



**MANCHESTER
CITY COUNCIL**

**North Ridge Policy on
Safer Recruitment
(Adapted from Manchester City
Council (MCC) policy)**

Date: Model policy November 2019

School policy January 2020

Under the public sector equality duty, all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means schools/academies must take into account equality considerations when policies are being developed, adopted and implemented.

SAFER RECRUITMENT POLICY

Insert name of school*		
The Head teacher of North Ridge School who has ultimate responsibility for safeguarding is Bernice Kostick		
In their absence, the authorised member of staff is Gill Foord (Deputy Head Teacher)		
KEY SCHOOL STAFF & ROLES		
Include any additional Deputy DSLs and any others with responsibility for safer recruitment e.g. Administrator of the single central record as applicable		
Name	Role	Location and/or Contact Phone Number
BERNICE KOSTICK	HEAD TEACHER	01615079700
GILL FOORD	DEPUTY HEAD TEACHER	01615079700
ELAINE REDPATH	ASSISTANT HEAD TEACHER	01615079700
DANIELLE LORD	LEAD TA4 FOR SAFEGUARDING	01615079700

KEY SCHOOL GOVERNORS		
Name	Role	Contact Phone Number/Email
Gary Whitely	Chair of Governors	01615079700
Gary Whitely	Safeguarding Lead Governor	01615079700

CHILD PROTECTION AND SAFEGUARDING PROCEDURE

- Our procedure if there is a concern about child welfare or safeguarding is:
- Communicate with the school face to face or by phone
- State your concern is of safeguarding nature and ask to speak to a DSL
- The member of the team will take the person's full name and number (if they are a professional find out what their role is).
- They will ask for the name of the child they wish to talk about and if the call is urgent.
- The team will alert the safeguarding leads in school by phone in the following order and only inform the next person if the first isn't available: 1) B.K, 2) GF,3)ER,4)DL
- The information will be recorded on "cpoms" including who the information was passed to in school i.e. which DSL
- If school receives a call from an anonymous person wishing to share information then we will respond urgently

OUR AIM IS TO AVOID CONFUSION AND ENSURE INFORMATION IS DEALT WITH TIMELY AND APPROPRIATELY

Once we have received the information we will decide what action to take next which may include, contact to the allocated social worker to the case, referral to the contact centre and in serious cases to the police and or Designated officer in MCC with responsibility for dealing with professional allegations.

Children's Services Advice & Guidance Helpline/Referrals: 0161 234 5001

Early Help Hubs: North 0161 234 1973, Central 0161 234 1975, South 0161 234 1977

National Society for the Prevention of Cruelty to Children (NSPCC): 0808 800 5000

Local Authority (LA) Safeguarding in Education Team: 0161 245 7171

MANAGING ALLEGATIONS PROCEDURE

Our procedure if there is an allegation that an adult working or volunteering with children has harmed a child or that a child is at risk from an adult working or volunteering with children is:

Action by the Head Teacher

- Seek advice from and referral to the Designated officer of MCC with responsibility for dealing with professional allegations.
- Referral to the contact centre
- Referral to the police
- Referral to the school HR and People advice team
- Investigation either by school or GMP

In the event that the referral is about the head teacher

- Referral to the chair of governors
- Seek advice from and referral to the Designated officer of MCC with responsibility for dealing with professional allegations.
- Referral to the contact centre
- Referral to the police
- Referral to the school HR and People advice team
- Strategy meeting if required
- Investigation either by school or GMP

Head Teacher*: Bernice Kostick

Chair of Governors: Gary Whitley 01615079700

LADO (sometimes referred to as the Designated Officer or DOLA): 0161 234 1214

NSPCC Whistleblowing Helpline: 08000 280 285

WHISTLEBLOWING PROCEDURE

Our Whistleblowing procedure if staff and volunteers are aware of poor or unsafe practice, a breach of the code of conduct, and or potential failings in our safeguarding regime internally or externally:

- If an employee feels that their Line Manager has not addressed the concern properly or their line manager is not the most appropriate person then employees should raise the concern directly with the Head teacher or a member of the Senior Leadership Team.
- If the concern relates to the Head teacher the matter should be raised with the Chair of Governors.
- In the event both the Head teacher and the Chair of Governors are the subject of the concern, the complaint must be made in writing to the HR Director, One Education.
- Any concerns should be expressed in writing, setting out the following information:

Who the allegations are against;

The background;

Full details on the nature of the alleged wrongdoing and why the member of staff is particularly concerned about the allegation;

Details of any evidence in support of the allegation;

Name and contact details (unless they wish to remain anonymous);

- If an employee does not feel able to put the concern in writing initially, he or she should be allowed to telephone or meet the Head teacher or a member of the Senior Leadership Team who will make a note of the concern and will explain the next steps in the process.

Head Teacher: Bernice Kostick

Chair of Governors: Gary Whitely (Please see above)

NSPCC Whistleblowing Helpline: 08000 280 285

KEEPING CHILDREN SAFE IN EDUCATION, PART 3 SAFER RECRUITMENT

We will adhere to the advice regarding all aspects of safer recruitment, including pre-employment checks and DBS checks as detailed in KCSiE Part 3 and the DFE definitions of regulated activity.

See Appendix 1, KCSiE Part 3 and Appendix 2 'Factual Note on regulated Activity in Relation to Children

This policy will be reviewed annually unless an incident or new legislation or guidance suggests the need for an interim review

Review date	Changes made	By whom
January 2020	Policy created	Bernice Kostick
September 21	Policy reviewed	Insert name

Ratification by Governing Body

Academic year	Date of ratification	Chair of Governors
2019/20	January 2020	Gary Whiteley

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1 INTRODUCTION

- 1.1 This policy has been developed to embed safer recruitment practices and procedures throughout North Ridge and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy applies to employees, supply staff, contractors, volunteers and visitors.

- 1.2 This policy complies with guidance outlined in DfE, KCSiE 2019 and recruitment guidance issued by Manchester LA (Appendix 12). It has been ratified by the Governing Body on **insert date** and will be reviewed on **insert date**.
- 1.3 We know that safer recruitment processes alone are not enough to safeguard children. We will apply the learning from research and serious case reviews to help us create and maintain a culture within our school that will help deter, prevent, and detect inappropriate or abusive behaviour. Important elements of a safe culture include:
- an 'open and no secrets' culture where adults and children feel safe and supported to raise concerns and trust that they will be taken seriously and acted upon appropriately
 - belief that it 'could happen here'
 - setting acceptable standards of behaviour and guidance for safer working practices
 - setting clear procedures for reporting concerns and whistleblowing
 - a strong commitment to safeguarding children and an ongoing culture of vigilance
 - policies and procedures are put in to practice and are effective
 - induction, regular training and probationary periods.
- 1.4 This policy reinforces the conduct outlined in the Safer Recruitment Consortium, 'Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings', May 2019 as well as the school's whistle blowing policy. All staff and volunteers are expected to be familiar with this guidance and all successful candidates for paid or volunteer employment will be made aware of these documents as part of their induction. We also expect all staff and volunteers to discuss with Bernice Kostick any relationship or association, either in school, out of school or online, that may have implications for the safeguarding of children in school.
- 1.5 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:
- attracting the best possible candidates or volunteers to vacancies
 - deterring prospective candidates or volunteers who are unsuitable from applying for vacancies
 - identifying and rejecting those candidates or volunteers who are unsuitable to work with children and young people.

- 1.6 North Ridge is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.
- 1.7 As an employer we are under a legal duty to refer any allegation of abuse against a member of staff or volunteer to the Manchester Local Authority Designated officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:
- behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
 - conducted an act which is deemed inappropriate and may impact on the school's reputation or confidence in staff's ability to safely work with children.
- 1.8 As an employer we are under a legal duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process. We will adhere to the guidance set out in KCSiE, 2091, Part 4 'Allegations of Abuse Made Against Teachers and other Members of Staff' (Appendix 3), including where a member of staff leaves or is dismissed.
- 1.9 Sarah Read (Business Manager) will undertake new checks if a concern arises about an existing member of staff or volunteer's suitability to work with children. New checks will also be undertaken if someone moves from a post that was not considered regulated activity into a position that is regulated activity
- Sarah Read (Business manager) will check for updated relevant information about staff every term. The DBS online update service will be used where existing staff have subscribed to this service and have given their consent for the status to be rechecked.

2 ROLES AND RESPONSIBILITIES

- 2.1 The Governing Body of the school will:
- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with DFE guidance and legal requirements monitor the school's compliance with them.
1. Termly quality assurance of the single central record- Lead person- Business manager

2. The member of staff responsible for the management and oversight of the single central record have completed relevant training.
3. Completion of safer recruitment checklists for each new appointment,- Lead person- Business manager and Head Teacher
4. We ensure that at least one member of each recruitment panel has completed Safer Recruitment training in the last 2 years

2.2 The Head teacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of children and young people at every stage of this process.

3 INVITING APPLICATIONS

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement:

North Ridge is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, KCSiE 2019 (Appendix 1), this includes a satisfactory Disclosure and Barring Service Enhanced with barred list information check”.

3.2. All applicants will receive a pack containing the following when applying for a post:

- a statement of the school’s commitment to ensuring the safety and well-being of the pupils
- job description and person specification, this will include reference to the responsibility for and qualities required to safeguard and promote the welfare of all children
- the school’s Safeguarding Policy
- the school’s Safer Recruitment Policy
- the selection procedure for the post
- equal opportunities monitoring form
- self-disclosure of criminal history in relation to unprotected cautions and convictions (to be returned in a separate sealed envelope marked ‘confidential - disclosure’ and name of candidate)

- an application form that requests the following information:
 - personal details
 - full education, training and employment history
 - explanation of any gaps
 - appropriate referees (including current or most recent employer)
 - personal statement
 - signed and dated declaration
- 3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will not be accepted and must be returned to the applicant where the deadline for completed forms has not passed.
- 3.4 Positions working with children are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended 2013). Therefore, applicants will be asked to disclose any criminal history. This information will be requested as part of the application process but on a separate form submitted at the same time (to be returned in a separate sealed envelope marked 'confidential - disclosure' and name of candidate). This information will only be considered by the recruitment panel after the short-listing stage. Applicants will be given the opportunity to discuss any relevant information disclosed prior to the interview. Self-disclosure does not remove the requirement to obtain a DBS certificate.
- 3.5 Candidates submitting an application form completed on-line will be asked to sign the declaration on their application form if called for interview. This declaration will ask candidates to confirm the following:
- that the information submitted on their application form is complete and accurate
 - that they understand any offer of employment is subject to satisfactory references and vetting checks including a satisfactory DBS certificate and check of the Barred list
 - a satisfactory medical report, if appropriate
 - that they have not been disqualified from working with children, cautioned or sanctioned in this regard. See Appendix 5 for model letter.
- 3.6 A curriculum vitae cannot be accepted in place of a completed application form.

4 IDENTIFICATION OF THE RECRUITMENT PANEL

- 4.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in 'Safer Recruitment' that covers as a minimum, the requirements set out in DfE, KCSiE 2019. In light of the pace of change in statutory guidance,

namely DfE, KCSiE 2019, it is good practice and strongly recommended by Manchester City Council that Safer Recruitment training is refreshed every three years.

- 4.2 If there are other members of the panel who have not yet completed safer recruitment training, it will be the responsibility of the trained panel member to brief the panel on the principles and requirements of safer recruitment practice prior to the process commencing.
- 4.3 Effective and safe recruitment can be a lengthy process, sufficient time and resource will be allocated to ensure safer recruitment practice is fully implemented.

5 SHORT LISTING AND REFERENCES

- 5.1 At least two members of the recruitment panel will carry out the short-listing process. Candidates will be short listed against the person specification for the post. Applications will be scrutinised and any discrepancies, anomalies and or gaps in employment will be noted and explored if the candidate is shortlisted.
- 5.2 We will ensure that two written satisfactory references are obtained, one of which must be from the applicant's current or most recent employer. References will be requested at the short-listing stage and where possible obtained prior to interview. This would allow any concerns they raise to be explored further with the referee and taken up with the candidate at interview. Conditional offers will only be made to the preferred candidate after two satisfactory references have been obtained. Detailed written records will be kept of any verbal exchanges about the content of the reference with either the candidate and or the referee.
- 5.3 Open references will not be accepted. References will be sought directly from the referee and from a senior person who is able to provide information specifically relating to disciplinary matters and suitability to work with children and who has the appropriate authority to provide a professional reference on behalf of the organisation. Where this is not the case for the named referee, a senior person within the organisation will be contacted directly to confirm the content of the reference and asked to provide any additional information specifically relating to disciplinary matters and suitability to work with children.
- 5.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 5.5 Electronic references will be verified for authenticity, this may include:

- checking referee contact details against those listed on the organisation's website
 - only accepting professional email addresses
 - telephone contact
 - checking Companies House.
- 5.6 Referees will be sent a reference request (Appendix 11 for model letter) and asked specific questions about the following:
- the candidate's suitability to work with children and young people
 - any disciplinary warnings, including current and live and or time-expired warnings, relating to the safeguarding of children and young people
 - the candidate's suitability for the post.
- 5.7 Reference requests will include the following:
- applicant's current position and salary
 - sickness record
 - attendance record (In accordance with the Equality Act 2010, referees will only be asked for information relating to absence or sickness record after the preferred candidate has been selected unless the post has an exception)
 - disciplinary record.
- 5.8 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

6 INVITATION TO INTERVIEW

- 6.1 Candidates called to interview will receive:
- a letter confirming the interview and details of the selection techniques
 - a request to bring the required proof of identification, including photo ID, that will be needed for an ID check as part of the DBS application process should they be offered the post
 - a request to bring original certificates of any qualifications required for the post
 - details of the interview day including details of the panel members
 - further copy of the person specification
 - details of any tasks to be undertaken as part of the interview process
 - the opportunity to ask any questions and or seek clarification about the selection process prior to the interview

7 THE SELECTION PROCESS

- 7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require a planned and formal interview of short-listed candidates. To allow the best opportunity to assess a candidate's suitability for the role, a range of selection tools may be used in addition to an interview. This may include:
- lesson observations
 - opportunities to assess the candidate's interaction with staff and children
 - presentations
 - role play
 - group exercises
 - written exercises
 - aptitude/ability tests
 - Skills test (maths/ English)
- 7.2 Interviews will always be face-to-face. Interviews will include value-based and probing questions to inform the panel's assessment of the candidate's suitability to safeguard and promote the welfare of all children. Value based interviewing helps to assess the values, motives and attitudes of applicants. It focuses on how and why decisions are made and helps to explore reasons for their behaviour. All questions will be pre-planned by the panel and designed to invite evidence-based responses rather than theoretical responses.
- 7.3 Written notes will be taken by the panel to record the questions asked and responses given by candidates.
- 7.6 Candidates will be required to:
- explain any gaps in employment
 - explain satisfactorily any anomalies or discrepancies in the information available to the panel
 - declare and explain any information that is likely to appear on the DBS disclosure
 - demonstrate their ability to safeguard and protect the welfare of children and young people.

8 EMPLOYMENT CHECKS

- 8.1 Pre-employment vetting checks are a vital part of safer recruitment practice. An offer of appointment will be conditional and subject to satisfactory checks required for the role as set out in DfE, KCSiE 2019 and outlined in the Appendix 4. Where applicable to the role and or candidate, checks include:

- proof of identity
- enhanced DBS check
- children's barred list check
- proof of professional status
- proof of qualifications (original certificates)
- mental and physical fitness (completion of a confidential health questionnaire)
- proof of eligibility to live and work in the UK
- overseas criminal record checks
- EEA Check
- teacher's sanctions and prohibitions checks
- section 128 check
- disqualification from childcare self-declaration (Appendix 5)
- satisfactory references.

8.2 An enhanced DBS certificate which includes barred list information, will be required for most appointments. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:

- will be responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this happens only once.

8.3 A 'safer recruitment checklist' (Appendix 6) will be used throughout the process to record the progress of checks. As part of the quality assurance process, the Head teacher will counter-sign the checklist upon completion and prior to employment commencing.

8.4 (Although it is strongly recommended that employment only commences once all checks have been completed satisfactorily, KCSiE 2019 does allow for exceptional circumstances to account for potential delays by the Disclosure and barring service (not for school internal processes, as this would be a reflection of a poor safer recruitment culture). Where schools make the policy decision to commence employment prior to the DBS certificate being available, a separate barred list check and written risk assessment (Appendix 7) must be completed and appropriate levels of supervision must be in place.)

In exceptional circumstances, where the enhanced DBS certificate has not yet been received, employment may commence subject to:

- completion of all other checks including a separate barred list check
- completion of a written risk assessment (Appendix 7)
- appropriate supervision arrangements in place

- signed agreement by the Head teacher.

8.5 In cases where 'unprotected' information about criminal history is disclosed on the DBS certificate and or as part of the self-disclosure, a risk assessment (Appendix 8) will be completed to inform the decision whether to withdraw a conditional offer or to appoint. As part of this process, consideration will be given to the following factors:

- Nature, seriousness and relevance
- How long ago it occurred
- If it was a one-off or part of a history
- Circumstances of it being committed
- Change of personal circumstances of the applicant
- Country of conviction
- Decriminalisation

9 RECORDS & INFORMATION SHARING

- 9.1 Interview notes will be retained for a period of 6 months after the interview and then destroyed, unless a complaint has been lodged about the recruitment process. In this case, notes will be retained as long as is necessary in order to fully investigate and resolve.
- 9.2 Notes of the interview with the successful candidate will be placed in the personnel file and stored for the duration of the employment and afterwards in accordance with our retention policy (Appendix 10, Guidance for Retention Periods from IRMS)
- 9.3 With the exception of the DBS Certificate, copies of documents used to verify the successful candidate's identity, evidence of their right to work in the UK and required qualifications will be retained in their personnel file.
- 9.4 We will not retain copies of DBS certificates for more than 6 months.
- 9.5 Evidence of all checks will be recorded in our Single Central Record.
- 9.6 We maintain a Single Central Record in electronic form in accordance with KCSiE 2019 with the following minimum information:-
- Identity check
 - Barred list check
 - An enhanced DBS check
 - A prohibition from teaching check
 - Further checks on persons who have lived or worked outside the UK
 - Professional qualification checks
 - A check to establish the person's right to work in the UK
 - A Section 128 check
 - For agency or third party staff, whether written confirmation has been received that the employment business supplying the member of supply staff

has carried out relevant checks and obtained the appropriate certification and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff.

10 TRAINEE AND STUDENT TEACHERS

- 10.1 Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out and will record evidence of those checks on the school's single central record.
- 10.2 Where trainee teachers are fee-funded, we will obtain written confirmation from the initial teacher training provider that it has carried out all required checks, and that the trainee has been judged by the provider to be suitable to work with children. We will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made. Confirmation of checks from the provider will be retained and recorded on the school's single central record.

11 VOLUNTEERS

- 11.1 As set out in this policy, we will always apply safer recruitment principles and practice to volunteers working in our school. The level of checks undertaken for each volunteer will be informed by the level of supervision in place, the type and frequency of the activity undertaken and the outcome of a written risk assessment (Appendix 9).
- 11.2 Where checks have not been undertaken, we will never leave a volunteer unsupervised or allow them to work in regulated activity.
- 11.3 To ensure full compliance with the law, we will only obtain an enhanced DBS certificate with barred list check information for volunteers who are in regulated activity.
- 11.4 Where a volunteer is not considered to be in regulated activity, we will complete a written risk assessment to inform our decision about which level of checks are required, which we will keep securely in our files. Examples of the types of checks that may be undertaken on volunteers who are not in regulated activity may include, proof of identity, enhanced DBS certificate, employment and training history and references. As part of our risk assessment process, we will consider:
 - the nature of the work with children

- what we know about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- motivation to volunteer
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability
- whether the role is eligible for an enhanced DBS check.

11.5 Confirmation of checks will be retained and recorded on the school's single central record.

12 INDUCTION

12.1 As part of their induction training on day one, all staff, volunteers and visitors who are new to the school will receive information at the appropriate level on:

- the school's safeguarding policy and procedures
- guidance on safe working practices and code of conduct
- the school's behaviour policy
- who the designated safeguarding leads are and their role
- safeguarding responsibilities for children missing education
- DfE, KCSiE, 2019 Part 1 and Annex A.

12.2 All staff and regular volunteers will undergo a period of monitoring and where appropriate a probation period. This will include regular meetings with their induction tutor and line manager. Safeguarding and any other appropriate training will also be arranged and completed during the induction period.

12.3 Upon completion of the induction process, an induction checklist will be signed by both parties and a copy placed in the Personnel file.

12.4 Regular volunteers and visiting professionals working with children will also be asked to sign a safeguarding agreement prior to any contact with children.

12 GOVERNORS

12.1 Governors would not normally engage in regulated activity and therefore an enhanced DBS check without Barred list information will be the appropriate level of check. Where a governor is undertaking additional duties, for example, unsupervised and regular volunteer work with children, an enhanced DBS check with barred list information will be obtained. We will also check that governors are not prohibited

from management (section 128 check). Confirmation of checks will be retained and recorded on the school's single central record.

13 AGENCY AND THIRD PARTY STAFF

- 13.1 We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks in line with DfE, KCSiE, 2019 have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.
- 13.2 For those undertaking regulated activity, we will also request written confirmation that the agency or organisation have safeguarding policies in place and annual safeguarding training appropriate to the role.
- 13.3 Manchester City Council apply safer recruitment practice and undertake vetting checks relevant to posts appointed to within Children's Services.
- 13.4 We will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made. Confirmation of checks from the agency will be retained and recorded on the school's single central record.

14 CONTRACTORS

- 14.1 In the main contractors only come on to the school site when pupils are not present. Where they come on site during the school day we will ensure that any contractor, or any employee of the contractor, including those who are self-employed, who is to work at North Ridge school, has been subject to the appropriate level of DBS check as set out in the flowchart, in KCSiE 2019, Part 3. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.
- 14.2 Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity. They will have a member of staff with them throughout the visit.
- 14.3 Where confirmation of checks has been obtained, we will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made.

- 14.4 Confirmation of checks will be retained and recorded on the school's single central record.

15 VISITORS

- 15.1 All visitors will be asked to report to reception. Upon arrival, visitors will be asked who they are seeing and what the purpose of the visit is. They will sign in using our Invenry system. A member of the Extended Leadership team will explain procedures and be provided with our visitors' leaflet which includes information about safeguarding .Unchecked visitors will always be escorted and or supervised. We use a red coded lanyard system so that visitors are clearly identifiable by children and staff.
- 15.2 We have adopted Manchester City Council procedures to ensure that there is no risk to children from visitors and we exercise diligence and prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils and staff. Please see our school policy on visitors

16 ALTERNATIVE PROVISION

- 16.1 We do not have children accessing education with an alternative provision provider.

17 ADULTS WHO SUPERVISE CHILDREN ON WORK EXPERIENCE

- 17.1 We will ensure that the placement provider has policies and procedures in place to protect children from harm. We will consider the specific circumstances of the work experience, and in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include the level of supervision of the person providing the work experience and the placement frequency. We will request written confirmation from the employer that a barred list check has been undertaken where it is considered the person supervising the placement is in regulated activity.

APPENDICES

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- [SEND policy](#)
- [Whistleblowing policy](#)
- [Visitor policy](#)
- [Online safety policy](#)
- [Acceptable use policy](#)
- [Dignity and Courtesy policy](#)
- [Positive handling policy](#)

Other Useful Documents

The Safer Recruitment Consortium is a partnership between four organisations with the safety and wellbeing of children at their heart, DFE, NSPCC & CAPE. Together they have developed the [Guidance for safer working practice for professionals working in education settings 2019](#)

[HM Government, Information sharing guidance for practitioners providing safeguarding services, 2018](#)

