

Criminal Background Check Policy Doc



Federation of All Saints and St. Margaret's Catholic Voluntary Academy



**St Ralph
Sherwin**
Catholic Multi Academy Trust

Approved by:	Grainne Beaumont	Date:	22/11/2020
Last reviewed on:			
Next review due by:	Advent 2022		

At the Federation of All Saints and St. Margaret's CVA we follow procedures set out by the Derby and Derbyshire Safeguarding Children Partnership, and take account of further guidance issued by the DCSF and the Local Authority, copies of which can be made available.

Our policy applies to all staff, governors and volunteers working within our Federation. We recognise that staff, because of their contact with and knowledge of children or young people in their care, are well placed to identify abuse and offer support to children in need.

As part of the ethos of our school, the staff and governors are committed to:

- Ensuring the school practises safer recruitment in checking the suitability of staff and volunteers to work with children.
- All staff appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment is reconsidered by the Head Teacher/HR department. The HR department of the St. Ralph Sherwin Multi Academy Trust is informed directly by the criminal records bureau.
- The Head teacher sits on all appointment panels where the candidates are external applicants. The Head teacher and a least one member of the governing board must have undertaken safer recruitment training.
- New staff are inducted into safeguarding practises. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with policy and procedures, which affect the health and safety of all at the school, but especially the children.
- Ensuring that all staff and volunteers understand, and adhere to, the school code of conduct.
- Volunteers must also have a Criminal records bureau clearance. For brief activity, such as a school visit, which does not involve the supervision or close contact of children, the school may telephone for a Section 99 check. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building a full DBS search will be conducted. Visitors who do not yet have clearance will under no circumstances be left alone with a child or group of children. In addition, any volunteer wishing to come into school will have an initial interview with the Head Teacher.
- It is assumed that visitors with a professional role i.e.. School Nurse or members of the Police already have relevant clearance, but the office will endeavour to check this before admittance is granted.
- The Federation will maintain a Single Central Record in each school office which will be reviewed termly.