

Safeguarding and School Security Procedures

Identified Risk	Safer Recruitment
Frequency	As required
Location	Bilton Grange C.P. School

Persons at Risk	Pupils	Personnel	Parents	Visitors
	✓	✓	✓	✓

Procedures adopted	<ul style="list-style-type: none"> • Safe recruitment training provided for school personnel involved in recruitment • Appropriate pre-employment checks completed on school personnel and volunteer helpers • Contractors and agencies comply with this policy • All advertisements for posts state that the school is committed to safeguarding children and young people and all post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure • Referees asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children • All references will be checked for consistent information • Candidates asked to clarify any highlighted discrepancies • On the day of the interview all candidates provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK • All candidates assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people • Before taking up the post the following checks will be undertaken on the successful candidate: <ul style="list-style-type: none"> ▪ References (2) ▪ Proof of identity ▪ DBS Enhance Disclosure ▪ Medical fitness from Occupational Health ▪ Proof of qualifications ▪ Proof of a right to work in the UK • The induction programme for all newly appointed school personnel includes all school policies dealing with the safeguarding of children and young people and a copy of the Department for Education guidance on Safe Working Practice • A single central record of recruitment and record checks kept on all school personnel
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	<ul style="list-style-type: none"> • Safeguarding & Child Protection policy
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Information to be provided to school personnel	• Health and Safety policy
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	• Safeguarding procedures
	• Safer Recruitment policy

Assessment carried out by	Designation	Signed	Date
	Headteacher		