Cambridgeshire County Council

# CAMBRIDGESHIRE SCHOOLS

# Homerton Early Years Centre
# SAFER EMPLOYMENT POLICY

This policy applies to all categories of maintained centres and is suitable for adoption by academies, independent, free centres and other educational establishments subject to appropriate amendments. In developing the policy, full consideration has been given to the requirements set out in the Equality Act, 2010 in relation to protected characteristics.

**February 2019**
**Review February 2020**

**To be read alongside Recruitment and selection Policy and Procedure July 2018**

## 1. Policy Statement

Our centre is committed to safeguarding and promoting the welfare of children and young people. We expect and require all members of the centre 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 centre 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 3 of 'Keeping Children Safe in Education 2015'.

## 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 centre 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 centre 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 Head of Centre but will support the Head of Centre in discharging this role;
- be responsible for the appointment of a new Head of Centre;
- ensure that the centre has effective policies and procedures in place for promoting safer employment and safeguarding;
- undertake appropriate training in relation to safeguarding;
- monitor the centre's compliance with safer employment and child protection and safeguarding policies on an annual basis.

The Head of Centre will:

- ensure that the centre operates safer recruitment practices and ensure that all appropriate checks are carried out on staff, volunteers and others;
- ensure that the centre 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 this document;
- 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

*(Note: This section is intended to provide the minimum requirement to achieve safer recruitment. It may be replaced by the centre's own recruitment and selection policy if there is one, or may be expanded to meet the centre's needs. Further guidance can be found in the DfE document 'Keeping Children Safe in Education June 2016.)*

### 4.1 General principles

This policy provides a good practice framework to comply with the principles set out in our Equality Policy and in the Equality Act, 2010. We fully recognise the value of, and will seek to achieve, a diverse workforce which includes people from different backgrounds with varied skills and abilities. We are committed to ensuring that the employment of all members of our centre community is fair, transparent, consistent, and efficient and promotes equality of opportunity.

All posts within the centre are exempt from the Rehabilitation of Offenders Act, 1974, so all applicants will be required to declare spent and/or unspent convictions, cautions and bind overs (except those that are protected see 4.3.3) and to undertake an enhanced Disclosure and Barring Service (DBS) check. The centre is committed to ensuring that people who have been convicted are treated fairly and given the opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position with our centre.

We will:

- ensure that governors and staff who undertake recruitment receive regular safer recruitment training, including refresher training and successfully achieve safer recruitment accreditation;
- ensure that all job descriptions and person specifications specify the safeguarding responsibilities of the posts;
- ensure that safeguarding responsibilities are explicit in the job description of the Designated Safeguarding Lead (further guidance can be found in Keeping Children Safe in Education, 2016)
- ensure that all advertisements, applicant packs, centre policies and our website reflect the fact that we take our responsibilities for child safeguarding very seriously;
- ensure that every appointment panel includes at least one member who has received safer recruitment training;
- implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that all reasonable steps are taken to avoid appointing anyone who is:
- unsuitable to work with children; or
- is disqualified from working with children; or does not have suitable skills and experience for their intended role; maintain a single central record of recruitment and vetting checks in line with DfE (and/or the County Council's) requirements;

- ensure that the terms of engagement for any contract with a contractor or agency requires them to adopt and implement the same standards as are described in this policy, which we will monitor;
- require staff who are convicted or cautioned for any offence during their employment with the centre to notify the Head of Centre in writing of the offence and the penalty without delay.

### 4.2 Preparation Stage

#### 4.2.1 Job descriptions and person specifications

All job descriptions and person specifications will set out the role's safeguarding responsibilities and will be prepared using the centre's standard templates. The precise range of responsibilities will differ but every post, whether paid or voluntary, will include responsibility for ensuring the safety and security of children and young people.

#### 4.2.2 Disclosure and Barring Service (DBS) Checks

The centre will identify whether a DBS check is required, and at what level. There are three types of checks; Standard, Enhanced and Enhanced with a Barred List check. The level of DBS certificate required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work in a centre, school or college.

For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in "regulated activity".

For all other staff who have an opportunity for regular contact with children who are not engaging in "regulated activity", an enhanced DBS certificate, which does not include a barred list check, will be appropriate. This would include contractors that would have the opportunity for contact with children and who work under a temporary or occasional contract.

More information can be found on the DBS website:
https://www.gov.uk/government/organisations/disclosure-and-barring-service

#### 4.2.3 Advertising and applicant packs

The centre will advertise all vacant posts 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 where members of our staff are at risk of redundancy, we reserve the right to advertise the vacancy to the centre community first before considering an external advertisement.

Wherever the advertisement is placed, it will include information on the centre's commitment to safeguarding and promoting the welfare of children and the requirement for a DBS check. The applicant pack will also include a copy of our child protection policy and a statement of the centre's commitment to child safeguarding.

### 4.2.4 Application forms

The centre will use a standard application form for every applicant, based on the templates supplied by the County Council/ the Diocese/ the centre's personnel provider. CVs will not be accepted. We will expect and require candidates for all posts, paid or voluntary, to provide a full employment history and to account for any gaps or discrepancies either on the application or, subsequently, at interview.

Applicants should be aware that providing false information is an offence and could result in their application being rejected or in summary dismissal if the applicant has already been appointed. This may also result in the matter being referred to the police and/or a professional regulatory body e.g. the Disclosure and Barring Service.

## 4.3 Selection stage

### 4.3.1 Short listing

Short listing will always be carried out by a minimum of two people, using an agreed short listing form in the interests of transparency. The short listing criteria will be drawn from the person specification for the vacant post. The short listing panel will agree the candidates to be called for interview and the notes of their decision will be signed and retained on the appointment file.

### 4.3.2 References

References will be sent for in relation to all short listed candidates, including internal ones, before interview so that any safeguarding concerns can be explored further with the referee, and taken up with the candidate at interview. We will always expect to take a reference from the current employer. The only exception to this will be where the candidate has indicated that they do not wish their current employer to be contacted prior to appointment. Where this applies, a reference will be sought from the second referee prior to the interview and the reference from the current employer will be taken up immediately after the interview and before the offer of appointment is confirmed.

**We will not accept employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern'.** If a candidate for a teaching post is not currently employed as a teacher, it is also advisable to check with the centre, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving. References must be in writing and be specific to the job for which the candidate has applied. The centre will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. Where it is not possible to obtain two professional references the centre will consider whether to accept a character references . Each case will be reviewed and assessed individually. The centre will use the County Council's reference request form, or one provided by the centre's personnel provider, provided it is in accordance with 'Keeping Children Safe in Education, 2016'.

Reference requests will specifically ask the referee to confirm:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;

- details of any substantiated allegations or concerns relating to the safety and welfare of children;
  NB. Cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious should also not be included in any reference
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the centre will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be discussed with the candidate at interview.
- We reserve the absolute right not to make an appointment if there are significant concerns, as our first priority is the safeguarding of the children at our centre.

### 4.3.3 Declaration of convictions

The centre will require the shortlisted applicants for all posts, paid or voluntary, to complete a form declaring all spent or unspent convictions, cautions, warnings or reprimands except those that are protected. This is on the basis that all roles in centres are covered by the Recruitment of Ex-Offenders Exemption Order. The declaration form will also include a question regarding any pending criminal prosecutions.

Some convictions or cautions (including warnings and reprimands) are deemed "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (Amendment) (England and Wales) Order 2013. This means that some spent convictions and cautions will become protected when specific conditions are met. Protected convictions and cautions will not be disclosed in a DBS check and the centre cannot ask for information about protected convictions or cautions, or take these into account when considering an appointment.

The Head of Centre (or his/her nominee) will discuss any relevant, positive declarations with the applicant, However, they must not ask about anything that is protected. The disclosure of convictions, cautions or pending prosecutions will not necessarily prevent the applicant being appointed but the information will be considered as part of the pre-employment risk assessment in the same way as DBS disclosures.

Guidance and criteria for the filtering of convictions and cautions can be found on the Disclosure and Barring Service website at:
https://www.gov.uk/government/organisations/disclosure-and-barring-service

### 4.3.4 Selection process

This will differ depending on the nature of the post but will always include a face to face professional interview with a minimum of two people (normally three). For some posts, including for members of the leadership group or teaching posts, the selection process will normally include some activity involving children e.g. meeting the centre council, teaching a lesson, etc.

The selection process for every post, paid or otherwise, will include an opportunity to discuss the candidate's understanding of safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions the candidate has declared. If the candidate has not made any declaration, the interview panel will

give them a further opportunity to share any information regarding their background that may influence the decision on their appointment.

The responses given by all the candidates to all the questions will be noted and retained after the interview. The interviewers will sign and date the copies of all interview notes, which will be retained for six months from the date of interview. The interview notes for the successful candidate will be retained on his/her personnel file for the duration of his/her employment at our centre.

### 4.3.5 Decision

After all the candidates have been interviewed, the selection panel will consider all the information available to them and will assess each candidate against the criteria for the post. This should identify which candidate should be appointed. The selection panel will make notes of the reason for its decision and will sign and date the notes, which will be retained for six months after the date of the interview. The notes relating to the successful candidate will be retained indefinitely as indicated above.

## 4.4 Pre-appointment checks

The following pre-appointment checks will be undertaken before any new employee begins work at our centre:

- references – we will take up at least two references, one of which will be from the former or most recent employer. Ideally, we will aim to have references that cover the last five years of the candidate's career;
  NB. If the candidate was not working with children in their last job, it is recommended a further reference is sought from a previous employer where they did work with children.
- an identity check – including DOB. We will obtain verification of the candidate's identity in order to comply with the requirements of the Immigration, Asylum and Nationality Act, 2006. Identification checking guidelines can be found on the GOV.UK website;
- verification of qualifications relevant to the post;
- verification of medical fitness – the successful candidate will be asked to complete a confidential medical questionnaire, which will be sent in a sealed envelope to the centre's Occupational Health Service for assessment;
- verification of the person's right to work in the UK.
- verification of successful completion of the induction period (for those who obtained QTS after 7th May, 1999);
- we will obtain a satisfactory enhanced DBS certificate including barred list information if relevant;
- Childcare disqualification declaration;
- a prohibition from teaching check (teaching posts only);
- If the person has lived or worked outside the UK, further appropriate checks will be made

The successful candidate will be informed that we will not confirm their appointment until all of the above checks have been completed satisfactorily.

Relevant checks must also be in place for volunteers

### 4.4.1 Childcare Disqualification

For staff who work in childcare provision or who are directly concerned with the management of such provision, the centre needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009. This includes Disqualification by Association - living in the same household where another person who is disqualified lives or is employed.

### 4.4.2 Administration

Proof of identity and other documentation will be verified by an appropriately trained member of staff, as designated by the Head of Centre. Candidates will be expected to produce original certificates, e.g. birth certificates, qualification certificates and other documentation. We will not retain the original documents but will take photocopies to be retained on the successful candidate's personnel file. We will sign and date the copies and will annotate them with the wording 'original document seen on (date) by (name)'.

If the original documents cannot be produced, we will require a properly certified copy. Where candidates have obtained their professional qualifications outside the UK, a certified comparability check will be required from NARIC. Our centre personnel provider will obtain the check on our behalf.

### 4.4.3 Employment offer

Where possible, we will negotiate a provisional start date with the preferred candidate, however all the pre-employment checks set out above must be completed **before** the appointment is confirmed and the employee begins work. The only exception to this is the DBS certificate, where the risk assessment described in 4.4.4 may apply. Once all pre-employment checks have been satisfactorily completed, the offer of employment will be made and the contract of employment will be issued. In all circumstances, the new employee will receive the contract no later than 8 weeks of the employment commencing, although we will aim to ensure that the documentation is supplied before they take up their new post.

### 4.4.4 Commencement of employment prior to receipt of DBS certification

In exceptional circumstances, provided no criminal record has been disclosed, the centre may undertake a risk assessment to determine whether the successful candidate may commence employment prior to receiving the DBS certificate. A full risk assessment will be undertaken by the Head of Centre and Chair of Governors, who will document their decision using the County Council's standard risk assessment template.

### 4.4.5 Record retention/data protection

The centre will retain all interview notes on all candidates for a 6-month period, after which the notes for all but the successful candidate will be shredded. The 6-month period will allow the centre to deal with any data access requests, recruitment complaints or complaints of discrimination raised in the Employment Tribunals.

Under the Data Protection Act, 1998, applicants have the right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the Head of Centre within 6-months of the interview date.

### 4.4.6 Personnel file

The centre will retain the following recruitment and selection information for the successful candidate for the duration of his/her employment with the centre:

- application form – signed by the applicant
- interview notes – including questions, answers and explanation of any gaps in the employment history
- references – normally a minimum of two
- disclosure of convictions form
- proof of identity – copies of certificate/passport/driver's licence, etc. We will not retain copies of utility bills, bank statements, etc. on file
- proof of right to work in the UK
- proof of academic qualifications
- Certificate of Good Conduct (where applicable)
- evidence of medical clearance from the Occupational Health service
- evidence of the DBS clearance (e.g. notification form from the centre personnel provider or the DBS certificate number but not the actual certificate).

Personnel files will be kept securely and will only be accessed by the Head of Centre and his/her nominee.

## 5. Contractors

All contractors and agencies supplying staff to work in the centre 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 contactors to make sure that they, or any employee of the contractor, working at our centre 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. Centres and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

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

We will always check the identity of contactors and their staff on arrival at the centre.

## 6. Agency, Supply or partner organisations

The centre does not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visiting staff employed by Supply or partner agencies, e.g. Local Authority or NHS. The centre will request written confirmation that confirms the individual has undergone appropriate checks including DBS checks.

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

The Head of Centre will use their professional judgement about the need to escort or supervise visitors.

## 7. Single Central Record

In line with DfE requirements, the centre 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), teacher trainees on salaried routes, volunteers, governors who also work as volunteers and those who provide additional teaching or instruction for pupils but are not directly employed e.g. sports coaches, artists, language tutors, etc.

The 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
- Barred list checks
- Enhanced DBS disclosure
- Disqualification by association
- Overseas records e.g. Certificates of Good Conduct, where appropriate.

In order to record agency workers or supply staff, the centre 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 centre will not undertake 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.

Where checks are carried out on volunteers, centres should record this on the single central record

7.1 The Head of Centre will undertake an annual review of the single central record 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 centre. The details of the induction programme will vary depending on the individual's role in the centre but all new starters will receive guidance on child safeguarding from one of the Designated Persons for Child Protection; Harriet Price (Head), Melody Wright (Owlets manager), or Rachel Currie (Outreach manager) immediately on starting at our centre. 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 or volunteer will sign and date as soon as they have completed each activity. A copy of the induction checklist will be placed on their personnel file for future reference. It is the responsibility of the Designated Safeguarding Lead to ensure the centre's policies are known and used appropriately, as outlined in Keeping Children Safe in Education (2015).

## 9 Probationary periods

Support staff and volunteers 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.

Centre staff and volunteers will be given a copy of the Code of Conduct, the DfE guidance entitled 'Guidance for Safer Working Practice for Adults who with Children and Young People in Education Settings' issued in March, 2009, which will be discussed with them to ensure their understanding. They will be asked to sign a declaration confirming that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all times.

## 10. Training and development

All members of centre staff and volunteers will receive Basic Child Protection Training at three- yearly intervals, in accordance with the LSCB, organised by the Designated Safeguarding Lead (DSL). The DSL and any other Designated Personnel (DP) will receive refresher training every two years, provided by the County Council's Education Child Protection Service.

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 'Safer Working Practice' (see above) and recognise that the centre 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 Head of Centre*

*Assistant Head of Centre(s)*

*The Centre Administrator/Bursar*

*At least one member of the Governing Body*

## 11. Whistle blowing

Our centre 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 copies of which will be distributed to all staff and volunteers and will be available on our centre website.
The County Council's whistle blowing poster will also be displayed in the centre staff room.

## 12. Code of conduct

The centre's Code of Conduct, which includes 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 will be provided to all new employees as part of their induction. Copies will also be made available in the staff room policy folder. The following members of the centre 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 Head of Centre, are expected to abide by the Teacher Standards 2012 that state they should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

The centre undertakes to apply these Codes of Conduct fairly and consistently. We expect the Head of Centre and other centre leaders to apply the Codes of Conduct robustly to ensure that the integrity of members of our centre community is beyond reproach. Where necessary, we will enforce the Codes of Conduct through our 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 centre 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 of 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 Head of Centre 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

In our centre, the following people have been trained to administer first aid and have been briefed on the child safeguarding issues they must consider:

Head and Assistant Head of Centre.
Teachers and Nursery Nurses.
Nest and Owlets staff

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

## 17. Self-disclosure

During their employment with the centre, all employees and volunteers are required to disclose any changes of circumstances to the Head of Centre. 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 Head of Centre 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 centre 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 will be 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 Head of Centre. The centre 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 centre will cooperate 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 centre.

If there have been concerns about a member of the centre 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 centre buildings

The design and layout of centre buildings can contribute to developing a safer environment and safer culture for children and young people. The Head of Centre and governors will review the layout of the centre 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 centre 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 Head of Centre is responsible for monitoring the centre's adherence to safer recruitment and safer employment practice. The Head of Centre will report to the full Governing Body annually on safer employment practice in the centre via the Annual Child Protection and Safer Recruitment Monitoring Report to Governors.

The Governing Body will appoint one governor to act as the safer employment champion, who will support the Head of Centre in ensuring that that centre operates fair practices that ensure a safe environment for children and young people.

The centre 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 our practices if the report indicates any areas of concern.

## 22. Annual safeguarding report

The Head of Centre 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.

This policy was ratified by the Governing Body on ..... 12. Feb 2019 .....

Signed ..... ..... Chair of Governors

Date of next review: ..... 12. Feb 2020 ..... *(we suggest reviewing this annually in conjunction with the annual safeguarding report)*

Appendix One: Centre Policies

Appendix Two: Reference documents and websites

## Appendix One: Centre policies that relate to child safeguarding

Safeguarding and Child Protection Policy (annual)

Equality Policy

Recruitment and Selection Policy

Code of Conduct

Whistle Blowing Policy

Centre Disciplinary Procedures

e-safety Policy

Complaints Procedure

Lone Working Policy

Intimate Care Policy

First Aid Policy

Physical Handling and Restraint Policy

Behaviour Management Policy

All of the above policies will be kept under regular review on a three yearly basis, unless specified otherwise.

**Appendix Two: Reference documents and websites**

'Keeping Children Safe in Education: Statutory guidance for centres and colleges. DfE JULY 2015

'Working Together to Safeguard Children'. DfE. 2015

'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'. DfE. March 2009

Cambridgeshire LSCB website: http://www.cambridgeshire.gov.uk/lscb/

Disclosure and Barring Service website: www.gov.uk/government/organisations/disclosure-and-barring-service/

The Diocese of Ely website: www.ely.anglican.org

Roman Catholic Diocese of East Anglia website: www.catholiceastanglia.org/diocese