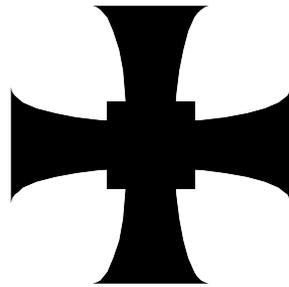


TRINITY SCHOOL CARLISLE



A CHURCH OF ENGLAND ACADEMY

STAFF APPOINTMENTS POLICY (SAFEGUARDING)

**To accompany the school's
Overarching Safeguarding Statement and
Child Protection Policy**

Pastoral Committee

Reviewed: February 2018

Approved by the Pastoral Committee: February 2018

Ratified by the full Governing Body: March 2018

Next review: February 2019

Arrangements for Staff Recruitment

Application Form:

- Our application form asks for a full, consecutive employment history, with all gaps in employment history accounted for. We also ask for criminal disclosure.

References:

- We make sure that we have two written references for every member of staff appointed, on headed notepaper wherever possible. Verbal references suffice prior to interview but an offer of employment is always subject to receipt of written references.
- We follow up written references of staff appointed with a phone call to confirm authenticity.
- Requests for references include a brief questionnaire with questions such as:
 - a) Has this candidate been the subject of a disciplinary hearing?
 - b) Is there any reason why you think the candidate would not be suitable to work with children? and
 - c) Would you reappoint this candidate?
- Open references are not accepted.

Documentation:

- We ask candidates to bring required documentation to interview. This consists of a passport, three identity documents (e.g. passport, driving licence), and original degree and PGCE certificates. All documents are copied and kept on file.
- All teachers are asked to supply evidence of GTC registration.

DBS and Medical checking:

- We obtain an enhanced DBS certificate which includes barred list information for all staff.
- Those who are appointed to teach are checked to ensure they are not prohibited from teaching.
- Those who are appointed to a management role (including governors) are checked to ensure they are not prohibited under section 128 provisions.
- When appointing overseas staff we check with the authorities of the country from which they come.

- For student teachers the relevant university is responsible for obtaining DBS checks before school placements. The school checks that the disclosure is recent and checks their identity on arrival in school.
- For agency supply staff the agency carries out personal and security checks. The school is given a copy of the checks that have been done and checks identity when the supply teacher first arrives in school. The teacher will not be used if the agency informs us that a DBS check is still in progress.
- A medical check is completed for all staff.

Safer Recruitment Training:

- Mrs Sheila Johnston and Mr Derek Kay (Co-Headteachers), Ms Jo Hawkin (Deputy Headteacher) and Mrs Karen Rosary (Business Manager) have all completed Safer Recruitment Training, and at least one member of this group is present in interviews and involved in all appointments to the school.
- Mr D. Brian Armstrong (Chairman of Governors) and Mr Tom Leach (Chairman of Governors' Staffing Committee) have also completed Safer Recruitment Training.

It is our policy to follow the guidance on Safer Recruitment outlined on pages 22-39 of Keeping Children Safe in Education Guidance, Sept 16.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>