



ST. MICHAEL'S CE SCHOOL SAFEGUARDING PRINCIPLES



At St. Michael's CE Primary School we are committed to safeguarding and promoting the welfare of all our pupils and Staff. We expect all staff employed, commissioned or contracted to work with pupils together with volunteers and governors to adhere to the following principles, which overarch all of our Safeguarding policies and procedures:

- The welfare of pupils is paramount and we take their views seriously.
- If parents raise concerns they will be listened to and responded to promptly.
- Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct, which would lead any reasonable person to question their motivation and intentions.
- Adults should work and be seen to work, in an open and transparent way.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Adults should continually monitor and review their practice and ensure they follow the guidance contained in the policies listed below.
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further action agreed, in accordance with the school policy for keeping and maintaining records.
- All staff should know the name of the senior designated person for child protection, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

St. Michael's has many policies and documents that are all pertinent to safeguarding children and adults, these include:

- Child protection
- Safeguarding
- Complaints procedure
- Data protection
- Dealing with allegations made against staff
- Drug and substance misuse
- Educational visits
- E-safety
- Harassment and discrimination
- Health and safety
- Intimate care (where appropriate)
- Meeting the needs of pupils with medical conditions
- Performance Management (Appraisal)
- Providing first aid

- Pupil discipline and anti-bullying including cyber bullying
- Register of attendance
- Safer recruitment policy and procedures
- Sex Education policy
- Single Central Record
- Use of Physical Intervention (Positive Handling)
- Whistle Blowing (Whistle Blowing is required by SFVS - School Financial Value Standard)

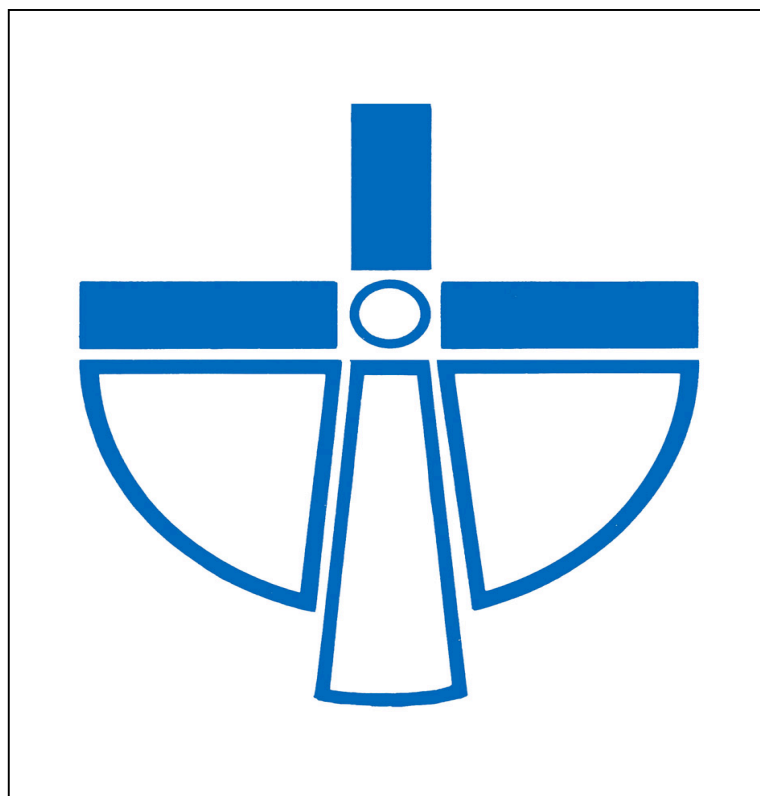
The statutory policies and documents are on the school website and accessible to all staff and parents.

Also part of our overall strategy

- Racist incidents monitoring log
- Risk assessments
- Arrangements for site security
- Working with pupils on issues specific to our local area or population (e.g. gang activity, PREVENT extremism etc.)

Established by the Board of Governors Summer 2016

Based on DfE Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings





ST. MICHAEL'S CE SCHOOL



NEW EMPLOYEE CHECKLIST

NAME:

START DATE:

Please note original documents must be sighted, and copies of the documents and evidence of checks made should be kept on the personnel file. Each document should be stamped, dated and signed by the person responsible for the administration of the recruitment and selection process to verify that the photocopy taken is a true original or certified copy of the original documentation seen.

ACTION / DOCUMENTS ON FILE	COMMENTS
RECRUITMENT	
Advertisement	
Person specification	
Job description	
Application form completed and signed by hand <i>(must be completed in full prior to shortlisting)</i>	
Shortlisting and interview notes	
OFFER / CONTRACT	
Date offer letter sent with accompanying forms	
Date signed offer letter returned with requested documents <i>(note documents that were requested in the offer letter)</i>	
Date contract of employment issued	
Date contract of employment signed and returned	
Letter to confirm appointment no longer conditional upon pre employment checks	
Confirm probationary period satisfactorily completed	
MEDICAL	
Pre-employment medical questionnaire submitted to Occupational Health	
Date medical clearance received	

REFERENCES

If the candidate's work does not currently involve working with children however they have worked with children in the past, ensure they have provided details of a suitable referee from the organisation where they most recently worked with children. All references should be obtained prior to interview

Date reference request 1 submitted	
Date reference request 2 submitted	
Date satisfactory reference 1 received and signed by referee	
Date satisfactory reference 2 received and signed by referee	

DISCLOSURE AND BARRING SERVICE CHECK

Date DBS disclosure submitted, insert form number	
Date satisfactory DBS disclosure and barred list check received (<i>a barred list check is only required where the person works in Regulated Activity</i>)	
Check that the candidate has completed and signed the Disqualification by Association Form.	
Refer the Disqualification by Association Form to the Head Teacher if the candidate has answered 'yes' to any questions.	
Centralised DBS / SCR spreadsheet updated	
Date overseas criminal check requested	
Date overseas criminal check received	

QUALIFICATIONS

Original qualifications checked	
---------------------------------	--

DRIVING LICENCE / INSURANCE

Copy of driving licence and insurance	
---------------------------------------	--

PAYROLL INFORMATION REQUIRED

Banking form and appointment details sent to Finance	
P45/P46 sent to Finance	
Pension forms completed/opt out form	
A document giving the person's permanent NI number and name (<i>P45, P60, NI Card or a letter from as Government Agency</i>)	

TEACHERS ONLY

Check made with National College for Teaching & Leadership (<i>DfE Number and check for any warnings issued by the GTCE/Teaching Agency/NCTL</i>)	
Check made with National College for Teaching & Leadership to ensure teacher is not subject to a Prohibition Order/ Interim Prohibition Order	

Date teacher's salary reference sent to previous school (<i>certifies information such as salary and sick pay</i>)	
Date teacher's salary reference received	
Evidence teacher has satisfactorily passed the statutory probation period	
SPONSORSHIP	
Sponsorship certificate required	
Sponsorship certificate requested with Border Agency	
IDENTIFICATION AND ELIGIBILITY TO WORK IN THE UK	
Copy of a full birth certificate issued in the UK, which includes the names of the holder's parents	
A full birth certificate from country of birth - state which country	
Copy of British Passport and passport number	
Copy of ID card and ID number	
Copy of EEA Passport and passport number	
Copy of other documentation (<i>paperwork or permit</i>) proving the individual has the right to live and work in the UK in the capacity that has been offered	