

# Stone Bay School.

## Policy Document.

### Statutory Group C Policy

#### C4: Central record of recruitment and vetting checks.

Guidance informing this policy.

- [Keeping Children Safe in Education.](#)
- [Keeping Children safe in Education: Staff.](#)
- [Working together to safeguard children.](#)
- [NSPCC information.](#)
- [Regulated Activity.](#)
- [SBS Child Protection Policy.](#)

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Signed. Richard Farr. Date: Tuesday, 24 January 2017  
Chair of Governors.

Signed. Billy Mc Inally. Date: Tuesday, 24 January 2017  
Headteacher.

### **Mission Statement.**

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive, caring and safe**.

Our goal is to develop our students to become:

- **Successful** Learners.
- As **independent** as possible.
- **Confident** individuals and self-advocates.
- **Effective** communicators and **contributors**.
- **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

Stone Bay School: ***“getting it right for every student”***.

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## **Central Record of Recruitment and Vetting Checks.**

As a school we maintain a current and live central record of recruitment and vetting checks. This is managed by our HR manager Nikky Howe.

### **Culture of safer recruitment.**

By design we have systematically created a culture of safe recruitment and, as part of that, adopted recruitment procedures that help deter, reject or identify people who might abuse children.

### **Central record of recruitment and vetting checks.**

In line with Government guidance Stone Bay School Maintains an Electronic Record of Recruitment and Vetting checks.

This record is a live document and is maintained by our HR manager using our Schools Information Management system.

### **Central record of recruitment and vetting checks**

HR files are quality assured to ensure they comply with best practice and all government guidelines.

### **Safer Recruitment at Stone Bay School.**

In addition to this we practice safe recruitment practice and have a number of colleagues trained in this.

A trained member of staff sits on all interview panels.

All offers of employment are subject to applicant satisfying all aspects of our stringent and safe recruitment procedure.

- Criminal record checks (enhanced DBS checks which automatically complete barred list checks, prohibition checks).
- 2 references one from current or last employer one from another time in their lives,
- Application form covers full working history with no gaps, any gaps will be picked up in interview.
- Interview information recorded.
- All new staff that have Qualified Teacher Status are checked against the Prohibited Teachers list. This is then recorded on the Schools' single central record.

As we recruit to support specific children referred to us in an emergency we do offer employment subject to suitable references being supplied. This is to try and cut the time that a child is out of school. But we never start someone without having received suitable references. Any concerns raised by references will be fully investigated and if need be the offer of employment will be withdrawn.

**No one starts their employment with us without these checks taking place.**

Staff and Governors trained in safer recruitment.		
		
Richard Farr.	Tony Butt. Staff.	Chris Joy.
Chair of Governors.	Staff Governor.	Vice Chair of Governors.
		
Lou Scott.	Lucy Taylor.	Nikky Howe.
Assistant Head.	Assistant Head.	HR Manager and Governor.
		
Nicky Todd.	Joe White.	
Learning Support Manager.	Assistant Head.	

### **Safeguarding, Equality and Equal Opportunities Statement**

Stone Bay School, and all policies and procedures, will promote equality of opportunity for all students and staff from all social, cultural and economic backgrounds. The school will ensure that no student or staff member is disadvantaged, discriminated against or treated less favourably because of their gender (including gender reassignment), race, disability, religion or belief, sexual orientation or due to pregnancy or maternity.

Stone Bay School aims to;

- Foster good relationships and create effective partnerships with all sections of the community
- Ensure that the school's service delivery, commissioning and employment practices will not discriminate unlawfully, either directly or indirectly
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued and celebrated

All aspects of Safeguarding will be embedded into school life and will remain the responsibility of all members of our school community.