



Safeguarding Practice Audit- Keeping Children Safe in Education 2021

Part three: Safer recruitment

Name of School/Education setting: Benington Primary School

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Introduction and guidance

Creating a Culture of safety, children who feel safe make better learners. A culture of safety should run through all aspects of school life; safe recruitment, staff conduct and behaviour, expectations of children's behaviour, support and learning to families about caring for children and supporting their development.

Safeguarding practice and procedures should be a shared vision and the responsibility of: Headteachers/principals, Designated Safeguarding Lead (DSL)/ Deputy DSL's, governing bodies, trustees, proprietors and management committees. This means you must ensure that there is arrangements in place to assist all staff to understand and discharge their role and responsibilities in compliance with as set out under legislation, **The Education Act 2002, Section 175 and 157 which** stipulates that you must have regard for **Keeping Children Safe in Education DfE September (KCSiE)**. It is your role to ensure policies, procedures and training in your setting are always effective and comply with the law .

KCSiE uses the terms **“must”** and **“should”** , **“must”** is when the person in question is legally required to do something and **“should”** when the advice set out should be followed unless there is good reason not to. The guidance **should** be read alongside:

- statutory guidance **Working Together to Safeguard Children**;
- departmental advice **What to do if you are Worried a Child is Being Abused** - Advice for Practitioners; and
- departmental advice **Sexual Violence and Sexual Harassment** Between Children in Schools and Colleges

There are nine separate audits in total that take account of most parts of KCSiE. Please note that these are is **not** a statutory requirement rather a method to use for best practice. You are not required to undertake all nine, these are a resource for you to use at your school's liberty if there are areas of safeguarding practice that you want to check.

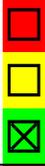
It is recommended that you use these to self-evaluate practice via meetings between the nominated link governor for safeguarding, the Headteacher, principal, CEO of MATs and the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead/s.

To evidence best practice, it will be essential to speak to staff, volunteers and children and young people if relevant. This is an opportunity for the leadership and management to review existing safeguarding practice arrangements and verify what is in place and is this effective and has good outcomes for children.

A RAG rating should be applied to all parts (see third column below) see the **action plan** on the last page of this audit.

Safeguarding areas of practice required	Evidence of how these duties are met	RAG rate
<p>GB/P/MC need to create a culture that safeguards and promotes the welfare of children and adopt robust recruitment procedures. KCSIE: 188-189</p>	<p>The school has the culture that safeguarding is everyone's responsibility</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Is there appropriate training for staff involved in recruitment? How often is this renewed? Does the advert make it clear that safeguarding checks will be made? Do you use an application form to ensure that you are controlling the information requested and also to ensure there are no gaps. Are you following all the SR advice in your processes? KCSIE: 190</p>	<p>The head and C of G have safer recruitment training and all current advice is adhered to</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>TYPES OF CHECKS Once the DBS check is completed the applicant must show the original DBS certificate to their potential employer before they take up the post or as soon as is practically possible. If an individual starts work before the DBS check is available they must be appropriately supervised and that they carry out all the other checks, including a separate barred list check. KCSIE: 198-228</p>	<p>All staff have to show completed DBS check before taking up their post</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>PROHIBITIONS, DIRECTIONS, SANCTIONS AND RESTRICTIONS Teacher prohibition and interim prohibition, orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies. A person who is prohibited must not be appointed to a role that involves teaching work. How are any interim prohibition orders monitored? KCSIE: 234-235</p>	<p>All checks are made before staff can take up a post. This includes interim prohibition orders.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>SINGLE CENTRAL RECORD Schools and colleges must maintain an SCR How is this monitored? Is there a process for removal once a person leaves? KCSIE: 250-251</p>	<p>The SCR is monitored by head, deputy and governors following a monitoring program. People are removed when they leave the school.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>Schools and colleges must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks on an individual who will be working at the school or college that the school or college would otherwise perform</p>	<p>Although agencies are used very rarely all checks are done.</p>	<p><input type="checkbox"/></p>

<p>KCSIE: 252</p>	<p>We also check the DBS records for all third party staff such as rock Steady, yoga club and football club.</p>	<p><input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>Trainee student checks – where employed by the school or college. KCSIE: 252</p>	<p>N/A</p>	<p><input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>Retention of documents What is your retention policy? Do not have to keep copies of DBS – need for valid reason for keeping a copy of a DBS. Copies of all other documents should be kept in personnel files. KCSIE: 257</p>	<p>DBS is seen and recorded on the SCR, but not kept by the school. All other documentation is kept in personnel files.</p>	<p><input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>Trainee/student teachers Where applicants for initial teacher training are salaried by the school or college, the school or college must ensure that all necessary checks are carried out. If these trainee teachers are engaging in regulated activity relating to children an enhanced DBS check (including children’s barred list information) must be obtained. There is no requirement for the school or college to record details of fee-funded trainees on the single central record. However, schools and colleges may wish to record this information under non statutory information, see paragraph 255. KCSIE: 278-280</p>	<p>Student teachers are not added to the SCR but DBS details are checked before they start.</p>	<p><input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>Visitors Schools and colleges should not have request DBS checks or barred list checks, or ask to see DBS certificates, for visitors such as children’s relatives or other visitors attending a sports day. Headteachers and principals should use their professional judgment about the need to escort or supervise visitors. Visitors who are there in a professional capacity check ID and that employers has made the appropriate checks KCSIE: 281-284</p>	<p>These procedures are adhered to.</p>	<p><input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>Volunteers How are volunteers checked and vetted? How is supervision managed? KCSIE: 287-294</p>	<p>Regular volunteers must provide references and have a DBS check. They are never left alone with children. All support is conducted within the classroom.</p>	<p><input type="checkbox"/> <input checked="" type="checkbox"/></p>

<p>Maintained school governors Governors in maintained schools are required to have an enhanced DBS check, no barred list check as not regulated activity. S128 checks for school governors of independent schools KCSIE: 295-298</p>	<p>Governors must provide references and have a DBS check.</p>	
<p>Alternative provision Where a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil and should be satisfied that the provider meets the needs of the pupil. Schools should obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment. KCSIE: 309-310</p>	<p>N/A at present, but guidance will be adhered to in this situation.</p>	
<p>Private fostering Where the arrangements come to the attention of the school or college (and the school or college is not involved in the arrangements), they should then notify the CS KCSIE: 319-322</p>	<p>N/A at present, but guidance will be adhered to in this situation.</p>	
<p>Ongoing culture of vigilance GB/P/MC – create a safeguarding open culture where staff can discuss concerns inside school or outside, that have implications KCSiE: 325-326</p>	<p>Concerns are discussed with staff wherever appropriate</p>	
<p>Existing staff – may need rechecks</p> <ul style="list-style-type: none"> ➤ If a person working at the school or college moves from a post that was not regulated activity into work which is considered to be regulated activity, the relevant checks for that regulated activity must be carried out. ➤ Break in service of over 12 weeks ➤ Concerns regarding suitability <p>KCSIE: 327-328</p>	<p>These procedures are adhered to.</p>	
<p>Duty to refer to DBS There is a legal requirement for schools and colleges to make a referral to the DBS where they remove an individual from regulated activity (or would have removed an individual had they not left), and they believe the individual has:</p>	<p>N/A at present, but guidance will be adhered to in this situation.</p>	

<ul style="list-style-type: none"> • engaged in relevant conduct in relation to children and/or adults, • satisfied the harm test in relation to children and/or vulnerable adults; or • been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence. <p>KCSIE: 329-332</p>		<input type="checkbox"/>
<p>Duty to consider referral to the Teaching Regulation Agency Where a school or sixth form college teacher’s employer, including an agency, dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.</p> <p>KCSIE: 333-334</p>	N/A at present, but guidance will be adhered to in this situation.	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Action Plan for Part three: Safer recruitment Annual Safeguarding Practice Audit September 23

RED	Unable to evidence that safeguarding duties are being met in this area of practice. immediate development needed to implement.
AMBER	Some evidence of safeguarding duties not being met, therefore immediate development is required to improve this.
GREEN	Clear evidence of safeguarding duties being met.

Safeguarding practice area	What needs to change and how	RAG RATE
	Some areas have not been experienced by our setting in the last year, but staff are aware of their responsibilities should they arise. These areas have been rated yellow as a result	

Date of audit	Name of author	Date to review
01.09.23	Anja Tyler	Sep 24

