

'Safe' Recruitment and Selection Procedures Policy

- ◆ Our school will comply with the requirements outlined in the LSCB Procedures Section 7.6. All staff working with children require a CRB check. This includes ancillary and office staff. The CRB check is carried out via the nominated person at County Hall.
- ◆ Our school will refer to its responsibilities regarding Child Protection in all job descriptions, and/or to its profile in the school, in the general information distributed with application forms.
- ◆ Our school will undertake CRB checks on regular volunteers working in the school. This is good child care practice.
- ◆ Volunteers will not be left unsupervised with children, nor will they be in areas where they cannot be fully seen by the supervising teacher.
- ◆ In accepting the offer of help from volunteers, staff are aware that schools in general can attract 'unsafe' volunteers.
- ◆ Supply staff - ensure that appropriate CRB checks are carried out before employing supply staff, especially those not available via the Durham Supply Partnership. Staffing must be informed of all such appointments.
- ◆ Our Governing Body will be aware of their responsibilities in connection with staff appointments and similarly aware of their liabilities especially if they fail to follow LA guidance.
- ◆ Volunteers and helpers will not be given tasks beyond their capabilities and therefore where they might feel under pressure.
- ◆ Volunteers and helpers should feel able to discuss difficulties with the teacher, who will respond with advice and additional guidance and supervision.
- ◆ Volunteers and helpers will not have the opportunity to feel that they are in charge and thus in a position of power, which may then be abused.

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