



Wibsey Primary School

Policy Statement for DBS checks

The school adheres to the regulations and guidance for safeguarding children and safer recruitment in education. We are committed to safeguarding children and have the following procedures in place:

- School management ensures checks are completed before staff, contractors and volunteers (including governors) are confirmed into a new post/role.
- The school takes responsibility for checking qualifications through the recruitment process.
- A central vetting record on the checks made on all people working in and within the school is kept, and updated as required.
- The head teacher, deputy heads and staffing governors have completed and passed Safer Recruitment training.
Staff - Mr N Cooper (Head), Mrs K Yates (Deputy),
Governors - Mr J Haddock (Chair of Governors), Mr Harzallah, Mr D Whowell.
All recruiting managers gain an understanding of Safer Recruitment features.
- Time is taken to plan and structure recruitment activities so that everything is in place before a candidate is assessed, including person and role specifications (which state Safeguarding responsibility levels) and the selection criteria.
- Before inviting candidates to assessment, detailed information has been collected from them on the application form and has been carefully scrutinised.
- Interviews are well planned and questions and criteria probe into candidates' motives for working with children and their suitability as well as their skills and experiences.
- Wherever possible, other selection tools (e.g. role plays, presentations, written exercises, aptitude tests) are used and an interview is the minimum selection process that candidates go through for positions involving work with children.
- Candidates are asked to disclose criminal convictions and an enhanced DBS check is carried out before confirming an appointment, and recorded centrally.
- Staff, supply staff, work experience students, contractors and volunteers are given a thorough induction that includes setting out the boundaries and expectations of their role and their responsibilities for safeguarding and protecting children.
- Wibsey Primary School has a culture of vigilance and does not rely on criminal records checks or recruitment as the only method of ensuring people who work with children are safe to do so. Staff report any concerns they may have.
- Staff are requested to renew their DBS every three years.
- Staff are requested to renew their DBS if they have absent from school for 3 consecutive months or more

Continuous improvement in this area is a real objective, not only for Ofsted. The central record is regularly reviewed and updated.

Agreed by Governors	Full Governors	X
	Finance and General Purposes	
Date:	Teaching and Learning	
Chair of Committee	John Haddock	
Written	January 2016	
Review	January 2019	