

Safeguarding Children Policy

Rationale

At St Anne's Catholic Primary School we give the highest importance to the safeguarding and welfare of children. The governors, head teacher and staff will carry out their responsibilities efficiently, effectively and diligently to ensure that this school is a safe learning environment for children.

Aims and Objectives

- To create a learning environment for safeguarding and promoting the welfare of children.
- To put into place recruitment procedures that safeguards and promotes the welfare of children.
- To make efficient arrangements for checks on new staff and volunteers
- To ensure that others who employ or supply staff have efficient arrangements for checks on staff.
- To verify the authenticity of the qualifications of staff
- To check and verify the identity of staff

Broad Guidelines

1. All staff and volunteers will as appropriate, be checked with the Criminal Records Bureau
2. All staff and volunteers will as appropriate, will be checked with the lists maintained by the Department for Children Families and Schools (DCFS), for example List 99
3. Candidates must confirm identity through official documents.
4. When employing supply teachers or teachers from abroad they must have been checked
5. We will record the date, timing or reference of the check in an orderly and accessible way.
6. Once staff are in place we will keep simple records that:
 - Note against the name of each staff member whether they are who they say they are.
 - Whether they have the qualifications that they say they do.

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- Whether they have a criminal record, and when these things were last checked and by whom.
- know that the local authority has carried out those checks and record the date, timing or reference of the check in an orderly and accessible way

Conclusion

This policy puts into place all of the recommendations of '*Safeguarding Children*' June 2006 Ref HMI 2467

Agreed by Governors:

Date:

Review date: