



## THE GREETLAND ACADEMY TRUST

### SAFER RECRUITMENT & SAFEGUARDING OF CHILDREN

#### Recruitment:

- The Principals, senior staff and designated governors have received either full training from the local safeguarding team or on-line training on procedures and checks when appointing new staff, monitoring existing and supply staff.
- Safer recruitment and selection checklists are followed e.g.:
  - Carefully planned advertisement – statement with commitment to safeguarding children
  - Appropriate application form
  - Job Description and Personnel Specification with clearly defined duties and responsibilities
  - Shortlisting matrix
  - Appropriate reference request form – sent out prior to interview
  - Qualifications – evidenced for accuracy
  - Proof of eligibility to work in the UK
  - Interview - The interview should include behavioural type questions relating to the person's ability to carry out the role and it should explore the person's suitability to work with children and young people and commitment to safeguarding and promoting the welfare of children and young people. The interview should also check out any discrepancies or anomalies in the information supplied by the candidate
- Any offer of paid or unpaid work involving direct work with children and young people must be subject to an enhanced DBS check and this should be completed prior to work commencing. In addition anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. This is checked using the Prohibited List. Further checks are undertaken for anyone for has lived or worked abroad recently.
- Medical/Health Disclosure completed to ensure prospective candidate fit for work
- A probationary period should be set.

#### Safeguarding

- All employees, supply staff, contractors, visitors, volunteers have enhanced DBS checks and are recorded on the single central record database.
- The Academy has a child protection policy and procedures e.g. code of conduct in place and appropriate guidance and induction training given to all new starters
- Extended Academy Providers should adhere to academy's guidance and checks.

## Safer Recruitment & Selection Checklist

Activity/Step	Where to get further information	Next steps Who's responsible	In place
<p><b>Outset</b></p> <p>Identify the person in your organisation who is responsible for recruitment &amp; who has responsibility for safeguarding in employment matters.</p> <p>Are policies and procedures for Child Protection, Safeguarding &amp; Employment Recruitment &amp; selection /training &amp; Induction practice in place?</p> <p>Have people involved in recruitment &amp; selection received appropriate safer recruitment training?</p> <p>Do you have a Code of appropriate behaviours when working with children and young people?</p>	<p>For information about child protection, see <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a></p> <p>For information about whistle blowing, see <a href="http://www.pcaw.co.uk">www.pcaw.co.uk</a></p> <p>For general information about recruitment and selection good practice, see <a href="http://www.cipd.co.uk">www.cipd.co.uk</a></p>		
<p><b>Preparation</b></p> <p>Are you clear about the role requirements and level of contact/responsibility with children?</p> <p>Have you got a job description/person specification and is this up to date?</p> <p>Are safeguarding responsibilities made clear?</p> <p>Are DBS checks required for the role holder and do you know who is going to carry these out?</p> <p>Have you decided how you will attract appropriate people?</p> <p>Have you got an application form and reference template</p> <p>Have you agreed who will be on your selection panel and what process/methods you will follow?</p> <p>Have you agreed a timetable ?</p>	<p>'Working Together to Safeguard Children – Sept 2018 DFE Keeping Children Safe in Education Sept 2018 DFE</p> <p>For information about the DBS checking process, see <a href="https://www.gov.uk/di-sclosure-barring-service-check">https://www.gov.uk/di-sclosure-barring-service-check</a></p>		

<p><b>Attracting the right people</b>  How and where are you going to find the right people?  Are you going to advertise and if so, where and when?  What do you need to tell applicants?  What do you need them to tell you?</p>	<p>For information about equalities, see Equalities Act 2010</p>		
<p><b>Applications &amp; shortlisting</b>  How will you decide who you take to the next stage?  Do these people meet your role requirements and minimum standards?  Have any discrepancies, anomalies or gaps in employment been identified which may need to be explored at the next stage?  Have you described what the next stage will be to those you want to interview?  Have you obtained permission and sent off for references?  Have you told applicants what documentation you would like them to bring to the next stage?</p>			
<p><b>References &amp; Checks</b>  Have you where possible obtained references in advance of the interview?  Have these references highlighted any issues you need to raise with the referee or applicant?  Have applicants provided any additional information about convictions – under cover?  Have you decided how you will discuss any of these issues at interview?</p>	<p>For information about employing people with criminal convictions see <a href="http://www.nacro.org.uk/">http://www.nacro.org.uk/</a></p>		
<p><b>Selection &amp; Assessment</b>  Have you made arrangements for your interviews and complementary selection methods?  What questions are you going to ask and why?  How are you specifically going to test out suitability to work with children?  How will you measure what makes a good enough response?  How are you recording information about applicants performance?</p>			

<p><b>Making the Decision</b>  How do you assess the information following the selection process to determine the most suitable candidate (s)  Do you have all the data to demonstrate your decision?  Are there any outstanding areas of disquiet?  Is there consensus around the outcome?  Have all outstanding references and safeguarding checks been satisfactorily completed?</p>			
<p><b>Communicating the Decision</b>  Is this going to be verbally or in writing?  Is it clear that it is conditional on completion of satisfactory checks and references.  Are there any other terms and conditions such as training requirements or health checks which you want to specify?  Will there be a probationary period?</p>			
<p><b>Starting Work</b>  Are induction arrangements in place including information about safeguarding procedures and code of conduct and whistle blowing policy  Are line management arrangements in place?  Is key information held about this person on a single central record in one place?</p>			

**SAFEGUARDING CODE OF CONDUCT**  
CHILD PROTECTION ADVICE FOR EMPLOYEES, VOLUNTEERS & VISITORS  
**THE GREETLAND ACADEMY TRUST**

**Introduction**

At The Greetland Academy Trust all staff/volunteers and visitors to the academy are responsible for ensuring the safeguarding code of conduct is adhered to. Any individual who believes that any aspect of the code has been breached should report their concerns to the Principals or a member of the Senior Management Team.

We believe that:

**All children have the right to grow up safe from harm**

**No child should suffer harm, at home, at academy, or in any other environment in which children should be cared for and supported**

**Any concern about the treatment of a child will be taken seriously and appropriate action taken**

Everyone who works with us will be made aware of their responsibility to make sure that all children and young people with whom we come into contact are safe.

This document sets out what you will need to know about what is expected of you. Please ask any member of the Senior Management Team if you are not clear about anything during your time with us. The person responsible for Child Protection at The Greetland Academy Trust are the Principals. Information and guidance is displayed in school staffrooms.

**Please remember: if you are worried about the safety of any young person you must report this concern to the person/s mentioned above.**

Getting to know children you come into contact with

Children often perceive adults, and especially familiar ones, as being trustworthy. To protect yourself and children you should remember the following:

- **You should avoid being alone in a room with a child, but if, unexpectedly, that does happen make sure that the door is open.**
- **If you find that a child seeks to talk to you on a regular basis, you should let your immediate supervisor know.**
- **If something happens which makes you think a child may make a complaint about you, you should let your immediate supervisor know straight away**
- **Never touch a child on intimate parts of their body and avoid touching a child in any way that could cause offence or be misinterpreted by the child or anyone else.**
- **Never restrain a child unless you need to protect them or others from immediate danger.**
- **Never provide your personal contact details to a child.**
- **Never arrange to meet a child outside of the contracted work arrangements.**

- **Keep a record of the times and dates of any unplanned contact with children and let the person responsible for “Child Protection” have a copy.**

### Knowing if a child is being harmed

Young people will sometimes tell an adult if they are being harmed. For example, a child has an injury and says that their Mum hit them, or that they are very frightened of their Grandad when he is drunk. They could tell you that they are being bullied at school, or even that an adult who works with them was treating them badly. It is also possible that you might notice something that made you think a child might be being harmed e.g. a change in their behaviour or appearance.

**If you think that a child may be being harmed, you must not keep it a secret, even if the child asks you to do so. You have a duty to pass the information on to protect the child in the future. You will not get into trouble if you do pass the information on.**

### Action if you are worried a child is being harmed

If you are worried a child may be being harmed you must:

- **Tell the person responsible for “Child Protection” straight away or as soon as you can.**
- **Write down the things that are worrying you, including the child’s name (if you know it) or as good a description as you can give of the child.**
- Where a child has told you that s/he is being harmed, write down exactly what s/he said. Avoid asking the child unnecessary questions e.g. only clarify what has been said and do not try to investigate. Write your name and the date at the bottom of any statement. Give the statement to the person responsible for “Child Protection”.

### Action to take if you are worried about the behaviour of a colleague towards a child

If you are worried about another colleague’s behaviour towards a child or young person, you should

Tell the person responsible for child protection straight away

If your concern is about the person responsible for child protection, you should talk to the most senior person in the organisation you have access to.

## **SAFER RECRUITMENT - USEFUL CONTACTS**

[www.cipd.co.uk](http://www.cipd.co.uk)

The web site contains useful information relating to good practice in recruitment and selection including advice on the recruitment of those working with children and vulnerable adults

### **Disclosure and Barring Service**

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### **Advisory, Conciliation and Arbitration Service (ACAS)**

Aims to improve people’s working lives through better employment relationships. Provides advice and information which is independent and impartial.

<http://www.employment-advice-bureau.co.uk/contact>

The Acas Helpline (0800 810 8765) available to answer employment questions.

### **Safeguarding Children**

<https://www.gov.uk/schools-colleges-childrens-services/safeguarding-children>

### **Volunteering England**

***Aims to support and increase the quality, quantity and impact of volunteering. Website contains useful good practice guidance***

[www.volunteeringengland.org.uk](http://www.volunteeringengland.org.uk)

01632 960237

### **National Society for the Prevention of Cruelty to Children (NSPCC)**

Provides support to children and families, policy development and public awareness in relation to child protection.

Website contains useful online resources including guidance on child protection policies.

[www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Public Concern At Work**

The independent authority on public interest whistle blowing. Offers advice and support.

3rd Floor, Bank Chambers  
6 - 10 Borough High Street  
London SE1 9QQ

Telephone (general enquiries and helpline): 020 7404 6609

<http://www.pcaw.org.uk/>

### **Equality and Human Rights Commission**

Offers advice on equality issues to individuals and employers.

<http://www.equalityhumanrights.com/>

### **National Association for the Care and Resettlement of Offenders**

**This organisation provides helpful information and advice to employers and others about carrying out DBS disclosures; on interpreting information presented on disclosure certificates and on assessing risk. They can also advise Disclosure applicants about their rights under employment, data protection and Disclosure law.**

### **For further information**

0845 600 3194

Email: [employeradvice@nacro.org.uk](mailto:employeradvice@nacro.org.uk)

<http://www.nacro.org.uk/>

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