacher and Chair of Governors. The Governing Body will determine the panel for the post of Headteacher.

The composition of the selection panel will be determined by the nature of the post but the following guidelines will be followed:

- A minimum of three people will be used for all internally advertised posts and will include the Headteacher or nominated deputy. Where there is more than one applicant, a governor will also be nominated
- A minimum of three people will be used for all externally advertised posts and will include the Headteacher or nominated deputy and a governor. Where appropriate, the LA may be invited to join the selection panel
- For senior leadership posts other than Headteacher, the selection panel will include at least the Headteacher, two governors and where appropriate an LA advisor

SHORT LISTING

All applications must be completed and checked for discrepancies or inconsistencies. Incomplete applications must not be accepted and where possible should be returned to the applicant for completion. Once a short list has been drawn up, references should be sought prior to interview. Where references are not received prior to interview, any appointment can only be made subject to the receipt of satisfactory references.

All members of the panel will have the opportunity to scrutinise applications and to consider these in relation to the person specification and job description. Members of the panel should then agree a short list of candidates.

REFERENCES

A copy of the person specification and job description should be sent with a request for a reference. Each request should seek to:

- Clarify the referee's relationship with the applicant
- Confirm that the applicant possesses the abilities and is suitable to carry out the duties of the post in relation to the job description and person specification
- Confirm whether or not the applicant is suitable to work with children
- Elicit details of any disciplinary issues, allegations or concerns relating to the safety and welfare of young people
- Verify details of the applicant's current post, sickness record and attendance

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INTERVIEWS

All candidates for teaching posts will be asked to teach a lesson where appropriate, which will be observed. In some cases, apart from the main panel, additional interview panels may be nominated. Candidates may also be asked to complete a range of tasks. Candidates will be informed in advance of the arrangements for interview. The panel will meet prior to the interviews to establish standards for the job, determine issues to be explored, agree assessment criteria.

Interviewers will agree a set of questions to be asked of all candidates, which should not be hypothetical but rather competence based, linked to candidates actual experience.

The panel should explore the candidate's attitude to young children, their safety and welfare. Any concerns from the application should also be raised.

At the commencement of the interview the panel should be made aware of the right of a candidate to see any notes made on them by interviewers.

At the end of the interview all documentation will be collected and retained by the Head's PA for 12 months after which it will be shredded. The exception is for the application form, letter and CV of the successful candidate, which will be retained in the appropriate staff file.

All candidates will be offered feedback after the appointment.

APPOINTMENT

The selection panel, should where possible, nominate a first and second choice for the post

The successful candidate will then be contacted prior to all other candidates being informed of the decision. In the event that the offer of a post is rejected then the selection panel may wish to offer the post to an alternative candidate if appropriate

Any appointment must be conditional on two satisfactory references, verification of identity (birth certificate, passport, driving licence, evidence of address) and List 99, CRB checks and ISA registration (Nov 2010). Also verification of qualifications, GTC registration should be received. All verifications should be in writing. The successful candidate will be informed that where verification cannot be confirmed and/or where references/checks are unsatisfactory, the appointment will be withdrawn.

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In such circumstances, the Headteacher, in consultation with members of the selection panel, will determine whether to offer the post to the second choice candidate if still available, or re-advertise

INDUCTION

All new staff will receive a period of induction in line with school policy. This will include receiving information on safeguarding policies and procedures. New staff will be assigned a mentor to support them during induction.

SUPPLY STAFF

Where supply staff are recruited to work in school written proof of CRB checks must be available before employment can begin. Proof of identity, qualifications, GTC status must also be checked.

VISITORS AND CONTRACTORS

Visitors and contractors will be supervised at all times when young people are on the premises. They will be made aware of the safeguarding framework where appropriate

VOLUNTEERS

Volunteers who work regularly with pupils e.g. daily, weekly or monthly, will be subject to CRB checks. They will also be made aware of the safeguarding policy

MONITORING

The Headteacher will report each term to the Governing Body through the Staffing Committee, on all matters relating to personnel. Such reports will include:

- Staff turnover and reasons
- Health and safety of staff
- Professional development of staff
- Staffing requirements to deliver the curriculum
- Appointments
- Potential disciplinary issues

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REVIEW

The school's policy and procedures for dealing with Safeguarding issues will be reviewed annually. In the event of a child abuse incident the internal procedures will be reviewed to ensure their effectiveness. A written record will be kept of this review.

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