

## SAFER RECRUITMENT POLICY AND PROCESSES

**De Aston is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

### **Scope of the policy**

In line with the School's statutory duties under the Safeguarding Vulnerable Groups Act 2006, the DfE Keeping Children Safe in Education guidance and the Protection of Freedoms Act 2012 to safeguard children, the School is required to carry out a number of checks on staff, whether they are permanent, temporary, casual, voluntary, school-based supply or agency-based supply. This policy does not exist in isolation but is supported by other school policies such as those on equality and whistle-blowing.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the School who are required to familiarise themselves and comply with its contents. The School reserves the right to amend its content at any time.

### **Safeguarding Statement**

***"De Aston is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All postholders are subject to a satisfactory enhanced DBS disclosure."***

This statement will be quoted widely and referred to as frequently as possible in the appointment process.

### **Introduction**

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure safeguarding and promoting the welfare of children and young people is an integral factor at each stage of the recruitment and selection process;
- To adopt a safer recruitment process, which helps to promote a safe culture and compliments other 'safety' elements such as health and safety and School security;
- To attract and recruit suitable skilled and motivated staff to help raise standards and reduce the risk to children and young people;
- To ensure that those that are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all applicants;
- To ensure that no job applicant is treated unfairly on any grounds including sex, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age;
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE "Keeping Children Safe in Education" guidance and the Code of Practice published by the Disclosure and Barring Service; and
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves, and complying with, the provisions of this policy.

The measures described in this policy will be applied to all who are employed to work at the School and incorporated within the scope of this policy are staff employed by contractors, supply staff, volunteers and the like who work at the School.

### **Single Central Record**

The School holds a central record incorporating all employed staff (and others) that have contact with children. The record is available to appointed members of staff, the Chair of Governors and the Governor responsible for safeguarding. The record details a range of checks as set out by the DfE, and the responsibility for the

maintenance of this record is with the Headteacher, but this function can be delegated to an appointed member of staff.

The single central record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check.
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- further checks on people who have lived or worked outside the UK;
- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.

In addition, a section 128 check must be undertaken for management positions.

For agency and third party supply staff, the single central record will include written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff.

When information is placed on our central record, it will be highlighted in red until satisfactory clearance has been received. When clearance arrives the colour will be changed to green. Only at this point can a person start employment.

### **Equal Opportunities**

Fairness in how we recruit and select our employees plays a significant part in creating an equal opportunities environment. Our aim is that every internal and external applicant who applies for a position within the School is considered against criteria, which relates only to the requirements of the job.

### **Safer Recruitment Trained Staff**

At least one recruiter on any recruitment team must successfully have received accredited training in safer recruitment procedures and their name(s) will be recorded on the interview pro-forma sheets.

Named staff who have passed accredited safer recruitment training are: Amy Harris, Neil Huddleston, Alice McNeill and Simon Porter.

Trained Governors are: Emma Fairhall and Stella Williams.

### **The Recruitment and Selection Procedure**

When a post is identified, an appropriate recruitment team will be convened. They will draw up a timeline that allows for all processes to be conducted fully.

### **Advertising**

Adverts for vacancies will demonstrate the School's commitment to safeguarding in recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible. Promoting commitment to safeguarding and child protection can act as a deterrent to would-be abusers. Thought will be given to wording, pictures and images used to ensure that they could not be considered discriminatory.

The following information will be included within the text of the advert:

- Name of the school;
- Post title;
- Hours of work;
- Grade and/or scale;
- Salary (actual salary for part time);
- Permanent or fixed-term stating duration if fixed-term;

- Brief details about what the job entails and type of skills and experience required including responsibility for safeguarding children;
- Confirmation that an Enhanced DBS Disclosure will be required;
- Contact details;
- Closing date; and
- The school's safeguarding statement.

## **Job Descriptions & Person Specification**

Job descriptions will define the purpose, duties and responsibilities of the post. The person specification will include: the qualifications and experience needed to perform the job, with particular attention to working with vulnerable groups; competences and qualities the candidate should demonstrate e.g. resilience to challenging behaviour; and explain how these requirements will be tested and assessed. The job description and person specification will make reference to the School's commitment to the safeguarding of students.

All posts at the School will require an Enhanced DBS Disclosure where an individual is likely to come into direct contact with pupils.

## **Application Pack**

The importance of safeguarding and protecting children at the School will be promoted throughout the recruitment process in order to deter unsuitable candidates. The School's application pack will normally include the following:

- Application form;
- Job description and person specification;
- Information sheet about the school;
- The school's Equal Opportunities policy;
- The school's Child Protection policy;
- Information on an Enhanced DBS check;
- An equal opportunities monitoring form; and
- A self-disclosure form.

All prospective applicants must complete, in full, an application form and sign it. (In the case of an electronically submitted application form a short-listed applicant will be asked to sign it before any part of the interview commences).

## **Short-list**

Where a large number of fully completed applications is received (10 plus) long-listing will occur soon after the application closure date against the person specification for the post.

Short-listing of candidates will be against the person specification for the post.

Written notes are to be made of short-listing process.

At short-listing, applications will be checked for discrepancies, inconsistencies and gaps in employment (made in cross reference with the application form), notes taken, further enquiries made and consideration given as to whether further questions at interview are required in respect to the information contained on the application form.

## **The Interview Process**

The interview will assess the merits of each candidate against the job requirements and will explore their suitability to work with children. A face-to-face interview will always be carried out as part of the recruitment process. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

The invitation to interview will provide basic details and a programme of the day, including details of how the formal interview will be conducted and the areas it will explore, including suitability to work with children.

The interview panel will comprise of at least two people; one to observe and take notes. Also, at least one member will have completed safer recruitment training. The panel will meet beforehand to discuss the interview and the issues to be explored with the candidate (panels can agree questions but it must not be a list that cannot be deviated from; supplementary questions are required to pursue answers/thoughts/ideas).

Candidates will always be required to:

- provide proof of identity;
- explain satisfactorily any gaps in employment;
- explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- declare any information that is likely to appear on a DBS or Teacher Services' system disclosure;
- demonstrate their capacity to safeguard and protect the welfare of children and young people; and
- bring sufficient documentary evidence to allow the successful candidate to confirm their qualifications and complete the DBS disclosure immediately on being offered the post.

Scope of the Interview:

- assess and evaluate the applicant's suitability for the role;
- explore the applicant's attitude towards children;
- explore the candidate's ability to support De Aston's agenda for safeguarding and promoting the welfare of children;
- explore gaps in employment history (from secondary schooling on);
- address any concerns/discrepancies arising from the references and application forms; and
- candidates to be asked if they wish to declare anything in light of the DBS check.

### **Documents Confirming Identification**

In accordance with the recommendations of the DfE, the School carries out a number of pre-employment checks in respect of all its prospective employees to ensure effective safeguarding.

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications in order for the School to verify their name, date of birth and current address:

- photo ID (in exceptional circumstances where the successful applicant does not have photo ID a passport style photo signed and dated by their GP will be accepted as proof of identity);
- proof of their address e.g. 2 utility bills from two different sources/utility providers
- documentation confirming their right to work in the UK; and
- documents confirming any educational and professional qualifications referred to in their application form.
- National Insurance Number

These identification documents will also be sufficient to enable a Disclosure and Barring Service (DBS) check to be carried out (see below).

Where an applicant claims to have changed their name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. In all cases original (not photocopy) documents must be provided.

Original documentation in respect of any specific qualifications relevant to the post (e.g. academic qualifications, vocational qualification such as the QTS or in relation to a specific subject field, first aid or food hygiene) that has been entered on the application will also be required. In the case of teaching staff and many support staff roles, references will have been sought prior to interview and in other cases shortly thereafter. This applies to all internal applicants as well as external applicants. School appointments are always subject to receipt of satisfactory references and satisfactory screening and vetting.

### **English Fluency**

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and/or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

The fluency duty does not create a higher standard than already required for teachers at the School who are already annually appraised against the Teachers Standards.

## **Conditional Offer of Employment**

Any offer of employment with the School will be conditional on the satisfactory completion of the following:

- The receipt of at least two satisfactory references. One of which will be the present employer (last employer if presently unemployed) and in the case of school based staff the main referee **must** be the Headteacher/Acting Headteacher);
- Satisfactory Enhanced DBS Disclosure and where the appointee has lived outside the United Kingdom, a certificate of good conduct (or equivalent), if applicable;
- Satisfactory DBS checks in respect of the Children's Barred List;
- Confirmation of the candidate's medical fitness (through a pre-employment health check);
- Verification of qualifications by the individual by providing original certificates;
- Verification of professional status, where required;
- Verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency, where relevant;
- Verification that the candidate has not been prohibited from carrying out management work, where relevant;
- Verification of the candidates identity, including photo ID (in exceptional circumstances where the successful applicant does not have photo ID a passport style photo signed and dated by their GP will be accepted as proof of identity);
- Verification of the candidate's eligibility to live and work in the UK; and
- Successful completion of a probation period.

A record will be kept to show that the above checks have been carried out for all employees. Copies of the relevant documents will be retained in their personnel file.

Any discrepancies thrown up by the above checks will be discussed with Human Resources before a final decision on employment is made, though copies of DBS checks will be disposed of 6 months after appointment.

In exceptional circumstances we may appoint provisionally, subject to a risk assessment being carried out, and references and DBS results being satisfactory. However, employment cannot be confirmed until satisfactory references and DBS documents have been received. These appointments can only be authorised by the Headteacher in consultation with the Governors.

The details of checks will be reported to the police and/or the Disclosure and Barring Service (DBS) if:

- The DBS disclosure shows that an applicant has been disqualified from working with children;
- An applicant has provided false information in, or in support of, their application; or
- There are serious concerns about an applicant's suitability to work with children gained from other legitimate information sources (e.g. references).

If, one week prior to the commencement of employment, a DBS has not been received, safe 'holding' arrangements must be put in place. Critically, in no circumstances may an employee start work until a satisfactory DBS has been received

## **References**

The purpose of references is to obtain objective and factual information to support appointment decisions.

References will normally be taken up on short listed candidates prior to interview including staff who may already be employed by the School. The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up and be probed during the interview. Where, in exceptional circumstances, this has not been possible they must be scrutinised prior to confirmation of appointment and any questions or concerns followed up rigorously with the candidate and the employer as necessary.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted and all references MUST be addressed to a specific named person. References addressed "To whom it may concern" will not be accepted.

In regards to internal candidates references will be obtained even when the applicant is already employed by the School.

All school references must be signed by the Headteacher (or Deputy in their absence, which will then be followed up by a telephone call/e-mail to clarify with the Headteacher, if possible).

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies, discrepancies or to strengthen a written reference. A detailed written note will be kept of such exchanges.

If necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where a reference lacks detail, a third reference may be sought in order to strengthen the evidence base for appointment.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

A pro-forma reference form will be sent to referees to accompany a reference request, along with a copy of the job description and person specification for the role that the applicant has applied for.

Referees will always be asked specific questions about the applicant in regards to their:

- Successful teaching experience (including excellent outcomes) and evidence of good practice within 11-18 age range, if relevant;
- Ability to work successfully with colleagues;
- Relationship with staff (and pupils, if appropriate);
- Administrative and organisational ability;
- Initiative; and
- Commitment to continued career development/advanced qualifications.

If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired); and
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

The referee should be reminded that they have a responsibility to give accurate information and not give misstatements or omissions and that they may discuss factual content with the applicant beforehand.

On receipt all references should be checked to ensure that all questions have been answered. If not, the School should phone the referee and ask for clarification, backed up in writing.

For self-employed candidates the school will put in place additional checks and will secure these with follow up phone references.

## **Criminal Record Check**

Due to the nature of the work, the School applies for criminal record certificates from the Disclosure and Barring Service ("DBS") in respect of all prospective staff members and volunteers.

For posts involving contact with children or vulnerable adults, including regularly caring for, training, teaching, supervising or being in sole charge of such people, an enhanced DBS check will be required.

An Enhanced Disclosure will contain details of all convictions, cautions, reprimands or warnings (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013) held on the Police National Computer. If the individual is applying for a position working with children or young adults, the Standard Disclosure will also reveal whether they are barred from working with children or vulnerable adults by virtue their inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and the Department of Health. An Enhanced Check may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

Portable DBS documentation will be accepted and checked before being offered a post/being unsupervised on the School site.

Applicants with recent periods of overseas residence and those with little or no previous UK residence will be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s).

Should DBS clearance be delayed and employment commence before it is received, the School may undertake a Risk Assessment on the prospective member of staff concerned and make arrangements as appropriate for the member of staff to be paired with or supervised by another member staff who has received DBS clearance.

## **Rehabilitation of Offenders Disclosure**

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar them from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria.

In view of the fact that all positions within the School will amount to "regulated positions", all applicants for employment must declare all previous convictions, cautions, reprimands or warnings (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013). A failure to disclose a previous conviction, caution, reprimand or warning may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists, maintained by the DfE and the Department of Health, of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School, if the School receives an application from a disqualified person, is provided with false information in, or in support of an applicant's application, or the School has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police, DBS and/or the DfE.

## **Assessment Criteria**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;

- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it high risk to employ anyone who has been convicted at any time of any the following offences:

- against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; and
- against children or adults: serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last 10 years.

### **Assessment Procedure**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Headteacher before a position is confirmed.

If an applicant wishes to dispute any information contained in a Disclosure, they can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.

### **Retention and Security of Disclosure Information**

The School's policy is to observe the guidance issued or supported by the DBS on the use of Disclosure information.

In particular, the School will:

- store Disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's senior leadership team and the Headteacher's personal assistant;
- not retain Disclosure information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than six months although the School will keep a record of the date of a Disclosure, the name of the subject, the type of Disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any Disclosure information is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any Disclosure information.

The School complies with the provisions of the DBS Code of Practice, a copy of which is available on request.

### **Retention of Records**

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. The file will be live and updated as required. The contents will remain in storage for up to six years following termination of employment.

For successful candidates we retain:

- Application form;
- Photo ID;
- Address ID;
- Copies of qualifications;
- Interview notes, including reasons for appointment;
- CPD requirements if identified at interview;

- References (including all telephone references and follow-up calls); and
- Proof of right to work in the UK.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months, unless the applicant specifically requests the School to keep their details on file.

## **Induction**

On the first day of employment all new employees will meet with the Headteacher, or Assistant Headteacher Professional Standards who will formally welcome them to the school.

All staff who are new to the school will receive induction training that will include:

- the school's safeguarding policies, guidance on safe working practices and Keeping Children Safe in Education PART 1 and Annex A;
- child protection/safeguarding and promoting welfare of children/anti-bullying/anti-racism/ physical handling/intimate care/internet safety;
- safe practice and standard of conduct and behaviour advice for staff; and
- disciplinary and whistle blowing policies.

Regular meetings will be held during the first six months of employment between the new employee and the appropriate manager.

## **Volunteers**

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

All Volunteers who have direct contact with children on a regular basis will be required to have an appropriate DBS check before commencing service. The Headteacher will apply a risk assessment to assess the need for an enhanced DBS check on an individual basis.

Unsupervised/regular volunteers will go through the same safer recruitment process as employees.

## **Governors**

Before an individual becomes a governor the school will:

- Confirm the individual's identity;
- Confirm the individual's right to work in the UK;
- Carry out an enhanced DBS check;
- If the individual lives or has lived outside of the UK, the school will make such other checks as the school considers appropriate;
- Obtain at least two satisfactory references; and
- Confirm the individual is not subject to a section 128 direction that would prevent them from taking part in the management of an academy.

## **Agencies and Agency Staff**

The School expects supply/temporary worker agencies/contractors that are used by the school to register with the Enhanced DBS Disclosure on their own account and to follow this policy or their own comparable policy.

**Proof of registration will be required before the School will commission services from any such organisation.**

The agency must provide evidence of the checks carried out on their central record. The agency must also ensure that the supply staff member is aware that they have to bring in their DBS Certificate, proof of qualifications (e.g. QTS Certificate) and identification documents (proving their name, date of birth and address) on the first day of their supply work for the school.

The School reserves the right to terminate the contract with the agency and send home an agency staff member without notice should these terms of safer recruitment practice be breached by the agency or the member of agency staff. In this instance the school will not be liable for any charges connected to the booking.

## **Student Teachers**

The School has agreements with the Lincolnshire Teaching School Alliance (LTSA) and Bishop Grosseteste University regarding student teachers and SCITT trainees. The School will accept safer recruitment evidence from these organisations and all the partner schools within the Lincolnshire Teaching School Alliance, subject to seeing the individuals enhanced DBS certificate and photographic proof of identity.

## **Contractors**

Contractors who work continuously on site i.e. the cleaning and catering companies are expected to recruit staff safely, with the protection of young people as their top priority. The School will ensure that safer recruitment is regularly discussed and that it receives proof that contractors are DBS checking all new employees.

The School will ensure that any contractor, or any employee of the contractor, who is to work at the School, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. The School is responsible for determining the appropriate level of supervision depending on the circumstances.

If an individual working at the School is self-employed, the School will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

The School will always check the identity of contractors and their staff on arrival at the school.

For further details, see the school's contractors' code of conduct policy.

## **Roles and Responsibilities**

- The Assistant Headteacher (Professional Standards) has the responsibility for ensuring that this policy and the procedures outlined here are consistent with our safeguarding policies as a whole.
- The Assistant Headteacher (Professional Standards) will ensure that the timeline for appointments is followed and that all the necessary administration and checking is done to support the process.
- The Assistant Headteacher (Professional Standards) has oversight of the process and should ensure that all steps outlined in this policy are completed.
- The Headteacher has the responsibility for ensuring the integrity of the system overall; for providing checks and balances and ensuring concerns in relation to the policy are addressed immediately.
- All staff involved in recruitment have the responsibility to be aware of its contents; to act in accordance with it and to use the school's whistle blowing policy if there are any concerns regarding its implementation.
- All staff involved in the recruitment process will ensure that visitors in school are supervised at all times by a member of staff employed by the school.
- Governors take their role in relation to this policy very seriously and governors with a child protection role actively engage in scrutinizing relevant documentation.

Any queries relating to the policy above should be directed to the Assistant Headteacher (Professional Standards) on 01673 843415 or [vacancies@de-aston.lincs.sch.uk](mailto:vacancies@de-aston.lincs.sch.uk).