



# Staffing Checks Policy

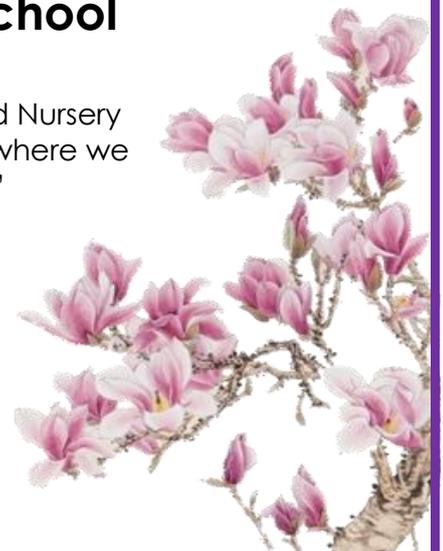


## St Gerard's Catholic Primary School

"Guided by God, St Gerard's Catholic Primary and Nursery School is an inspiring and aspirational community where we learn to love, hope, dream and achieve."

Signed (Chair of Governors)

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***“St Gerard’s Catholic Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.***

## **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 statutory responsibilities for carrying out checks on all those in school efficiently, effectively and diligently to ensure that this school is a safe learning environment for children.

### **Objectives**

1. To create an excellent 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 staff.
5. To ensure that an up to date single central record is kept recording that the required checks have been carried out or certificates obtained with the date on which each check was completed and by whom it was done:
  - An identity check
  - A barred list check
  - An enhanced DBS check/certificate
  - A prohibition from teaching check
  - Further checks on people living or working outside the UK
    - A check of professional qualifications
    - A check to establish the person’s right to work in the UK.
    - A check to verify the authenticity of the qualifications of staff
    - A check and verify the identity of the person
6. To ensure that staff meet the requirements of The Childcare (Disqualification) Regulations 2009 as set out in the DfE guidelines 2016

## **Strategies**

1. All staff, governors and volunteers will as appropriate, be subjected to enhanced DBS checks
2. Candidates must confirm their identity using official documents.
3. When employing supply teachers or teachers from abroad the school will ensure that the correct safeguarding checks have been made
4. We will record the date, timing or reference of the check in a single central register.
5. The single central register will record:
  - The name of each staff member whether they are who they say they are,
  - They have the qualifications that they say they do.
  - That the enhanced DBS check and prohibition from teaching check have been made
  - Whether they have a criminal record, and when these things were last checked and by whom
  - That where appropriate that the local authority or immediately previous employing school has carried out those checks where a teacher has unbroken service
  - The employee or governor complies with the requirements of The Childcare (Disqualification) Regulations 2009
  - A record of the date, timing or reference of the check and the name of the person who carried out the check

## **Outcomes**

Only those who are safe and trustworthy will work with children in this school. This policy puts into place all of the arrangements to safeguard and promote the welfare of all children set out in Keeping Children safe in Education (KCSIE), the Early Years Foundation Stage (EYFS) and in Working Together to Safeguard Children 2019. Childcare Act 2006, and the Childcare (Disqualification) Regulations 2009. It should be applied in conjunction with the other policies that are in place for keeping children safe in this school.