



# Woolwich Polytechnic School POLYMAT Safeguarding in Recruitment Policy

Reviewed September 2014  
Approved by Governors  
Revision due September 2015

## **SAFEGUARDING IN RECRUITMENT**

In line with the School's statutory duties under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012 to safeguard children, the School is required to carry out a number of checks on all staff, whether they are permanent, temporary, casual, voluntary, school-based supply or agency-based supply.

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.

### **Documents confirming Identification**

To ensure that the School is carrying out effective safeguarding, all applicants will be required to bring in a minimum of 3 proofs of identification which verify their name, date of birth and current address. Ideally, this should be the following:

- a) Valid Passport, Birth Certificate or Driving Licence (proof of identification which includes name, address and date of birth);
- b) Marriage Certificate, Birth Certificate, NHS Card, National Insurance Card (another proof of name and/or date of birth);
- c) Additional proof of address. We need at least 2 (recent utility bill, bank statement, valid TV licence).

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

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.

School appointments are always subject to receipt of satisfactory references and satisfactory screening and vetting.

### **Procedure with DBS if appointed**

A new DBS check will be completed for all new employees of POLYMAT and will be renewed every 3 years. In addition to the identification documents mentioned above, a five year address history and any other surnames held will be required in order to complete the application. Staff must supply this information on request.

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.

### **Volunteers**

All Volunteers who have direct contact with children on a regular basis will be required to have a DBS check. The Business Manager will assess the need on an individual basis.

### **Agencies/Agency Staff**

Should the School seek to employ supply staff via a supply agency, the agency must confirm in writing what checks have been carried out and inform the School if there is anything that may be considered relevant in the context of safeguarding children.

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 safe 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.

Any queries relating to the policy above should be directed to The Business Manager on 0208 310 7000 or email to [arendell@woolwichpoly.co.uk](mailto:arendell@woolwichpoly.co.uk).