

# **VARNA COMMUNITY PRIMARY SCHOOL**

## **STAFFING CHECKS SAFEGUARDING CHILDREN - POLICY**

### **OVERVIEW**

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.

### **OBJECTIVES**

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 them.
5. To verify the authenticity of the qualifications of staff.
6. To check and verify the identity of staff.

### **STRATEGIES**

1. All staff and volunteers will, as appropriate, be checked with the Disclosure and Barring Service
2. All staff and volunteers will, as appropriate, be checked against the lists maintained by the Department for Education : for example, List 99.
3. Candidates must confirm their identity by supplying official documents.
4. When employing supply teachers or teachers from abroad, the school will carry out appropriate checks.
5. We will record the date, timing or reference of the check in an orderly and accessible way.
6. Once staff have been employed we will keep simple records that:
  - Give the name of each staff member and confirmation of their identity
  - Confirm the authenticity of their qualifications.
  - Show whether they have a criminal record, indicating when these details were last checked and by whom; and
  - Confirm 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

### **OUTCOMES**

Children will be safe in school. Only those who are safe and trustworthy will work with children in this school. This policy puts into place all of the recommendations of 'Safeguarding **Children**' June 2006 Ref HMI 2467

**Revised and adopted by the Governing Body Autumn Term 2016**