

ST. MARK'S CATHOLIC PRIMARY

In a caring Christian community, together we love, learn, laugh and achieve.



GOVERNING BODY

SAFEGUARDING POLICY

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Single Central Record of Recruitment and Vetting.

This is a record of all the recruitment and vetting checks that have been carried out for those people who come into our school. It is kept electronically so that we can easily keep it up to date, but there is also a regularly updated hardcopy, kept in the school office.

On our Single Central Record we have the following people:

- all staff who are employed by the school
- all other staff who work at the school, but employed by another organisation ie cleaners and kitchen staff
- all staff who are employed as supply staff by the school, whether employed directly by the school or through an agency;
- all other adults who have been chosen by the school to work in regular contact with children. This covers volunteers, governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for pupils, but who are not staff members, e.g. specialist sports, musicians or artists.

Our central record indicates whether or not the following have been completed:

- Identity checks;
- Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, NPQH. Additionally, for those applying for teaching posts, registration checks with the GTC, where appropriate;
- Checks of permission to work in the United Kingdom;
- DBS Enhanced Disclosure;
- Further overseas criminal records checks where appropriate

The record also shows the date on which each check was completed and the relevant certificate obtained, and who carried out the check.

Adults who don't have a DBS Disclosure.

It is not necessary to obtain a DBS Disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time, or for secondary pupils undertaking voluntary work or work experience within our school.

All visitors sign in and out, and are escorted whilst on the premises by a member of staff. Examples of people who do not need to apply for a DBS Disclosure include:

- visitors who have business with the head teacher, or other staff or who have brief contact with children with a member of staff present;
- visitors or contractors who come on site only to carry out emergency repairs or service equipment; and who would not be expected to be left unsupervised on school premises;
- volunteers or parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one off events e.g. a sports day, school fete, or open day;
- secondary pupils on work experience within our school. The school placing the pupil should ensure that s/he is suitable for the placement in question;
- people who are on site before or after school hours and when children are not present, e.g. local groups who hire premises for community or leisure activities.

Volunteers

A number of parents and other volunteers help regularly within classes and with activities associated with the school. Some will require a DBS Disclosure because of the frequency of their volunteering activity and the contact they have with children, others will not. It is suggested, however, that schools do not check existing volunteers continuing with their old duties, unless they have cause for concern. For new volunteers, or those changing duties to ones that will bring them into increased contact with children, head teachers should consider obtaining enhanced DBS Disclosures where the volunteering is regular and involves contact with children.

Governors

In line with other volunteers, governors in positions that include regular work in the presence of children, or who care for, train, supervise or are in sole charge of children are asked to obtain an Enhanced Disclosure from the Disclosure and Barring Service. In addition, any governor giving cause

for concern will also be asked to obtain an Enhanced Disclosure. All others will be asked to sign a declaration confirming their suitability to fulfil the role. All existing Governors will be subject to the need for ISA registration incorporating a DBS over a five year rolling period finishing in July 2015.

From November 2010 any new Governor appointed must be ISA registered before taking office. This will also apply to Associate Governors and to Clerks.

Checks on governors will be carried out by the headteacher.

Supply Staff

It is important that thorough checks are made on anybody who will be working in our school, to prevent unsuitable people from gaining access to children, ensuring our school is a safe place for our children.

Where supply staff are employed directly by the school, we complete all relevant checks as for other employed staff. We record that these checks have been carried out on the single central record.

Before taking on a member of supply staff provided by a supply agency, we obtain written confirmation from the agency that the checks the school is required to carry out for its own employees have been undertaken by the agency. In relation to DBS Disclosures, the written notification from the agency must confirm that relevant DBS Disclosures have been requested for that individual, whether or not the Disclosure has been received, and if received, whether it included any disclosed information. Where there is disclosed information, the school must obtain a copy of the DBS Disclosure from the agency. If the DBS Disclosure has not yet been received by the agency, the school must require the agency to notify it of the content as soon as the Disclosure is received. The school must require the supply agency to provide the written notifications and copies of DBS Disclosures where appropriate through the contract or other arrangements which it makes with the supply agency. We record the received confirmation of relevant checks from the supply agency (and copies of DBS Disclosures where appropriate) on the single central record.

Where an individual is provided by an agency, the school must check that the person who comes to them is the person referred by the agency, by carrying out the identity checks.

Contractors

Children are not allowed in areas where builders are working for health and safety reasons, so these workers should have no contact with children. However schools should ensure that safeguarding arrangements are in place with contractors, via the contract where possible, to make sure that any of the contractors' staff that come into contact with children undergo appropriate checks. For staff carrying out contract work where children are present, we treat the contractor as a visitor and ensure that either the work is carried out when children are not on site or they are supervised at all times. If this is not possible, then the contractor is asked to obtain an Enhanced DBS check and other safer recruitment checks.

Checks on Other Public Sector staff

Individuals such as Educational Psychologists, Advisors, School Nurses, and other public sector staff will have been checked by their employing organisation, whether local authority, Primary Care Trust or Strategic Health Authority. It is not necessary for schools to see their DBS Disclosure, as appropriate checks will have been carried out. Schools will however require written confirmation from other agencies that their staff have been recruited according to the DCSF safer recruitment guidance and all relevant checks have been carried out. A single signed and dated letter is all that is needed and not individual letters for each person. We request photographic ID to ensure that the person who arrives at the school is the person who has been sent by the third party.

Applicants for Teacher Training Courses

We accommodate a large number of students each year from Hope University and John Moores University. For applicants for initial teacher training, the University should ensure that an enhanced DBS Disclosure is applied for when a place at a teacher training institution has been accepted, so that Disclosures are received prior to the trainee commencing school based elements of their training. However, the head teacher has discretion to allow an individual to begin school based training pending receipt of the Disclosure, provided they have had a List 99 check. Where this is necessary, training providers and the head teacher must ensure that the trainee is appropriately supervised. A checklist to help school to ensure there is an awareness culture for safeguarding children in the selection process is attached at **appendix A**.

Checklist for Safer Selection

	In place	Work needed
The application form (AF) asks for full employment history to nearest month, including gaps, since leaving full time education		
AF is designed for work with children		
AF asks about any family relationships with existing employees or employers		
AF asks for any other name the applicant has been known by		
The person specification (PS) indicates how requirements will be tested during the selection process		
Young people participate in recruitment and selection		
Recruitment processes (RP) are as rigorous for: <ul style="list-style-type: none"> • Internal transfers to work with children • Agency or temporary staff • Staff caring for children with disabilities 		
Rigorous screening of non-staff personnel with unsupervised access to children eg: Volunteers Escort and transport agencies Students on placement Consultants and commissioned staff Independent visitors Councillors meeting looked after children		
A bank of vetted personnel is: used to reduce reliance on agency staff run by a consortia of statutory, private and voluntary sector employers run by a dedicated relief pool manager		
There is a thorough induction process which addresses safeguarding issues with all staff, volunteers and anyone commissioned or contracted by you to work with children		
There are several complementary systems in place to keep children safe including safe recruitment: <ul style="list-style-type: none"> • Whistleblowing policy • Exit interviews • Code of conduct 		
Well-intentioned candidates can be expected to understand the need for thorough and consistent arrangements for recruitment		
Applicants are advised that: <ul style="list-style-type: none"> • New employer reserves the right to approach current and any previous employer • Employers will be asked about disciplinary offences, including expired offences • Post is exempt from Rehabilitation of Offenders Act so all convictions must be listed with dates • Police checks will be made • That there is no unsupervised access to children until all checks are completed satisfactorily • Employment does not start until HR confirms in writing that all checks have been made and clear 		

Can you evidence all of those you have ticked?

Checklist for Single Central Record

Questions for the school
1. Is a single central record (SCR) of staff in place?
2. Does the SCR indicate that identity checks have been carried out and by whom? Note: although good practice, it is not required to show addresses on the SCR.
3. Is there evidence on the SCR that all teachers have been checked against the Children's List (previously List 99)? (If a teacher has an enhanced CRB disclosure in place they have been checked against List 99 or the Children's List.)
4. Is there evidence that all staff employed since March 2002, and who have not had continuity of employment, have been CRB checked, if they have regular contact with or unsupervised access to children?
5. Have all staff appointed since 12 May 2006, whether or not they have regular contact with children, been CRB checked, unless they have continuity of employment?
6. Does the SCR include evidence that supply teachers have been checked against the Children's List (or List 99) or have an enhanced CRB disclosure? Note: in the case of agency staff it is sufficient that the employer has provided written confirmation that the required checks have been carried out.
7. Does the SCR include all others who have been chosen by the school to work regularly or intensively with children, for example volunteers or governors who also work as volunteers within the school?
8. Does the SCR record the date when the CRB or Children's List (or List 99) check was carried out (and who carried out the check) except in the case of agency staff?
9. Does the SCR record qualifications – where the qualification is a requirement of the job, for example those posts where a person must have qualified teacher status or national professional qualification for headship?
10. Does the SCR record evidence of 'right to work' in the United Kingdom checks?

Single Central Record sample pro-formas

Name	
Post/job title	
Basis of role within school	Employed Volunteer Governor Contractor Agency worker School-employed supply teacher
Date started with school	

Detail to be checked	Evidence and Status	Checked by	Date
1. Name	Must be photo ID		
2. Address			
3. Date of Birth			
4. CRB Check	Include disclosure number and date		
5. Evidence of right to work in the UK	Passport / relevant work visa / work permit, include date of issue and expiry		
6. Overseas police check / certificate of good conduct (where applicable)			
7. List 99 Check (ISA check after 12 October 2009)			
8. Occupational Health Check			
9. Essential Qualifications as per Person Specification (where applicable)			
10. QTS Status (where applicable)			
11. GTC Registration (where applicable)			
12. First satisfactory reference			
13. Second satisfactory reference			

Identity				Qualifications, including GTC number		List 99	CRB number and date of issue	Right to work in the UK	Overseas Criminal records check
Name	Address	DOB	Evidenced & date	Qualifications required yes/no	Qualifications evidenced & date	Check evidenced & date	Check evidenced & date	Check evidenced & date	Check required yes/no

Ofsted Requirements

- The school has clear policies, strategies and procedures to ensure the safeguarding and welfare of pupils, including those relating to behaviour, bullying, health and safety, harassment and discrimination and meets all required duties.
- The school has established clear management responsibilities in relation to child protection including relevant designated staff.
- The school monitors and evaluates the effectiveness of its policies and practices.
- Ensures that adults working with pupils are appropriately recruited and vetted.
- Ensures that adults receive up-to-date, high quality, appropriate training, guidance, support and supervision to undertake the effective safeguarding of pupils.
- Encourages and enables pupils to report any concerns or complaints including concerns about poor or abusive practices.
- Takes reasonable steps to ensure that pupils are safe on the school site, for example by monitoring visitors or volunteers or those using the premises during school time.
- Identifies concerns about possible abuse and/or neglect and/or pupils who may have gone missing, and refer such concerns promptly to the relevant agencies.
- Records information relevant to safeguarding concerns clearly and accurately and shares it appropriately, both internally and with other agencies.
- Helps pupils to keep themselves safe, including encouraging pupils to adopt safe and responsible practices and deal sensibly with risk for example, when:
 - handling hazardous equipment and materials
 - looking after themselves during outdoor activities
 - using the internet

Safeguarding Evidence.

The following list represents the evidence that we have available with our Single Central Record, to demonstrate our Safeguarding Policies and Procedures:

- Behaviour policy
- Anti-bullying policy
- Health and safety policy
- Child protection policy
- Equal opportunities policy
- Single Central Record
- Risk assessments
- Views of parents on safeguarding
- Views of pupils on safeguarding
- That designated staff are clearly identified and all staff are aware who the named person is
- Record of racist incidents
- Record of bullying incidents
- Child protection referral records
- Minutes from discussions at governing body meetings
- Policy evaluation schedule
- Participation of a member of the governing body and headteacher in Safer Recruitment Training
- Schools Code of Practice
- Staff recruitment policy
- Training log
- Evidence of discussions with pupils
- Pupils surveys showing that they know what to do if they are worried and who to talk to
- Reports from social care meetings
- Vulnerable pupil evidence trail

Role of Governors in Safeguarding

Governors have a very important role to play in the safeguarding process. OFSTED will want to ensure that the Governing Body is carrying out its duties in regard to safeguarding. The attached checklist (**Appendix D**) for governors is offered as a help to enable governors to ensure they are carrying out their responsibilities effectively.

A check list for governing bodies

	Designated Person for Child Protection	Responses/Action Taken	Date
1.	Who is the Designated Person for Child Protection in your school? Are they on the Senior Leadership Team?		
2.	Has the Designated Person for Child Protection sufficient resources and time allocated to allow them to discharge their responsibilities i.e. supporting vulnerable pupils within the school, attending Child Protection Case Conferences, Reviews, Core Groups?		
3.	What arrangements are in place when the Designated Person for Child Protection is not available? Has this person received appropriate training? If so when?		
4.	Are all new staff given a written statement about the school's policy and procedures and the name and contact details of the Designated Person for Child Protection and Chair of Governors?		
5.	Has the Designated Senior Person for Child Protection received in-depth training to fulfil their role and responsibilities if appointed to the role within the last two years? Have you had sight of their certificate of attendance?		

	<p>Or</p> <p>If in post for more than two years have they undertaken refresher training every two years? If so have you had sight of their certificate of attendance?</p>		
6.	<p>Continual Professional Development: What inter-agency training has been identified or completed by the Designated Person for Child Protection (this includes training provided by Calderdale Safeguarding Children Board or other training which is to the standards agreed by the Board)</p>		
7.	<p>How does your school ensure that all staff receive basic safeguarding (child protection) training to undertake their roles and responsibilities? All staff should receive training a minimum of every 3 years, this include volunteers, to be compliant with statutory guidance.</p> <p>NB It is good practice to deliver whole-school training on safeguarding annually to ensure all staff are up to date with their training and all new staff receive timely training on issues relating to safeguarding.</p>		
Nominated or Named Governor		Responses/Action Taken	Date
8.	<p>Does your Governing Body have a named Governor for safeguarding?</p> <p>Their roles and responsibilities include liaising with the Head about child protection issues within the school and to provide information and reports to the governing body.</p>		

9.	Does the named Governor follow a recommended “job description”?		
10.	Has the named Governor, attended appropriate safeguarding training?		
11.	Does the named Governor provide an annual report to the whole Governing Body in respect of training undertaken by Governors, the Designated Person for Child Protection, staff and volunteers?		
12.	Does the named Governor audit compliance with Safeguarding Children and Safer Recruitment in Education including CRB checks and the central record of checks completed for staff, volunteers, Governors and Contractors?		
	Whole Governing Body	Responses/Action Taken	Date
13.	Have all Governors undertaken training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively?		
14.	Have any members of the Governing Body completed appropriate training in respect of allegations against staff?		
15.	Have any members of the Governing Body undertaken accredited NCSL Safer Recruitment training?		

16.	Does the Governing Body operate robust safe recruitment procedures and makes sure that all appropriate checks are carried out on new staff, any person who is contracted to provide services based on the school site and volunteers?		
17.	Is there a nominated member of the governing body responsible for liaising with the Local Authority and/or partner agencies, as appropriate in the event of allegations of abuse being made against the Head? NB: This is normally the Chair or Vice Chair.		
18.	Have all members of the Governing Body had an Enhanced CRB check completed (where appropriate)?		
19.	How do staff and adults in school know the school's policy and procedures and the name and contact details of the Designated Person for Child Protection, Chair of Governors?		
20.	Are the policies and procedures adopted by the Governing Body fully implemented and followed by staff? How do you know?		
21.	How has the Governing Body ensured that safeguarding children is embedded within in all policies and procedures including performance management, supervision and training of a staff?		
22.	Is the Schools Safeguarding (Child Protection) policy and procedures in accordance with current statutory and inter-agency guidance and requirements, namely: -Working Together to Safeguard Children -Safeguarding Children and Safer Recruitment in Education -Calderdale Safeguarding Children Board -What to do if you're worried a child is being abused summary (2006)		

	<p>NB a Model Safeguarding (Child Protection) Policy is available from the Local Authority. If Yes:</p> <ul style="list-style-type: none"> -Date ratified by the Governing Body -Date to be Reviewed -Does the School/Staff handbook have information re accessing policy and procedures and who to contact if they have concern in respect of the conduct of colleague, the Head or governors? 		
23.	<p>Are there written policies and/or protocols for:</p> <ul style="list-style-type: none"> -Anti bullying -Inclusion -Pupil Well Being -Complaints and compliments -Use of the Internet, photography and mobile phones (both Pupil and Staff) -Behaviour Management Policy -Whistle blowing -Intimate Care Policy -Doors on showers -Entry security system/site security/CCTV -High visibility in pupil areas -One-to-one working -Open door policy for teaching purposes -Well maintained school boundaries -Use of toilet, shower and changing facilities -Residential trips and risk assessments -Recruitment and selection 		
24.	<p>Has the Governing Body adopted Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (DCSF March 2009)?</p>		
25.	<p>Have you agreed a timetable for the annual review of policies, and procedures, including safeguarding and the well being of pupils? Who is responsible?</p>		

26.	Are all staff, governors and volunteers aware of where the primary copies of all policies, procedures and protocols etc are kept? NB This should include Agency Staff.		
27.	Are you clear how any deficiencies or weaknesses about child protection arrangements will be remedied and what support is available from the Local Authority?		
28.	Is there an established system for recording confidential child protection information?		
29.	Does the School have a policy on transferring information at key transition points e.g. EYFS and Year 6 in relation to vulnerable children and child welfare concerns and children about whom there are Child Protection concerns?		
30.	Do you receive an annual report on the number of incidents/cases (without names or details, as they are strictly confidential)?		
31.	Does the governing body have in place procedures for dealing with allegations of abuse against members of staff and volunteers that comply with Statutory guidance, Calderdale Safeguarding Children Board and Human Resources procedures?		
32.	Do staff take appropriate actions to address concerns about the welfare of a child or children, working to agreed local policies and procedures in full partnership with other local agencies? How do you know this?		

A Safeguarding Ethos		Responses/Action Taken	Date
33.	How does the school make clear its commitment to safeguarding children and promoting the welfare of its pupils to staff, parents, carers, volunteers and Governors?		
34.	Are all staff and volunteers able to raise concerns about poor or unsafe practice in accordance with agreed whistle blowing policies?		
35.	Are all school trips robustly risk assessed and in accordance with guidance?		
36.	Are pupils, parents and staff listened to and complaints taken seriously?		
37.	Is the physical environment made as safe as possible for pupils in and out of school? How?		
38.	Does the Governing Body question attitudes to and knowledge of safeguarding during the recruitment and selection of ALL staff and volunteers?		
Extended Services		Responses/Action Taken	Date
39.	Where the governing body provides services or activities directly under the supervision or management of school staff, the school's arrangements for safeguarding (child protection)		

	will apply. How does the Governing body ensure that all who are involved in delivering extended services are aware of and comply with safeguarding policy, procedures and good practice?		
40.	Where services or activities are provided separately by another body, does the governing body have a copy of the organisation's child protection policy?		
41.	How does the governing body ensure that appropriate CRB checks have been undertaken?		
42.	Where services or activities are provided separately by another body, has the headteacher/principal liaised with that organisation about child protection issues and reporting lines?		
43.	Is there an appropriate policy for premises lettings?		