**STONY DEAN SCHOOL**

**SAFER RECRUITMENT**

**POLICY**

**(including DBS and PO Checks)**

**STONY DEAN SCHOOL: SAFER RECRUITMENT POLICY\***

The Governing Body and staff of Stony Dean School take the safety and safeguarding of all its pupils extremely seriously. In order to ensure that all the school’s actions in relation to Safer Recruitment represent the best practice possible, the Governing Body and the school follow these principles:

* The Buckinghamshire Model Policy for Safeguarding will be adopted as the school policy
* The Buckinghamshire County Council Minimum Safer Recruitment Standards will be met or exceeded
* The Buckinghamshire Toolkit for Safer Recruitment will be used and followed for ALL recruitment situations including volunteers and examination invigilators
* Any advertisements for vacancies will stress the importance the school places on Safer Recruitment and that Enhanced DBS (Disclosure and Barring Service) checks and PO (Prohibition Order) checks will be carried out as part of every appointments process
* References will be taken up in advance of any interview wherever possible
* Any job offer will be contingent upon the receipt of two satisfactory references and the successful completion of the Enhanced DBS and PO checks
* The provenance of any reference received will be checked before it is accepted
* Any questions raised by application forms or references will be checked during interview
* EVERY recruitment panel will comprise at least two people , at least one of whom MUST have undertaken Safer Recruitment Training
* All adults undertaking regulated activities involving pupils at Stony Dean School WILL BE subject to Enhanced DBS and PO checks (See DfE Guidance on regulated and non-regulated activities and Buck CC Safer Recruitment Toolkit)
* The list of staff and Governors who have completed Safer Recruitment training will be regularly reviewed and updated as part of the annual Governing Body check on Safeguarding. This is the responsibility of the Child Protection Governor and the Designated Senior Person for Safeguarding
* The details of all staff and volunteers will be kept on the Single Central Record which will be updated whenever necessary and checked and signed at least termly by the Headteacher
* Any reference requested by other agencies for current or ex staff members of Stony Dean School must be agreed by SLT so safeguarding can be assured.

The roles identified and the personnel responsible are named below:

Designated Senior Person for Safeguarding: Mr Neil Strain (Headteacher)

Deputy Designated Senior Person for Safeguarding: Ms Claire Medland (Deputy Headteacher)

Safer Recruitment Trained members of interview panels:

 Mr Neil Strain (Headteacher)

 Ms Claire Medland (Deputy Headteacher)

 Mrs Christie Tonev (Business Manager)

 Mr Martin Pounce (Chair of Governors)

 Mr Philip Roberts (Governor)

This policy and the school’s practice in relation to Safer Recruitment will be reviewed at least annually and whenever there is any updated guidance from either Bucks CC, DfE, The Buckinghamshire Safeguarding in Education Team or the Buckinghamshire Children’s Safeguarding Board

\*This policy refers to the engagement of any person for the purpose of undertaking a role for which financial remuneration will be paid AND any role for which there will be no financial reward but which entails contact with pupils which could be defined as a “Regulated Activity” according to DfE guidelines. Stony Dean School defines the invigilation of examinations as a regulated activity because of the potential for the adult concerned to have unsupervised access to pupils.

**Appendix:**

**1.DfE Guidelines on Enhanced DBS and PO checks:**

The following roles in special schools require the above level of check:

* Any paid employee that works frequently (once a week), intensively (4 times in a month) or overnight.
* Any unsupervised volunteer that volunteers frequently, intensively or overnight.
* Any other roles that involve work of a specified nature (e.g. teaching, care, supervision, advice, treatment) which involves close and unsupervised contact with children which occurs frequently, intensively or overnight.

**2. Disqualification by Association:**

This guidance is not applicable as the pupils at Stony Dean School do not fall within the specified age range

**3. Use of Temporary Staff/Volunteers/Outside Agencies in school:**

This policy and the associated guidance document will be used for all personnel who visit or work in the school on an occasional basis

**4. Safeguarding Training:**

All personnel undertaking “Regulated Activities” are required to undergo Safeguarding training in exactly the same way as all permanent staff. If employed via an external agency, the agency is responsible for conducting the DBS and PO checks and confirming in writing to Stony Dean School that the required training has been carried out and is updated in line with DfE best practice guidelines. If volunteering or being employed on a part-time or casual basis by the school, the school is responsible for carrying out the checks and ensuring that the required training has been completed and is updated in line with DfE best practice guidelines. This applies to all volunteers and staff employed on a part-time or casual basis and includes examination invigilators.