



SAFER RECRUITMENT - GOOD PRACTICE GUIDANCE

Introduction

All organisations which employ staff or engage volunteers to work with children and/or vulnerable adults should adopt a consistent and thorough process of safer recruitment, in order to ensure that those appointed to work in such roles are safe to do so (as far as can be reasonably expected) and people who are unsuitable to work with children and/or vulnerable adults are prevented from doing so.

This guidance document should help and encourage organisations to implement safer recruitment and selection practices by providing advice regarding relevant national and local guidance, examples of good practice, and reference to model policies and procedures.

Safer recruitment practice should include those persons who may not have direct contact with children and/or vulnerable adults, but because of their presence and familiarity in certain settings will still be seen as safe and trustworthy. The principles of safer recruitment should also be included in the terms of any contract drawn up between the organisation and contractors or agencies that provide services for children and/or vulnerable adults for whom the organisation is responsible. In such cases the organisation should monitor compliance with the contract, which should also include a requirement that the provider will not sub-contact to any personnel who have not been part of a safer recruitment process.

Training

All organisations involved in the selection of staff and/or volunteers to work with children and/or vulnerable adults should ensure that designated staff undertake appropriate safer recruitment training specific to their organisational needs.

Features of a safer recruitment process

- Set time aside for planning and structuring the process.
- Have clear job, role and person specifications, setting down the boundaries and expectations of the role including a statement of responsibility and requirements for safeguarding. Where volunteers are being appointed it is good practice to follow this specific point (as far as is reasonably practical), but especially in setting the boundaries and expectations of the role.
- Clear messages about safeguarding should be sent to candidates from the outset.
- A statement about commitment to safeguarding should be incorporated in any job advert, together with confirmation that a DBS check (including checks against the DBS Barred lists where relevant) will be undertaken.

- Use application forms. Not CVs (application forms gather the information you require to help make an informed judgement, whereas a CV provides the information the candidate wants you to have!)
- Obtain references before interview wherever possible; include specific enquiries about the applicant's background in relation to safeguarding and ensure references are given proper weight and consideration in the selection process.
- As a minimum, the selection process should involve a face-to-face interview and where possible another form of assessment e.g.(role play, presentation, teaching a lesson, participating in activities with children and/or vulnerable adults under observation etc).
- At interview, use probing questions into motives, attitudes and behaviours, not just skills and experience, and questions that cover safeguarding issues as well as other role-related areas. Wherever possible such questions should be competency based i.e. 'explain how you have managed a situation of' or 'how have you dealt in the past with' etc.
- Seek information about criminal history and use it appropriately.

With this guidance document, exemplars of best practice documents such as role profiles, job descriptions and person specifications are not provided because there are considerable variations in format and terminology between different organisations. For examples of the practice appropriate for your organisation please consult your Human Resources Adviser(s), recruitment and selection code of practice or recruitment manual.

Safer Recruitment Practice

Safer recruitment practice should be applied at all stages of the recruitment process including:

- Advertising and information for applicants
- References
- Other checks before interview
- Selection of candidates
- Interviewing short-listed candidates
- Offer of appointment to successful candidate
- Induction and supervision of newly appointment staff and volunteers

The information and guidance below expands on the general features of a safer recruitment process to provide more detail for organisations to ensure that safer recruitment practise are in place.

Advertisements and Information for Applicants

Organisation should demonstrate their commitment to safeguarding and protecting children and/or vulnerable adults by ensuring that all recruitment advertising material contains a policy statement to this effect. All information given to the interested applicant should highlight the importance placed by the organisation on rigorous selection processes.

The information should stress that the identity of the candidate, if successful, will need to be checked thoroughly, and that where a Disclosure and Barring Service check is appropriate, the person will be required to complete an application for a DBS Disclosure to the appropriate level straight away and the outcome will be considered before the appointment is confirmed.

The role profile or job description should clearly set out the extent of the relationship with and the degree of responsibility for, children and/or vulnerable adults with whom the person will have contact. The role profile or person specification should explain:

- The qualifications and experience needed for the role.
- The competencies and qualities that the applicant should be able to demonstrate.
- How these will be tested and assessed during the selection process.

The application form should ask for:

- Full personal information, including any former names by which the person has been known in the past.
- A full history of employment, both paid and voluntary, since leaving school, including any periods of further education or training. This should include:
 - Start and end dates,
 - Explanations for leaving, and
 - Reasons for any gaps in employment
- Details of any relevant academic and/or vocational qualifications.
- A declaration that the person has no convictions, cautions, warnings or reprimands, including those regarded as spent. This should also include referral to or inclusion on the DBS Children's or Adult's Barred List or regulatory body, restricting or preventing them from working with children and/or vulnerable adults.

Curriculum vitae (CV's), drawn up by applicants in place of an application form should not be accepted because these will only contain the information the applicant wishes to present and may omit relevant details.

References

The application form should request both professional and character references, one of which should be from the applicant's current or most recent employer. Additional references may be asked for where appropriate. For example, where the applicant is not currently working with children and/or vulnerable adults, but has done so in the past, a reference from that employer should be asked for in addition to that from the current or most recent employer if this is different.

References should be sent wherever possible to business addresses, not a home address.

Wherever possible references should be obtained prior to the interview so that any issues of concern raised in the reference can be explored further with the referee and taken up with the candidate during interview.

References should contain objective, verifiable information and in order to achieve this, a reference pro-forma with questions relating to the candidate's suitability to work with children and/or vulnerable adults should be provided.

References should include:

- Length of time the person has known the applicant and in what capacity;
- Post held with dates, salary and reasons for leaving;
- Ability and suitability to work with children and/or vulnerable adults (where applicable);
- Skills, strengths and weaknesses and how these have been demonstrated;
- Any current disciplinary investigation and/or sanction;
- Any allegations and/or disciplinary investigations relating to the safety or welfare of children and/or vulnerable adults and the outcome of these (including where any sanction has expired);
- Details of any criminal convictions, cautions, warnings or reprimands
- If the referee would re-employ the applicant and, if not details of why; and
- Verification of the identity of the referee.

It is vitally important that the referee is asked to confirm whether the applicant has been the subject of any disciplinary sanctions and whether the applicant has had any allegations made against him/her or concerns raised which relate to either the safety or welfare of children and/or vulnerable adults or about the applicant's behaviour towards children and/or vulnerable adults. Details about the outcome of any concerns or allegations should be sought.

Open references and testimonials or references addressed 'To whom it may concern' should not be accepted as they are not written, knowing the type of post the individual is applying for.

References must not be accepted from a family member.

References are just as important for voluntary posts as for paid employment. A similar process must be followed when seeking volunteers for the kinds of posts that require a formal recruitment process. However, prospective volunteers might not be employed or have previous experience of working with children and/or vulnerable adults. Consequently, organisations may have to be prepared to be flexible about the kind of people from whom they will accept references and the nature of those references, but should always consider the guidance outlined above.

Other Checks before Interview

If the applicant claims to have specific qualifications or experience relevant to working with children and/or vulnerable adults, which may not be verified by a reference, the facts should be verified by making contact with the relevant body or previous employer, or by checking original qualification certificates etc. Any discrepancies should be explored during the interview.

Selection of Candidates

There should be standard procedures for short listing to ensure that the best candidates are selected fairly. All applicants should be assessed equally against the criteria contained in the role profile or person specification without exception or variation.

Remember that safer recruitment means all applications must always be:

- Checked to ensure that they are fully and properly completed. Incomplete applications should not be accepted and should be returned to the candidate for completion.
- Scrutinised for any anomalies or discrepancies in the information provided.
- Considered with regard to any gaps in employment history, or repeated changes in employment, or moves to supply work, without clear and verifiable reasons.

All candidates should be instructed to bring with them documentary evidence of their identity, either a full birth certificate, passport or photo card driving licence and additionally a document such as a utility bill or bank statement (dated within the last 3 months) that verifies the candidate's name and address. Where appropriate, change of name documentation must also be brought to interview.

Candidates should also be asked to bring original or certified copies of documents confirming any necessary or relevant educational and professional qualifications. If the successful candidate cannot produce original documents or certified copies, written confirmation of his/her relevant qualifications must be obtained from the awarding body before the appointment is confirmed and the candidate commences work.

Interviewing Short-listed Candidates

At least two people should be involved in an interview panel.

It is important to record objective evidence about the extent to which each candidate meets the questioning criteria.

Questions should be set which test the candidate's specific skills and abilities to carry out the advertised job or role. Wherever possible such questions should be competency based i.e. 'explain how you have managed a situation of

The candidate's attitude toward children and/or vulnerable adults in general should be tested and also their commitment to safeguarding and promoting the welfare of children and/or vulnerable adults in particular. At least one member of the interview panel should be trained in how best this can be done.

Any gaps and changes in employment history should be fully explored during the interview, as should any discrepancies arising from information supplied by the candidate or by the referee(s).

All candidates should bring to interview documentary evidence as detailed in the Asylum and Immigration Act and in line with DBS requirements.

- www.ukimmigration.com/employer/uk_work_permit14.htm
- <https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

Where relevant, change of name documentation must also be brought to the interview.

Where the successful applicant is a foreign national or a UK national who has lived or worked abroad for more than 3 months, the candidate must provide an original 'Certificate of Good Conduct' from the Embassy of the country concerned and this document must be considered before an employment decision is made. Where the document is not in English, a fully endorsed official English translation must be provided by the candidate with the original document.

Offer of Appointment to Successful Candidate

Any offer of appointment should be conditional upon pre-employment checks being satisfactorily completed, including:

- Where the role is considered to be working with children and/or vulnerable adults either in regulated activity (see <http://www.dhsspsni.gov.uk/regulated-activity-children.pdf>) or in a supervised role, a DBS check appropriate to the role.
- Verification of the candidate's medical fitness.
- Verification of any relevant professional status and whether any restrictions have been imposed by a regulatory body such as the Teaching Agency (TA) or the General Medical Council (GMC).
- Receipt of satisfactory references.
- Receipt of a satisfactory Certificate of Good Conduct (where relevant).
- Confirmation that the candidate has the right to work in the UK.

All checks should be confirmed in writing and retained on the candidate's personnel file, together with endorsed photocopies of original documents used to verify his/her identity and qualifications.

DBS Checks

There are three levels of DBS checks, Standard, Enhanced and Enhanced with barred list checks. DBS checks cannot be obtained by members of the public directly. They are only available to organisations and again only for those professions, offices, employment, work and occupations listed in the Exceptions Order (1975) to the Rehabilitation of Offenders Act 1974 as amended by the Protection of Freedoms Act 2012.

Standard DBS Check

Standard certificates reveal details of any convictions, cautions, warnings and reprimands the applicant has received.

Enhanced Disclosure

This includes the same as the standard check plus any additional information held by local police that's reasonably considered relevant to the workforce being applied for (adult, child or 'other' workforce). 'Other' workforce means those who don't work with children or adults specifically, but potentially both, e.g. taxi drivers. In this latter case, the police will only release information that's relevant to the post being applied for.

Enhanced Disclosure with Barred List Check

This includes all of the information normally included in an Enhanced Disclosure but also identifies whether the person is barred from working in regulated activity with the group they are applying to work for, i.e. whether they are barred from working with children, adults or both.

A record should be kept of the date the disclosure was obtained and who by, the level of the disclosure and the unique reference number.

DBS Update Service

The Disclosure and Barring Service Update Service is a subscription service that lets applicants keep their DBS certificates up to date online. Where the applicant has given their permission, the service allows employers to check a certificate online without the need to make the applicant apply for another check. In order to use the service you must:

- Be legally entitled to carry out a check
- Have the applicant's permission

An individual must pay an annual fee to the DBS to join the Disclosure and Barring Update Service. This is not the responsibility of the employing/engaging organisation.

Employers have the choice whether or not to accept checks undertaken via the DBS Update Service.

Record Keeping - those not directly employed by the organisation

A record should be kept of evidence to show that DBS checks have been carried out in respect of supply staff and volunteers whether recruited directly or through an agency.

Satisfactory references must be kept on a staff member's (including temporary or supply staff) personnel file or, in the case of volunteers, on a central record within the organisation.

Where information gained by the employer from either references or other checks calls into question the candidate's suitability to work with children and/or vulnerable adults, or where the candidate has provided false information in support of the application, the facts should be reported to the Police and/or the DBS as appropriate.

Induction and Supervision of Staff & Volunteers

The induction of all newly appointed staff and/or volunteers should include an introduction to the organisation's child and/or adult protection policies and procedures. This should include being made aware of the identity and specific responsibilities of those staff with designated safeguarding responsibilities.

New staff members should be provided with information about safe working practice and given a full explanation of their role and responsibilities, and the standard of conduct and behaviour expected.

They should also be made aware of the organisation's personnel procedures relating to disciplinary issues and the relevant whistle blowing policy.

The programme of induction should also include child protection and/or adult protection training at a level appropriate to the member of staff's or volunteer's work with children and/or vulnerable adults. Senior managers should ensure that their staff and volunteers are adequately and appropriately supervised and that they have ready access to advice, expertise, guidance and management support in all matters relating to safeguarding and child/adult protection.

Appropriate safeguarding controls must be in place for all staff and/or volunteers, and should be reviewed on a regular basis. Supervision of those undertaking such activities must take place "on a regular basis" and this means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter.

Model Policies and guidance documents

A range of model policies, procedures and/or guidance documents are available for reference as appendices to this document as follows:

- i). Local Authority Child Protection Policy (See Appendix A).
- ii). Plymouth Safeguarding Adults Board Procedures Manual (See Appendix B).
- iii). School Child Protection Policy (See Appendix C).
- iv). Child Protection Policy Checklist (See Appendix D).
- v). Local Authority Whistleblowing Policy (See Appendix E).
- vi). School Safeguarding Code of Conduct. (See Appendix F).
- vii). Child Protection Policy for managing allegation against staff and volunteers (See Appendix G).

LOCAL AUTHORITY CHILD PROTECTION POLICY

Please see the PDF version of the Local Authority Child Protection document at:-

http://www.plymouth.gov.uk/safeguarding_children_corporate_policy.pdf

LOCAL AUTHORITY ADULT PROTECTION PROCEDURES

Plymouth Safeguarding Adults Board Procedures Manual is available via the following web link:-

<http://www.plysab.proceduresonline.com/>

SCHOOL CHILD PROTECTION POLICY

(NAME OF SCHOOL)

This policy was originally developed on **(INSERT DATE)** and adopted on **(INSERT DATE)**.

The name of the Designated Senior Person is: **(INSERT NAME)**

The name of the Deputy Designated Senior Person is: **(INSERT NAME)**

The name of the link Child Protection Governor is: **(INSERT NAME)**

1.0 Introduction

- 1.1 This policy has been developed in accordance with the principles established by the Children Act 1989 and in line with government publications, local guidance and procedures:-
- 1.1.1 “Working Together to Safeguard Children” 2013
 - 1.1.2 “Framework for the Assessment of Children in Need and their Families” 2000.
 - 1.1.3 “What To Do If You Are Worried A Child Is Being Abused” 2003.
 - 1.1.4 “Safeguarding Children and Safer Recruitment in Education Guidance” 2007.
 - 1.1.5 “Dealing with Allegations of Abuse Against Teachers and Other Staff. Guidance for Local Authorities, Head Teachers, School Staff, Governing Bodies and Proprietors of Independent Schools” October 2012.
 - 1.1.6 Child Protection in Plymouth, Notes and Information for Designated Persons in schools.
 - 1.1.7 “South West Child Protection Procedures” Website, (www.swcpp.org.uk).
- 1.2 The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard¹ and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

¹ Safeguarding (as defined in the Joint Inspector’s Safeguarding report) is taken to mean “All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children’s welfare are minimised” and “where there are concerns about children and young people’s welfare, all agencies take all appropriate actions to address those concerns, working to agree local policies and procedures in full partnership with other agencies”

- 1.3 We recognise that all staff² and governors have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.
- 1.4 All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.5 The aims of this policy are:
- 1.5.1 To support the child's development in ways that will foster security, confidence and resilience.
- 1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
- 1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children.
- 1.5.5 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils.
- 1.5.6 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- 1.5.7 To develop effective working relationships with all other agencies involved in safeguarding children.
- 1.5.8 To ensure that all adults within our school who have access to children have been checked as to their suitability. This includes other community users of our facilities.

² "Staff" covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children

2.0 Procedures

2.1 Our school procedures for safeguarding children will be in line with the *Plymouth Safeguarding Children's Board (PSCB) Multi Agency Child Protection Procedures* (www.swcpp.org.uk).

We will ensure that:

- 2.1.1 The governing body understands and fulfils its safeguarding responsibilities.
- 2.1.2 We have a Designated Senior Person and a deputy for child protection who have undertaken Basic Child Protection Training delivered through the PSCB, and who undertake other training as recommended by the Local Authority every two years.
- 2.1.3 We have a member of staff who will act in the Designated Senior Person's absence who has also received basic multi-agency training, and who will have been briefed in the role.
- 2.1.4 All members of staff are provided with opportunities every three years to receive INSET training by the Designated Senior Person [or other recognised trainer] in order to develop their understanding of child protection and in particular the signs and indicators of abuse.
- 2.1.5 All members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
- 2.1.6 All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it in our prospectus/brochure and home school agreement.
- 2.1.7 Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.
- 2.1.8 Community users organising activities for children are aware of and understand the need for compliance with the school's child protection guidelines and procedures.
- 2.1.9 Our recruitment and selection policy includes all appropriate checks on staff suitability including Disclosure and Barring Service checks (formerly Criminal Records Bureau checks).³ A minimum of two individuals have completed Safer Recruitment Training (i.e. Headteacher and a nominated Governor).
- 2.1.10 The name of any member of staff considered not suitable to work with children will be notified to either the Disclosure and Barring Service or the relevant Government

³ Safer recruitment practice includes scrutinising applicants, verifying identity and qualifications, obtaining character and professional references, checking previous employment history and that a candidate has the health and physical capacity for the job, and a face to face interview as well as the mandatory check of the Disclosure & Barring Service (DBS) Children's Barring List, and, where appropriate, a Criminal Records Check.

Department/Agency (where appropriate), depending on the nature of the concern, with the advice and support of Local Authority Personnel and/or the Local Authority Designated Officer.

- 2.1.11 Our procedures will be annually reviewed and up-dated.
- 2.1.12 The name of the Designated Senior Person and Deputy Designated Senior Person will be clearly shown in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.
- 2.1.13 All adults, (including supply teachers, non-teaching staff and volunteers), new to our school will be given or directed to a copy of the Child Protection Policy, the booklet "What To Do if You're Worried A Child is Being Abused", and the name and contact details of the Designated Senior Person will be explained as part of their induction into the school. In addition all such staff and volunteers will be made aware of the 'Guidance for Safer Working Practice for Adults who work with Children and Young People' booklet, available for reference within the school.

3.0 Responsibilities

- 3.1 We understand that our responsibility to safeguard children requires that we all appropriately share any concerns [as soon as a staff member or volunteer suspects/knows of a concern] that we may have about children. The first point of contact is Designated Senior Person for Child Protection or other member of the Leadership Group (in their absence). The Designated Senior Person will inform the Headteacher of the referral. If any staff member is involved the report is made to the Headteacher. If the Headteacher is involved then the Chair of Governors should be informed.
- 3.2 The Designated Senior Person is a member of the School Leadership Team and is responsible for:-
 - 3.2.1 Referring by telephone a child's details if there are concerns about his/her welfare, possible abuse or neglect to Children's Social Care. A written record of the referral will be faxed/posted/emailed to Children's Social Care, (using the multi-agency referral form), and a copy sent to the Local Authority Senior Education Welfare Officer for Child Protection within one hour of the telephone call or as soon as possible within the school day.
 - 3.2.2 Ensuring that written records of concerns about a child are kept even if there is no need to make an immediate referral.
 - 3.2.3 Ensuring that all such records are kept confidentially and securely and are separate from general pupil records, with a front sheet listing dates and brief entry to provide a chronology.

- 3.2.4 Ensuring that an indication of further record-keeping (e.g. a separate child protection file) is marked on the pupil records.
- 3.2.5 Acting as a focal point for staff to discuss concerns and liaising with other agencies and professionals.
- 3.2.6 Attending (or delegating this requirement to another appropriately informed member of staff) Common Assessment Framework (CAF) meetings, case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributing to the Framework for Assessments process, and providing a report which has been shared with the parents.
- 3.2.7 Ensuring that any pupil currently with a child protection plan who is absent without explanation for two days is referred to their key worker in Children's Social Care.
- 3.2.8 Ensuring that all school staff are aware of this policy and know how to recognise and refer any concerns.
- 3.2.9 Providing, with the Headteacher, an annual report for the governing body, including any changes to the policy and procedures; training undertaken by the Designated Senior Person and by all staff and governors; relevant curricular issues, number and type of incidents/cases, and number of children referred to Children's Social Care and subject to a child protection plan (anonymised) etc.
- 3.2.10 Keeping up to date with knowledge to enable them to fulfil their role, including attending relevant training provided by the PSCB, or the Local Authority.

4.0 Supporting Children

- 4.1 We recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self worth.
- 4.2 We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal, to aggressive or being withdrawn.
- 4.4 Our school will support all pupils by:
 - 4.4.1 Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
 - 4.4.2 Promoting a caring, safe and positive environment within the school.

- 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- 4.4.4 Notifying Children's Social Care as soon as there is a significant concern.
- 4.4.5 Ensuring that a named teacher is designated for Looked After Children (LAC) and that an up to date list of LAC is regularly reviewed and updated. The Virtual School for Children and Young People in care must be made aware of all LAC in the school.
- 4.4.6 Providing continuing support to a pupil (about whom there have been concerns) who leaves the school by ensuring that such concerns and school medical records are forwarded under confidential cover to the Head at the pupil's new school as a matter of urgency.

5.0 Confidentiality

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Headteacher or Designated Senior Person will disclose personal information about a pupil to other members of staff on a need to know basis only.
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's own safety or well-being, or that of another child.
- 5.5 We will always undertake to share our intention to refer a child to Children's Social Care with their parents/carers consent unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Children's Social Care Advice and Assessment Team.

6.0 Supporting Staff

- 6.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties and concerns with the Designated Senior Person and to seek further support where necessary. This could be provided by, for example, the Head Teacher, by Occupational Health and/or a teacher/trade union representative as appropriate.

6.3 We understand that staff should have access to advice on the boundaries of appropriate behaviour. The booklet “Guidance for Safer Working Practice for Adults who work with Children and Young People” provides advice on this and the circumstances which should be avoided, in order to limit complaints against staff of abuse of trust, and/or allegations of physical or sexual abuse. These matters form part of staff induction and are referred to in the staff handbook.

6.4 We recognise that designated staff should have access to support (as in 6.2 above) and appropriate workshops, courses or meetings as organised or arranged through the Local Authority.

7.0 Allegations against staff

7.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. (See also 6.3 above)

7.2 All staff should be aware of the Whole School Behaviour Policy. This can be found **(PLEASE INSERT)**.

7.3 We understand that a pupil may make an allegation against a member of staff:-

7.3.1 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher or the most senior teacher if the Headteacher is not present.

7.3.2 The Headteacher/senior teacher on all such occasions will immediately discuss the content of the allegation with the Local Authority Designated Officer and follow the process for managing the concern laid down in the South West Child Protection Procedures (www.swcpp.org.uk) and the School’s Managing Allegations Policy.

7.3.3 If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 7.3.2 above, without notifying the Headteacher first.

7.3.4 In all occasions identified in 7.3.2 and 7.3.3 above, the school will follow the South West Child Protection procedures / Local Authority procedures for managing allegations against staff and volunteers, a copy of which can be found in **(INSERT DETAILS)**.

7.3.5 Suspension of the member of staff against whom an allegation has been made needs careful consideration, and we will consult (as in 7.3.2. above) in making this decision.

- 7.3.6 In line with this policy and other school procedures for incident reporting/recording, staff and pupils may provide accounts of events which will be stored under our own secure systems and may be produced in the event of any allegation. However, such accounts must not constitute an official statement and the reporting person must not be questioned over their disclosure at this stage.
- 7.3.7 Our lettings agreement for other users requires that the organiser will manage the suspension of adults where necessary from school premises.

8.0 Whistleblowing

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the designated 'whistleblowing' governor or the Local Authority Designated Officer within Children's Social Care.

9.0 Physical Intervention/Positive Handling

- 9.1 Our policy on physical intervention/positive handling by staff is set out separately, as part of our Whole School Positive Behaviour Policy.
- 9.2 Such events should be recorded and signed by a witness or witnesses.
- 9.3 Staff who are likely to need to use physical intervention will be appropriately trained.
- 9.4 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

10.0 Anti-Bullying

- 10.1 Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

11.0 Racist Incidents

- 11.1 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

12.0 Domestic Abuse

- 12.1 Our response on Domestic Abuse is set out in the Child Protection guidance from the Local Authority (please see (<http://www.online-procedures.co.uk/swcpp/>) and search 'domestic abuse'. It recognises that exposure to domestic abuse can have a serious impact on a child's development and emotional well-being and acknowledges that staff themselves can be victims or perpetrators of domestic abuse.

13.0 Prevention

- 13.1 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with effective lines of communication with trusted adults, supportive friends and an ethos of protection.
- 13.2 The school community will therefore:
- 13.2.1 Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to.
- 13.2.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- 13.2.3 Provide across the curriculum, including PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

14.0 Health & Safety

- 14.1 Our Health & Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and when away from the school when undertaking school trips and visits.

15.0 Policy Review

- 15.1 The Governing Body of our school will review the Child Protection Policy on an annual basis.

CHILD PROTECTION POLICY

A CHECK LIST

An effective policy will include:

TOPIC	Y/N	Comment
Roles and responsibilities of individual practitioners and managers in safeguarding and promoting the welfare of children;		
The name of a practitioner who has lead responsibility for safeguarding children , plus their role and responsibilities;		
The steps to be taken when a concern about a child's welfare or safety is raised, including how this will be recorded;		
The procedure for referring concerns about a child's welfare to local statutory children's services agencies, social care or the police;		
Procedures to be followed in the event of an allegation being made against a member of staff or volunteer;		
Arrangements for sharing information with parents about safeguarding children procedures prior to their child joining the organisation;		
How and under what circumstances parents will be informed about concerns and any actions taken;		
How confidentiality and information sharing will be managed;		
How practitioner's knowledge of safeguarding children will be kept up to date, for instance by including issues in induction training and providing regular access to training in safeguarding and promoting the welfare of children.		

SNW/Amended/27 02 2014

LOCAL AUTHORITY WHISTLEBLOWING POLICY

Please see PDF version of the Local Authority Whistleblowing Policy document at:-

http://www.plymouth.gov.uk/de/whistleblowing_policy.pdf



(NAME OF SCHOOL) SAFEGUARDING CODE OF CONDUCT

INTRODUCTION

The governing body of **(NAME OF SCHOOL)** has adopted the Safeguarding Code of Conduct for all employees and volunteers.

However, in addition to the School Safeguarding Code of Conduct, all staff who are employed under Teachers' Terms and Conditions of Employment must adhere to the personal and professional conduct aspects of the new Teachers' Standard document in conjunction with the said School Safeguarding Code of Conduct. The Teachers' Standard document can be found on the Department for Education website at: www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011

PURPOSE, SCOPE AND PRINCIPLES

A Safeguarding Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils / students within the school.

The Safeguarding Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher
- all staff in units or bases that are attached to the school
- all volunteers engaged to work in the school

The Safeguarding Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the Local Authority
- catering and cleaning staff employed by Plymouth City Council or by an external contractor

- employees of other external contractors and providers of services.

(Such staff are covered by the relevant Code of Conduct of their employing body).

SETTING AN EXAMPLE

All staff and volunteers who work in schools set examples of behaviour and conduct which can be copied by pupils / students.

All staff and volunteers must, therefore, demonstrate high standards of conduct in order to encourage our pupils / students to do the same.

All staff and volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps all staff and volunteers to understand what behaviour is and is not acceptable.

SAFEGUARDING PUPILS / STUDENTS

Staff and volunteers have a duty to safeguard pupils / students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils / students includes the duty to report concerns about a pupil / student to the school's Senior Designated Person (SDP) for Child Protection.

The school's SDP is(name)

The school's Deputy SDP is(name)

Staff and volunteers will be given access to a copy of the booklet entitled 'Guidance for Safer Working Practice for Adults who work with Children and Young People' and are expected to comply with the guidance in order to keep themselves and pupils / students safe.

Staff and volunteers are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.

Staff and volunteers must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff and volunteers must take reasonable care of pupils / students under their supervision with the aim of ensuring their safety and welfare.

PUPIL / STUDENT DEVELOPMENT

Staff and volunteers must comply with school policies and procedures that support the well-being and development of pupils / students.

Staff and volunteers must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils / students.

Staff and volunteers must follow reasonable instructions that support the development of pupils / students.

HONESTY AND INTEGRITY

Staff and volunteers must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

CONDUCT OUTSIDE WORK

Staff and volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff and volunteers must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff and volunteers may undertake work outside school, either paid or voluntary, provided it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work.

During the course of their employment or engagement, staff and volunteers must report to the Headteacher any conviction, caution, warning, reprimand, pending court appearance or any other Police involvement which may have an impact on their suitability to work with or around pupils / students.

CONFIDENTIALITY

Where staff and volunteers have access to confidential information about pupils / students or their parents or carers, staff and volunteers must not reveal such information except to those colleagues who have a professional role in relation to the pupil / student.

All staff and volunteers are likely at some point to witness actions or incidents which need to be reported and dealt with confidentially. For example, where a pupil / student is bullied by another pupil / student (or by a member of staff or volunteer), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's / student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff and volunteers have an obligation to share with their manager or the school's Senior Designated Person, any information which gives rise to concern about the safety or welfare of a pupil / student. Staff and volunteers must **never** promise a pupil / student to keep secrets or that they will not act on information that they are told by the pupil / student, if by doing so could potentially place themselves, the pupil / student or others at risk of harm.

DISCIPLINARY ACTION

All staff need to recognise that failure to comply with the School Safeguarding Code of Conduct and meet these standards of behaviour and conduct may result in disciplinary action, including dismissal. Volunteers may have their voluntary work within the school terminated.

REVIEW OF THE CODE OF CONDUCT

The School Safeguarding Code of Conduct will be reviewed by the governing body on an annual basis.

SNW/Amended/27 02 2014

Child Protection Policy for Managing Allegations against Staff and Volunteers

_____ **(Name of Organisation)**

Responsibility of the organisation

The organisation will manage all allegations against staff and/or volunteers in accordance with the agreed South West Child Protection Procedures (www.swcpp.org.uk) and has a nominated 'Designated Person' who will liaise with the Local Authority Designated Officer (LADO) on all matters of concern which meet any of the following criteria:-

It appears that the person has:

- Behaved in a way that has harmed a child, or may have harmed a child, or,
- Possibility committed a criminal offence against or related to a child, or,
- Behaved towards a child in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

In addition, these procedures will be used:-

- If there are concerns about the person's behaviour towards their own children, or children unrelated to their employment or voluntary work, and there has been a recommendation from a strategy discussion that consideration should be given to the risk posed to children they work with, or,
- When an allegation is made about abuse that took place some time ago and the accused person may still be working or having contact with children.

The organisation will not attempt to manage allegations or concerns which meet any of the above criteria through other mechanisms such as the organisation's Complaints Procedure or Disciplinary Procedures, unless written agreement to do so has been confirmed by the Local Authority Designated Officer (LADO).

_____ **(name of organisation)** will provide the Local Authority Designated Officer (LADO), the Police and Children's Social Care with any personal data/information about staff members, governors, children or parents which the said organisation(s) deem relevant to child protection enquires.

The organisation will attend all strategy meetings organised to discuss allegations made against staff and/or volunteers and will provide the meeting with any necessary reports as required.

The Designated Person

The organisation will appoint a designated person with responsibility for Child Protection who will monitor and review arrangements within the organisation for the management of child protection concerns and in particular that arrangements are in place for managing allegations against staff and volunteers.

The designated person with responsibility for child protection will have a number of specific duties including:

- Ensuring staff and/or volunteers receive regular child protection training.
- There are regular meetings with the senior management team to discuss child protection issues and procedures, including training and the number of incidents (without any reference to names/details) etc.
- Child Protection and other safeguarding policies are accurate and up to date.

The organisation will ensure that all members of staff and volunteers receive a copy of the guidance document entitled “Safer Working Practices for Adults who Work with Children and Young People” and the date it is issued is recorded on staff personal files or volunteer records.

The designated person will ensure that the organisation operates an incident recording system whereby staff and/or volunteers record unusual incidents, issues or actions involving adults and children/young people which they feel need to be reported to the responsible authorities’ immediately or may possibly be misconstrued at a later date. The organisation will ensure that any such issues, incidents or actions which are of immediate concern in accordance with child protection or other procedures, will be actioned in accordance with agreed arrangements and protocols.

Review of Policy

This policy will be reviewed on an annual basis.

SNW/Amended/27 02 2014