



The Forest CE Federation

'Small enough to care. Large enough to inspire

Valuing all God's children '

All things are possible for one who believes' Mark 9 v 23

The Forest CE Federation

Safer Recruitment Policy

Date Reviewed- October 2021

Date to be next Reviewed – October 2022



The Forest CE Federation

'Small enough to care. Large enough to inspire
Valuing all God's children'

All things are possible for one who believes' Mark 9 v 23

Visions and Aims

The Forest CE Federation aims to provide children with an exciting, broad and balanced curriculum that will instil a love of learning. Our approach enables all children to become lifelong learners by developing transferable skills to equip them to succeed in a competitive world. A strong **Christian** ethos permeates through our daily lives ensuring our pupils are cared for in a safe, nurturing environment within our small **community**.

Everyone is valued as an individual and helped to develop and progress in their own unique way within a Christian environment. Our vision, '**Small enough to care, Large enough to inspire, Valuing All God's children**' is at the core of everything we do. The curriculum we offer is not merely academic, but embraces the spiritual, moral, social and cultural development of all pupils and is deeply rooted in our vision that:

'All things are possible for one who believes' Mark 9 v23 .

We believe in the "whole child" and are committed to children's wider well-being through our **creative** inclusive curriculum, which is driven by our spiritual values.

Our curriculum is designed to spark **curiosity** in young minds through carefully planned opportunities for pupils to acquire, apply and master their knowledge and skills in a unique learning environment.

We know that a child who feels happy, safe and secure will have the **confidence** to try their best and achieve in all that they do. We endeavour to provide all children with the knowledge, skills and environment in which to thrive.

We define progress as the widening and deepening of essential knowledge, skills, understanding and behaviours. This is done through how we deliver our curriculum; Continuous Provision.



The Forest CE Federation

'Small enough to care. Large enough to inspire
Valuing all God's children'

All things are possible for one who believes' Mark 9 v 23

The Forest CE Federation Safer Recruitment and Selection Policy

Introduction

The Forest CE Federation is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

We are committed to using disciplinary procedures that deal effectively with adults who fail to comply with the school's safeguarding and child protection procedures and practices, including referring any allegation of abuse against an adult working with children to the Local Authority Designated Officer (LADO) within one working day of the allegation being made. A referral will be made if an adult has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

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

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education 2016 and the school's Single Equality Scheme.

We will ensure that people are treated solely on the basis of their abilities and potential, in line with our Single Equality Scheme. We will comply with the requirements of DfE Keeping Children Safe in Education 2018.

We adhere to Part 3 of KCSIE 2021 at all times.

Roles and Responsibilities

The Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor the school's compliance with them
- ensure that appropriate staff and governors have completed safer recruitment training

The Headteacher will:



The Forest CE Federation

'Small enough to care. Large enough to inspire
Valuing all God's children'

All things are possible for one who believes' Mark 9 v 23

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance.
- ensure that all appropriate checks have been carried out on staff and volunteers in the school (see Appendix i)
- monitor any contractors' and agencies' compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

Delegation of Appointments and Constitution of Selection Panel

The Governing Body delegates the power to offer employment for all posts to the Headteacher. The Headteacher may not delegate the power to offer employment to any other senior manager or governor. The Headteacher will aim to involve at least one governor in the appointment of all teaching staff and also in the appointment of other posts, where possible. Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy. All advertisements for posts, paid or unpaid, will include the following statements:

- "The Forest CE Federation is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment"
- "The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references."

We will also include the following in all job advertisements:

- The safeguarding responsibilities of the post as per the job description and personal specification; and
- Whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Information for Applicants

All applicants will be provided with:

- A Job Description, outlining the duties of the post, and a Person Specification
- An Application Form (CVs will not be accepted)
- A description of the school, relevant to the vacant post
- Reference to the school's policy on Single Equality



The Forest CE Federation

'Small enough to care. Large enough to inspire

Valuing all God's children'

All things are possible for one who believes' Mark 9 v 23

- Reference to the Child Protection Policy, Safeguarding Policy, Safer Recruitment and Selection Policy, DBS, employment of ex-offenders and other pre-employment requirements
 - An outline of terms of employment including salary
 - The closing date for the receipt of applications
- This information will be available on the Forest Federation website.

Applicants

We require applicants to provide:

- personal details, current and former names, current address and their national insurance number;
- details of their present (or last) employment and reason for leaving;
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for gaps in employment;
- qualifications, the awarding body and date of award;
- details of referees/references; and
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed. Candidates submitting an application form completed on line will be asked to sign the form if invited to interview. A CV will not be accepted in place of a completed application form.

Short Listing and Reference Requests

The selection panel will consist of at least two people who will carry out shortlisting and they will explore any potential concerns, including inconsistencies and/or gaps in unemployment. They will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children, details are contained in Part 3 of Keeping Children Safe in Education (2021).

We will seek references on all shortlisted candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children. Two references, one of which must be from the candidate's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the selection process. Candidates are entitled to see and receive copies of their employment references and should request these from their referees. References will be sought directly from the referee and, where necessary, s/he will be contacted to clarify any anomalies or discrepancies.



The Forest CE Federation

'Small enough to care. Large enough to inspire

Valuing all God's children '

All things are possible for one who believes' Mark 9 v 23

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving. Reference requests will ask the referee to confirm, in writing:

- The referee's relationship to the candidate
- Details of the candidate's current post and salary
- The candidate's performance history and conduct
- Whether the candidate has been subject to capability procedures and the outcome of this
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- The candidate's suitability for the post with explicit reference to the job description and person specification.

All appointments are subject to satisfactory references, vetting procedures and DBS clearance. References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview. If the field of applicants is felt to be weak, the post may be re-advertised.

Interviews

Before the interviews, the selection panel will agree on the interview format. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. Interviews will always be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link). However, in exceptional circumstance such as Covid Pandemic remote recruitment can be allowed (see Recruitment and selection checklist attached).

Candidates invited to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview



The Forest CE Federation

'Small enough to care. Large enough to inspire
Valuing all God's children'

All things are possible for one who believes' Mark 9 v 23

- A letter requested them to bring 3 forms of identification with them to interview, copies will be obtained and destroyed if they are not successful following interview.

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues. Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

The recruitment documentation will be retained. Under the Data Protection Act, applicants have the right to request access to notes written about them during the recruitment process. After 6 months, all information about unsuccessful candidates will be securely destroyed.

Pre-appointment checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, we will:

- Verify a candidate's identity. This includes demonstrating an awareness for the potential for individuals changing their name. Best practice is checking the name on their birth certificate, where this is available and proof of address.
- Obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity with children.
- Obtain a separate children's barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS enhanced disclosure is available
- Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State.
- Use the Employer Access Online Service to check information about any teacher qualifications held and whether induction has been passed.
- Verify the candidate's mental and physical fitness to carry out their work responsibilities (a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role)



The Forest CE Federation

'Small enough to care. Large enough to inspire
Valuing all God's children'

All things are possible for one who believes' Mark 9 v 23

- Verify the candidate's right to work in the UK, including EU nationals (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website)
 - Make any further checks that we consider appropriate, if the candidate has lived or worked outside the UK
 - Verify professional qualifications (original certificates), as appropriate
 - We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individuals personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.
- Appendix ii All checks will be:
- Documented and retained on the personnel file
 - Recorded on the school's Single Central Record
 - Followed up if they are unsatisfactory or if there are any discrepancies in the information received
- Offer of Employment by the Selection Panel

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.

Personnel file and Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- references – minimum of two
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
- Offer of employment letter and signed contract of employment

The school will maintain a Single Central Record of employment checks in accordance with DfE guidance.



The Forest CE Federation

'Small enough to care. Large enough to inspire

Valuing all God's children'

All things are possible for one who believes' Mark 9 v 23

Start of Employment and Induction

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

All new employees will be provided with an induction programme which will cover all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing and guidance on safe working practices.

Existing Staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is:

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- The harm test is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

Adults working with children who are not employed directly by the school

Supply Staff

We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives at school.

Peripatetic staff

We will confirm that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in unregulated activity.
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity.



The Forest CE Federation

'Small enough to care. Large enough to inspire
Valuing all God's children'

All things are possible for one who believes' Mark 9 v 23

- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.
- We require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation.

Students on placement

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out. Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. And will carry out identity checks when the student arrives at school.

Students on work experience

Students on work experience will always be supervised.

Contractors

We ensure that contractors, or any employee of the contractor, working at the school have been subject to the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
- We will obtain DBS check for self-employed contractors.
- We will not keep copies of such checks for longer than 6 months.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- We will check the identity of all contractors and their staff on arrival at the school.
- For self-employed contractors such as music teachers or sports coaches, we will ensure that all appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record and control measures put in place, and any advice sought.



The Forest CE Federation

'Small enough to care. Large enough to inspire
Valuing all God's children'

All things are possible for one who believes' Mark 9 v 23

Governors

- All governors will have an enhanced DBS check without barred list information.
- They will have an enhanced DBS check with barred list information if working in regulated activity.
- All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

All local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008. [Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]
- Identity.
- Right to work in the UK.
- Other checks deemed necessary if they have lived or worked outside the UK.

Staff working in alternate provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Checking the identify and suitability of visitors

All visitors will be required to verify their identity to the satisfaction of staff and to leave their belongings, including their mobile phone, in a safe place during their visit.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification. Visitors are expected to sign in the visitors' book and wear a visitor's badge.

Visitors to the school who are visiting for a professional purpose, such as educational psychologists and school improvement officers, will be asked to show photo ID and the organisation sending the professional, such as the LA or educational psychology service, will provide annually written confirmation that an enhanced DBS check with barred list information has been carried out.

All other visitors, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the school any speaker who is known to disseminate extremist views and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.



The Forest CE Federation

'Small enough to care. Large enough to inspire

Valuing all God's children'

All things are possible for one who believes' Mark 9 v 23

Recruitment and selection checklist (COVID adjusted)

Pre-interview	Initials	Date
Planning – timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.		
Vacancy advertised – (where appropriate) advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguard and promoting welfare of children and need for successful applicant to be DBS checked.		
Applications on receipt – Scrutinised – any discrepancies/ anomalies / gaps in employment noted to explore if candidate considered for shortlisting.		
Interview Panel – should be briefed and at least 1 member suitability trained in safer recruitment.		
Shortlist prepared and interview	Initials	Date
References – Seeking – sought directly from referee on shortlisted candidates; ask recommended specific questions; including any previous safeguarding allegations.		
Reference – on receipt checked against information on application; scrutinise; any discrepancy/issue of concern noted to take up with referee and/or applicant.		
Invitation to interview – includes all relevant information and instructions.		
Interview arrangements – at least 2 interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards.		
Interview – explores applicant's suitability for work with children as well as suitability for the requirements of the post.		
Any self-disclosed criminal history or issues of suitability – check information would not be filtered / protected, discuss context with candidate at interview, record what was discussed, seek additional advice if necessary.		
Identity & right to work – original documents verified on day of interview OR (for remote recruitment) scanned originals seen by school & date scan was received should be recorded here		
Qualifications of successful applicant verified on the day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file OR (remote recruitment) scanned originals seen by school & date scan received should be recorded here		
Conditional offer of appointment – offer of appointment is made on conditional satisfactory completion of the following pre-appointment checks and consideration of a probationary period.		
References - receive and check (If not obtained and scrutinised previously) any issues are clarified with referee and/or candidate. <u>Electronic references are verified as from a legitimate source.</u>		



The Forest CE Federation

'Small enough to care. Large enough to inspire
Valuing all God's children'

All things are possible for one who believes' Mark 9 v 23

Identity & Qualifications (If that could not be verified at interview) If recruitment process was remote, the originals must be seen in school on or before start date & the date seen should be recorded here		
Evidence of right to work in the UK – refer to https://www.gov.uk/legal-right-work-uk for guidance. If recruitment process was remote, originals must be seen on or before start date & the date seen recorded here		
	Initials	Date
DBS Certificate – Apply for relevant level of DBS, which will be sent back to the applicant. Applicant should then present the original certificate to the recruiting manager. The recruiting manager should make a note on the Single Central Record of the date it was seen by them. Any disclosed information relevant to suitability should be compared with the self-disclosure. For applicants who are signed up to the DBS update service, permission must be sought from the candidate to view the certificate by the recruiting manager. If it isn't at the appropriate level or the disclosure details have changed, a new DBS must be obtained. If recruitment process was remote, a scanned copy of the ID and DBS certificate can be used to check status on the update service but originals must be seen on or before start date & cross-referenced with details on scanned docs.		
Barred list check – check the candidate is not barred from taking up the post (this check should only be undertaken for those working in regulated activity, more guidance at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf).		
Qualified Teacher Status (QTS) – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges), the teacher has obtained a PGCE or Certificate of Education (Cert. Ed) or FE Teaching Certificate		
Prohibition – (for teaching posts) the teacher has not been included in the prohibition list, interim prohibition list or subject to GTCE sanctions		
Prohibition from management (independent/free schools/academies and maintained school governors) – anyone appointed to a management position is not barred from management by the Secretary of State		
Health – Ensure the candidate is medically fit to take up the post. This requirement can be satisfied by using a self-declaration medical form.		
Disqualification from childcare – (for relevant posts only) go to https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006 for more guidance on who is bound by the disqualification rules.		
Employing individuals who have lived or worked outside the UK – These individuals must undergo the same checks as any other candidate, as well as further checks so that relevant events that occurred outside the UK can be considered. For teaching posts, this will include a check of the EEA list. Further guidance on overseas criminal checks can be found here: https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants		
Appointment and probationary period	Initials	Date



The Forest CE Federation

'Small enough to care. Large enough to inspire

Valuing all God's children '

All things are possible for one who believes' Mark 9 v 23

Induction – include the following:

- Appropriate level of safeguarding and child protection training
- Name and how to contact the DSL
- Whistleblowing
- Pupil behaviour policy
- Safe working practice / staff code of conduct
- Health & Safety in the workplace
- Setting emergency evacuation procedures
- Any other relevant CPD

--	--	--