

# Cottenham Primary School



## Safer Employment Policy

Dated:	Autumn 1 2025									
Reviewed by:	Personnel Committee									
Next Review:	Autumn 1 2026									
Equality Review Checklist	<p>In reviewing this policy due consideration must be given to the impact that changes may have on issues of equality for the protected groups:</p> <table><tr><td>Age</td><td>Disability</td><td>Religion or belief</td></tr><tr><td>Race</td><td>Pregnancy &amp; Maternity</td><td>Sex</td></tr><tr><td>Sexual orientation</td><td>Gender reassignment</td><td>Marriage/civil partnerships</td></tr></table> <p>If the equality of a protected group is likely to be compromised by changes to the policy then please complete an equality risk assessment, tick in the box and circle the characteristics affected:</p> <div style="text-align: right;"><input type="checkbox"/></div>	Age	Disability	Religion or belief	Race	Pregnancy & Maternity	Sex	Sexual orientation	Gender reassignment	Marriage/civil partnerships
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## **1. Policy Statement**

Our school is committed to safeguarding and promoting the welfare of children and young people. We expect and require all members of the school community to share this commitment. We will ensure that our employment policies and practices support the development and maintenance of an environment where children and young people are safe and able to make the most of their opportunities to learn. Our policies and practices will support the recruitment, retention, deployment and development of competent, well-motivated employees who are suited to and fulfilled in the roles they undertake.

The first step towards safeguarding and promoting the welfare of children in our school is to ensure that we recruit and select employees, workers and volunteers in accordance with best safer recruitment practice. However, we recognise that this is only one aspect of securing a safe environment for children and young people. This policy is designed to bring together in one document the link to all the different strands of our practice that promotes safer employment. The policy is grounded in the good practice set out in Part three of 'Keeping Children Safe in Education'.

## **2. Scope of the policy**

This policy applies to all employees, governors, volunteers, agency workers, supply staff and anyone else who undertakes work of any kind on our school premises.

## **3. Roles and responsibilities**

The Governing Body will:

- Prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required; and ensuring volunteers are appropriately supervised;
- ensure that the school has effective policies and procedures in place for the recruitment of all staff and volunteers, in accordance with DfE guidance and legal requirements;
- delegate responsibility for recruitment and selection to the Headteacher but will support the Headteacher in discharging this role;
- be responsible for the appointment of a new Headteacher;
- ensure that the school has effective policies and procedures in place for promoting safer employment and safeguarding;
- undertake appropriate training in relation to safeguarding;
- monitor the school's compliance with its Safer Recruitment Policy and its Safeguarding & Child Protection Policy on an annual basis.

The Headteacher will:

- ensure that the school operates safer recruitment practices and ensure that all appropriate checks are carried out on staff, volunteers and others;
- ensure that the school operates safer employment practices at all times and make sure that managers and staff fully understand the important part they play in achieving a safe environment for children and young people;

- monitor contractors' and employment agencies' compliance with safer recruitment practices;
- promote the welfare of children and young people at all times.

All other staff, volunteers, agency workers, supply staff, visitors and others will:

- be expected and required to comply with the spirit and intention of this document.

#### 4. Recruitment and Selection

- 4.1** The Governing Body is committed to ensuring potential applicants are given the right messages about the school's commitment to recruit suitable people and, as part of its whole school approach to safeguarding, the Governing Body will foster a culture that safeguards and promotes the welfare of children at Cottenham Primary School. As part of this culture, the school adopts robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment or volunteering opportunities at Cottenham Primary School.
- 4.2** The Governing Body ensures that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training.
- 4.3** The Headteacher will ensure that at least one of the persons who conducts an interview has completed safer recruitment training.
- 4.4** For further information about safer recruitment at Cottenham Primary School, please refer to the **CPS Safer Recruitment Policy**

#### 5. Contractors

All contractors and agencies supplying staff to work in the school are expected and required to undertake safer recruitment pre-employment checks.

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. We have arrangements in place with contractors to make sure that they, or any employee of the contractor, working at our school has been subject to the appropriate level of DBS check, if any such check is required.

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 Headteacher is responsible for determining the appropriate level of supervision depending on the circumstances.

If a contractor working at our school is self-employed, we shall consider obtaining the enhanced DBS check (at the contractor's cost), as self-employed people are not able to make an enhanced application directly to the DBS on their own account.

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

## 6. Agency, Supply or partner organisations

The school does not have the authority to ask to see DBS certificates for visiting staff employed by supply or partner agencies, e.g. Local Authority or NHS. The school will instead request written confirmation that confirms the individual has undergone appropriate checks, including an enhanced DBS check.

The school will check that the person presenting themselves for work is the same person on whom the checks have been made.

The Headteacher will use their professional judgement about the need to escort or supervise visitors.

## 7. Single Central Record

In line with DfE requirements, the school will maintain a Single Central Record of recruitment and vetting checks. The record will include details of all employees including casual staff, agency workers (whether paid directly or through an agency), trainee teachers, governors and those who provide additional teaching or instruction for pupils but are not directly employed e.g. sports coaches, artists, language tutors, etc.

The Single Central Record will indicate whether/when the following were completed and by whom:

- identity checks
- qualification checks
- checks on right to work in the UK
- a prohibition from teaching check (for teaching staff)
- Barred list checks
- Enhanced DBS disclosure
- Overseas records e.g. Certificates of Good Conduct, where appropriate.

In order to record agency workers or supply staff, the school will request written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check has been provided in respect of the member of supply staff and the date that confirmation was received. The school will not undertake further checks on such staff except where there is information contained in the DBS disclosure. However, we will check that the person arriving is genuinely the person the agency has referred to us by asking him/her for photographic proof of identity.

All volunteers are recorded on the Single Central Record. For the detail of what checks are carried out on volunteers, please refer to the **CPS Volunteer Policy**.

The School Business Manager will organise a termly review of the Single Central Record by the Safeguarding link governors, Headteacher and members of the CPS Senior Leadership that are Deputy Designated Safeguarding Leads (DDSLs), to ensure that it remains accurate and will confirm the outcome to the Governing Body.

## 8. Induction

Every new member of staff, paid or voluntary, will be entitled to an induction to the school. The details of the induction programme will vary depending on the individual's role in the school, but all new starters will receive guidance on child safeguarding from the Designated Safeguarding Lead (DSL), or one of the Deputy Headteachers that is a DDSL, on their first day at Cottenham Primary School. The guidance will include a copy of Part 1 of Keeping Children Safe in Education, the Guidance for Safer Working Practice and information on how to raise a concern if the new employee identifies poor practice during the course of his/her employment.

Every induction programme will include a checklist, which the new employee will sign and date as soon as they have completed each activity. A copy of the induction checklist will be placed on their HR file for future reference. It is the responsibility of the Headteacher to ensure the school's policies are known and used appropriately, as outlined in Keeping Children Safe in Education.

## 9. Probationary periods

Support staff will be subject to a six month probationary period during which their performance and behaviour will be monitored. In exceptional cases, the probationary period may be extended for up to a further six months, if necessary.

School staff and volunteers will be given a copy of the **CPS Code of Conduct** and the DfE guidance entitled '**Guidance for safer working practice for those working with children and young people in education settings**' (GSWP), both will be discussed with them to ensure their understanding. They will be asked to confirm that they have read and understood these documents and will follow the guidelines required to maintain professional boundaries at all times.

## 10. Training and development

All members of school staff will receive Child Protection Training at two-yearly intervals, organised by the Headteacher and DSL. The DSL and DDSLs will receive refresher training every two years, provided by the Local Authority's Education Safeguarding Team.

The DSL is responsible for ensuring that all staff are aware of the relevant policies and procedures for child safeguarding and are able to identify when a child may be suffering or at risk of suffering harm or neglect. The DSL will ensure that all staff and volunteers understand the principles of GSWP (see above) and recognise that the school has a protective ethos in which the needs of the children are paramount.

All staff and governors who are involved in recruitment and selection will be provided with suitable training to ensure that they can discharge their role effectively. In addition, the following people will undertake safer recruitment training:

- The Headteacher (DSL)
- The Deputy Headteachers

- The School Business Manager and the Assistant School Business Manager
- Nominated members of the Governing Body

## 11. Whistleblowing

Our school adopts a culture of vigilance where concerns about inappropriate practice are listened to and taken seriously. We have adopted the County Council's model Whistleblowing Policy, a copy of which is distributed to all staff and volunteers and is available on the school website.

The County Council's Whistleblowing poster is also displayed in the school Staff Room.

## 12. Code of conduct

The school's **Code of Conduct**, which includes reference to the DfE 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings', sets out the standards of behaviour we require from all of our employees. The **Code of Conduct** sets out the basic rules and principles that govern the way we work.

The **Code of Conduct** is provided to all new employees as part of their induction and re-circulated to all staff annually after ratification by the Personnel Committee. A copy is made available in the Whole School Team and on the Staff Room notice board. The following members of the school community are also expected to abide by the principles contained in the Code of Conduct:

- Volunteers
- Governors
- Agency workers
- Supply staff
- Consultants

In addition, teachers, including the Headteacher, are expected to abide by the Department for Education's Teachers' Standards July 2011 (introduction updated June 2013, latest terminology update December 2021) that state they should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

The school undertakes to apply these codes of conduct fairly and consistently. We expect the Headteacher and other school leaders to apply the codes of conduct robustly to ensure that the integrity of members of our school community is beyond reproach. Where necessary, the school will enforce the codes of conduct through its disciplinary rules and disciplinary procedure. We believe that breaking some of the rules is so serious that we may consider summary dismissal for a first offence of gross misconduct.

### **13. Contact with children outside work**

Whilst we wish members of the school community to work together in a positive manner, we do not encourage employees or volunteers to make contact with children and young people outside work. Our employees are strongly advised to follow the good practice advice contained in the 'Guidance on Safer Working Practice for Adults who work with Children and Young People'. This is for the safety of the children, which is paramount and in the best interests of the members of staff or volunteers.

### **14. Acceptable use of ICT/social networking**

In line with the guidance in section 12 above, employees must not have personal contact with children and young people via their personal e-mails or social networking sites such as Facebook. Employees should make sure they are following the advice issued by all the trade unions on this issue, which is also covered in 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings'. This is for the safety of the children and for the adult concerned.

### **15. Dress code**

All staff and volunteers should dress appropriately for a setting in which impressionable children and young people will be present. If in doubt, advice on this issue can be obtained from the Headteacher and some trade unions also produce guidance on suitable dress codes. Further information can also be found in the 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings'.

### **16. Administering first aid**

Please refer to the school's **Health and Safety Policy** which lists trained first aiders.

First aid will be administered in line with the Intimate Care Policy.

### **17. Self-disclosure**

During their employment with the school, all employees and volunteers are required to disclose any changes of circumstances to the Headteacher. This includes details of any criminal investigations, convictions or warnings to which they may be subject, or any relevant information that a reasonable employer might consider would impact on their employment.

Employees should always discuss with their line manager any difficulties or problems that may impact on their suitability to work with children and young people, so that appropriate support can be provided or action taken. Failure to notify the Headteacher of any conduct that may or will result in the employee or volunteer being placed on one of the government's Disclosure and Barring Service's barred lists will be treated as gross misconduct and may result in summary dismissal.

## **18. Educational visits/activities**

The school will seek advice from the County Council's Outdoor Education Adviser in relation to educational visits and off-site activities. All employees involved in educational visits are able to obtain advice on specific child safeguarding issues from the Designated Safeguarding Lead, or via the Evolve website, or from the Education Child Protection Service.

## **19. Managing allegations**

The DSL will also ensure that staff and volunteers understand they must refer any apparent misconduct and concerns about a child to the Headteacher. The school will refer any allegation against a member of staff or volunteer to the County Council's named senior officer, who will liaise with the Local Authority Designated Officer (LADO) as necessary. The referral will be made within 24 hours of the allegation being received.

The school will co-operate with any investigation that may follow, in accordance with the DfE and the Cambridgeshire Local Safeguarding Children Board's allegations procedures. The procedures will apply even if the employee or volunteer ceases to work at the school.

If there have been concerns about a member of the school community's suitability to remain in the children's workforce, we will not enter into any settlement agreement and will make a referral to the Disclosure and Barring Service as appropriate. Further guidance on managing allegations can be found in **Keeping Children Safe in Education** Part Four.

## **20. Design of school buildings**

The design and layout of school buildings can contribute to developing a safer environment and safer culture for children and young people. The Headteacher and governors will review the layout of the school to ensure that there are no areas where children may be placed at risk e.g. isolated classrooms without windows, etc. Where areas of the school site are identified as a concern, action will be taken without delay to minimise or eliminate any risk for children and young people. Advice will be sought as necessary from the County Council's Infrastructure Service, the Health and Safety team and/or the Education Child Protection Service.

## **21. Monitoring safer employment practice**

The Headteacher is responsible for monitoring the school's adherence to safer recruitment and safer employment practice. The Headteacher will report to the full Governing Body annually on safer employment practice in the school via the **Annual Child Protection and Safer Recruitment Monitoring Report** to Governors.

The Governing Body delegates the responsibility of being safer employment champions to the Personnel Committee. The Committee will support the Headteacher in ensuring that that school operates fair practices that ensure a safe environment for children and young people.

The school will also participate actively in the County Council's annual safer employment audit if asked to do so. The results of the audit will be shared with the

full Governing Body and immediate action will be taken to improve the school's practices if the report indicates any areas of concern.

## **22. Annual safeguarding report**

The Headteacher and Chair of Governors will complete an annual **Child Protection and Safer Recruitment monitoring report**, which will be presented to the full Governing Body for endorsement and action. A copy of the report will be returned to the County Council's Education Child Protection Service.

Appendix One: School Policies

## **Appendix One: School policies that relate to child safeguarding**

Safeguarding & Child Protection Policy

Equality Information & Objectives Statement

Safer Recruitment Policy

Code of Conduct

Whistleblowing Policy

Disciplinary Rules & Procedure

ICT Acceptable Use Policy

Complaints Policy

Intimate Care Policy

First Aid & Children with Medical Conditions Policy

Physical Intervention Policy

Behaviour Policy

Health & Safety Policy

All the above policies will be kept under regular review on an annual basis, unless specified otherwise.