

South Otterington Church of England V.C. Primary School



Safeguarding Children Policy

**Revision
Spring 2015**

South Otterington Church of England Primary School

Policy for Safeguarding Children

Rationale

This school gives the highest importance to the safeguarding and welfare of children. The Governors, Headteacher and staff will carry out their responsibilities efficiently, effectively and diligently to ensure that this school is a safe learning environment for children.

Aims

1. To create a learning environment for safeguarding and promoting the welfare of children.
2. To put into place recruitment procedures that safeguard and promote the welfare of children.
3. To make efficient arrangements for checks on new staff and volunteers.
4. To ensure that others who employ or supply staff have efficient arrangements for checks on staff.
5. To verify the authenticity of the qualifications of staff
6. To check and verify the identity of staff and provide staff ID which is to be worn at all times during work hours.

Guidelines for the implementation of the policy

1. All staff and volunteers will be checked with the Disclosure and Barring Service (DBS) on arrival at the school (unless they hold a valid DBS check - dated within 5 years). In line with NYCC policy, a 10% random sample will be re-checked every 5 years. Note: The school has adopted the NYCC Policy: Declaration of Offences, therefore all staff are required to immediately report to their line manager any conviction, caution or penalty notice for damage or disorder.
2. All staff will be checked with the lists maintained by the National College through the Employer Access Service.
3. All staff must also complete a 'Disqualification by Association' check in line with DfE guidance.
4. Candidates must confirm identity through official documents.
5. If employing supply teachers or teachers from abroad they must have been checked prior to employment.

6. We will record the date, timing or reference of the check in an orderly and accessible way.
7. Once staff are in place we will keep simple records that:
 - Note against the name of each staff member whether they are who they say they are,
 - Whether they have the qualifications that they say they do.
 - Whether they have a criminal record, and when these things were last checked and by whom.
 - know that the local authority has carried out those checks and record the date, timing or reference of the check in an orderly and accessible way.
7. All checks will be recorded on the Single Central Record.

This policy puts into place all of the recommendations of '**Keeping Children Safe in Education**' April 2014 DfE-00341-2014. This policy will be updated every 3 years or sooner if revisions are required following advice from the DfE or the LA.

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