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**Trinity Safer Recruitment Policy**

**Safer Recruitment**

**Date reviewed: `**

**Signed: (Chair of Governors)**

*Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."*

Mt 19:14

Trinity School is committed to the process of creating a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children. Safe recruitment processes are followed and all staff recruited to the school will be subject to appropriate identity, qualification and health checks. References will be verified and appropriate criminal record checks [Disclosure and Barring Service (DBS) checks], barred list checks and prohibition checks will be undertaken. The level of DBS check required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work in the school, as outlined in Part three of the DfE guidance “Keeping children safe in education”. We will

also have regard to DfE’s statutory guidance for schools about the employment of staff disqualified from childcare “Disqualification under the Childcare Act 2006”, which also contains information about ‘disqualification by association’.

Relevant members of staff and governors who are involved in recruitment will undertake the safer recruitment training. We ensure that at least one person on any appointment panel has undertaken safer recruitment training in line with staffing regulations.

Only the use of employment agencies which can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the LA are used. Any new staff joining the School on a permanent or temporary basis will be given a copy of the Safeguarding Policy and receive appropriate training.

Volunteers

Any parent or other person/organisation engaged by the School to work in a voluntary capacity with pupils will be subjected to all reasonable vetting procedures and Criminal Records Checks.

There is no legal requirement to obtain DBS certificate for volunteers who are not in regulated activity and who are supervised regularly and on ongoing day to day basis by a person who is in regulated activity, but an enhanced DBS check without a barred list check may be requested following a risk assessment. Volunteers will be subject to the same code of conduct as paid employees of the School.

Voluntary sector groups that operate within the School or provide off-site services for our pupils or use any of the school facilities will be expected to adhere to this policy or operate a policy which is compliant with the procedures adopted by the Local Authority Safeguarding Children Board.

Premises lettings and loans are subject to acceptance of this requirement.

Contractors

Building contractors who are engaged by or on behalf of the School to undertake works on site will be made aware of this policy and the reasons for this. Long-term contractors who work regularly in the School during term time will be asked to provide their consent for DBS checks to be undertaken. These checks will be undertaken when individual risk assessments by the Leadership Team deem this to be appropriate. During major works, when large numbers of workers and sub-contractors may be on site during term time, Health and Safety risk assessments will include the potential for contractors or their employees to have direct access to pupils in nonteaching sessions. All contractors and sub-contractors will be issued with copies of the School’s code of conduct for staff.

Individuals and organisations that are contracted by the School to work with or provide services to pupils will be expected to adhere to the Safeguarding Policy and their compliance will be monitored. Any such contractors will be subject to the appropriate level of DBS check, if any such check is required (for example because the contractor is carrying out teaching or providing some type of care for or supervision of children regularly). Contractors for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children. We will always check the identity of contractors and their staff on arrival at the School.