



## ST DUNSTAN'S, CHEAM, C of E PRIMARY SCHOOL

**Policy Subject: CHILD PROTECTION POLICY & PROCEDURE**

**Date: October 2019**

**Review Date: October 2020** – or when new updates are given

### **Mission Statement**

‘St Dunstan’s – excellence in Christian education’

Our School fosters a Christian ethos and provides a high quality of care and education for every member of the school community. Christian values are promoted through the whole curriculum. We aim to motivate everyone to engage fully in the broad range of educational opportunities provided to develop their potential.

We encourage all our children to achieve high standards and to grow as happy, confident, compassionate, independent young people who show respect for others, have a desire to learn and who are eager to make positive and caring contributions to the wider community, its people and environment.

### ***"THE WELFARE OF THE CHILD IS PARAMOUNT"***

At St Dunstan’s, Cheam CE Primary School the safety and welfare of our pupils/students is of the utmost importance. Because of the day-to-day contact with children/young people, our staff are well placed to observe the outward signs of abuse.

All adults working in the school must protect children/young people from harm and abuse and be aware that any pupil/student may be at risk of harm or abuse.

We have a duty to safeguard and promote the welfare of our pupils/students under the Education Act 2002 and Children Act 1989 through identifying any child’s/young person’s welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

In addition to our Child Protection Policy and procedures, we have policies and procedures to cover the roles of staff, pupils/students and parents in respect of health and safety, anti-bullying, e-safety, positive handling, racism and discrimination. We also ensure that issues of child protection are raised with students through the Personal, Social and Health Education (PSHE) curriculum and the SRE/RSE curriculum. Our policy applies to all staff,

governors and volunteers working in the school and pupils/students and parents are informed about this and our other policies on our website.

There are a number of elements to our policy:

- ensuring safe recruitment practice in checking the suitability of all our staff and volunteers to work with children;
- raising awareness of child protection/safeguarding issues amongst all staff and volunteers and of what to do if they have concerns;
- developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- developing effective links with relevant agencies and co-operating as required with their enquiries regarding child protection matters including attendance at case conferences and core group meetings;
- establishing and maintaining a safe environment in which children feel secure and are encouraged to talk freely about anything that concerns them;
- ensuring children/young people know there are adults in the school who they can approach if they are worried about anything;
- including opportunities in the PSHE and SRE/RSE curricula to develop and equip pupils/students with the skills needed to recognise risks and stay safe from abuse;
- supporting pupils/students who have been abused or may be at risk of harm in accordance with any agreed child protection plan;
- ensuring we respond appropriately to any concern or allegation about a member of staff or volunteer; and
- ensuring staff follow accepted “safe practice” principles when working with pupils/students.

If there are Child Protection concerns the London Child Protection Child Protection Procedures (*London Safeguarding Children Board, 5<sup>th</sup> edition 2017, updated June 2019*)

must be followed and are available on the staff shared area as well as from the Designated Safeguarding Lead. It can also be found at <https://www.londonscb.gov.uk>. The Sutton Local Safeguarding Children Partnership (LSCP) has adopted these procedures. This policy and procedure also accord with:

- HM Government guidance – “Safeguarding Children and Safer Recruitment in Education” (DfES 2006); and
- “Working Together to Safeguard Children” (*HM Government, July 2018*).
- ‘Keeping Children Safe in Education’ DfE September 2019 (KCSIE)

If lower level concerns or needs (i.e. not child protection) are identified about a particular pupil/student the ‘Early Help Assessment Tool’ should be used and can be found at [earlyhelp@sutton.gov.uk](mailto:earlyhelp@sutton.gov.uk).

#### DEFINITION

Safeguarding and promoting the *welfare* of student relates to any child or young person (i.e. under 18 years of age) who has suffered from, *or may be at risk of physical injury, neglect, emotional abuse or sexual abuse.*

## RECOGNITION

The first indication of concern about a pupil's/student's welfare is not necessarily the presence of a serious injury. Concerns may be because of:

- bruises or marks on a pupil's/student's body;
- remarks made by the pupil/student, another pupil/student, a parent or another adult;
- observations of the pupil's/student's behaviour;
- unexplained changes in the pupil's/student's behaviour or personality;
- evidence of disturbance or explicit detail about abuse or possible abuse in a pupil's/student's play, drawing or writing;;
- evidence of neglect, failure to thrive or exposure to unnecessary risks;
- unauthorised absence from school; and / or
- information about the parent(s) / carer(s) of the child/young person or their home background.

## DESIGNATED SAFEGUARDING LEAD

Our Designated Safeguarding Leads for children are Ms J Corby and Mrs L Porter and their deputies when they are absent are - Mrs G Armstrong, Mrs D Soma and Mrs J Ward and in their absence Mrs P Bolt. .

They are the leads for dealing with any child protection/safeguarding issues. Any member of staff concerned about a pupil/student should tell a Designated Safeguarding Lead or, in their absence one of the deputy Designated Safeguarding Leads, immediately. If they are unavailable, a senior member of staff should be advised.

We also have a nominated Governor for safeguarding and child protection who is Mrs N Cristie

### **The Designated Safeguarding Lead has a responsibility to:**

- liaise with the nominated governor, the Multi Agency Safeguarding Hub (MASH) local authority Education and Children and Family Services, Police and other agencies on individual child protection cases;
- act as the contact person within the school, providing advice and support and ensuring that all staff (including temporary, supply staff and volunteers and members of the governing body) are aware of their role;
- be responsible for co-ordinating action within the school on child protection issues;
- discuss individual cases with staff on a "need to know basis" to protect children's right to confidentiality;
- oversee the planning of any curricular or other provision in relation to child protection matters;
- with any other relevant staff (e.g. tutor, year head), represent the school at child protection meetings and be a member of a core group if required;
- raise awareness about child protection on an ongoing basis;
- together with the head teacher and local authority safeguarding children training officer, arrange child protection training for **all staff on a regular basis and when necessary**

***and for new staff commencing work between whole school training sessions or if absent from such sessions arrange attendance at induction sessions arranged by the local authority.***

Ensure that they, the Designated Safeguarding Leads and the deputies receive update training at least every 2 years.

### THE ROLE OF INDIVIDUAL STAFF

All staff have read and understood KCSIE 2019 Appendix A. Everyone in the school must be alert to the possibility that any pupil/student, regardless of race, religion, culture, class or family background, could be the victim of abuse or neglect and must be familiar with these procedures. , Concern about a pupil/student must be discussed with the Designated Safeguarding Person immediately so that if necessary, a referral can be made without delay. In urgent situations, referral must not be delayed.

The Designated Safeguarding Lead and other members of staff should not investigate child protection concerns,. This is done by Children’s Social Services (in Sutton, the Children and Family Service) or the Police. However, if a pupil/student says something, it is vital to listen carefully, so you can record and report it accurately. Records will also assist other members of staff who may have concerns.

### CONFIDENTIALITY OF RECORDS

Our pupils and their parents/carers have the right to expect all staff to deal sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents and, where appropriate, pupils/students should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a child or young person. Child protection issues relating to individual cases **must not** be subject to open discussion in the staff room or elsewhere in the school.

Members of staff should also remember not to promise to pupils/students to keep “secrets” (see procedure below).

### WORKING WITH CHILDREN AND YOUNG PEOPLE

We recognise that children and young people who are abused, neglected, or who witness abuse or neglect may find it difficult to develop a sense of self worth. They may feel helpless, humiliated and a sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the child through:

- the content of the curriculum;
- the school ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued;
- the school behaviour policy which is aimed at supporting vulnerable pupils/students in the school: we will ensure that pupils know that some behaviours are unacceptable and that they are valued and not blamed for any abuse which has occurred;
- liaison with other agencies that support pupils/students such as social services, the child and adolescent mental health service, the borough school attendance service and the educational psychology service; and
- ensuring that, where a pupil/student with a child protection plan leaves the school, their

information is transferred to any new school immediately and that their social worker is informed.

## **RECRUITMENT, SELECTION, TRAINING AND SUPERVISION OF ALL STAFF AND VOLUNTEERS**

In our recruitment and selection of staff and volunteers we will at all times adhere to the Government guidance contained within “*Working Together to Safeguard Children*” (HM Government 2018), ‘*Keeping Children Safe in Education* (DfE September 2019).

In particular we will ensure that:

- for good practice, our interview panel includes at least one member who has completed safer recruitment training;
- we always follow up gaps in previous employment;
- we always require specific references from employers for the last five years; and
- for all posts, paid and voluntary, the appropriate Disclosure and Barring Service (DBS) information has been received.

We keep a single central record (SCR) of all staff with the date and outcome of their DBS check so at all times staff, pupils and parents can be assured this has been done

## **CONTRACTORS AND OUTSIDE AGENCIES**

We expect all contractors providing services within the school, whose staff have access to school premises, to comply with this policy and the attached procedure. The contractor or individual must agree to this in writing.

In particular we require any contractor or organisation delivering a service on behalf of the school or using our premises to provide evidence they adhere to the above requirements in terms of recruitment, selection, training and supervision of their staff and any volunteers, in particular DBS information. Checks are usually only required if a contractor’s member of staff will be left unsupervised.

This policy and procedure will also apply to any organisation using school facilities. They must agree to this in writing.

## CHILD PROTECTION PROCEDURE

**If concern arises about the welfare of a pupil/student the following procedure must be followed:**

### ***DO NOT DELAY***

- Tell a Designated Safeguarding Lead as soon as you can - it may be necessary to interrupt a lesson to do this - do not leave notes in the Designated Safeguarding Lead's pigeonhole as they may not get back to check their post until the end of the day once the pupil has gone home.
- Early referral gives more time to offer help to the pupil/student and family before the situation becomes severe or serious.
- When the matter is already severe or serious, early referral gives more time for others to protect the pupil/student;
- The Designated Safeguarding Leads may consult MASH for advice and guidance.

### ***MAKE WRITTEN NOTES***

- At the earliest opportunity make a written record of your concerns: record facts accurately and be clear when you are expressing an opinion and the basis for this. These notes will help to ensure accuracy in recalling events later. Notes should be legible, and state your name and role in the school, and signed and dated.
- These notes must be given to the Designated Safeguarding Lead as soon as possible.

### ***CONCERN FROM SOMETHING THE CHILD SAYS***

**Listen** - do not ask questions or interrogate. Consider interpreting services if English is a second language.

**Remain calm** - if you are shocked, upset or angry the pupil/student will sense this and this could stop them from saying more.

**Reassure** - the pupil that s/he has done nothing wrong - tell them it is alright to talk.

**Do not promise to keep it secret** - tell the pupil you cannot keep the matter secret and will need to take advice from someone who can help.

### ***REFERRAL PROCESS***

The Designated Safeguarding Lead manages the referrals to MASH. . However, referral must not be delayed - if the Designated Safeguarding Leads or their deputies are not available a senior member of staff should be advised and the referral made to the MASH.

The MASH social care team or the Education Safeguarding Children's Adviser will be happy to discuss concerns even if you are not sure at that stage that a referral needs to be made.

### ***REMEMBER***

- **If in doubt, consult.**
- **Do not ignore concerns, even if these are vague.**
- **Your first responsibility is to the pupil; and**
- **If you need help or support to manage your own feelings, this can usually be provided.**

## **CONTACT WITH THE FAMILY**

Contact with the family **should always** be discussed with the Designated Safeguarding Lead, who may consult the MASH social care team or the Education Safeguarding Children's Adviser before any further action is taken.

In cases of possible neglect or emotional abuse, the concern may have built up over a period of time. There may have been discussion previously between school staff and the family about sources of help (e.g. the Children and Family Social Work Service), but if concerns persist, the Designated Safeguarding Lead will need to refer to the MASH.

**In cases where there are suspicions of sexual abuse, the Designated Safeguarding Lead will seek immediate advice from the MASH before discussing this with the family.**

## **RECORDING**

- All records relating to child welfare concerns will be kept on the pupil's/student's file and the file will be kept secure or electronically recorded - a chronology of concern should be kept.
- Where there are concerns about a pupil, the pupil's file indicates this with a red sticker, making the files easily distinguishable from others where there are no concerns and our electronic files have an appropriate "flag" to indicate there are concerns about the pupil/student.
- We will keep written records of any concerns about pupils/students, even where there is no need to refer the matter immediately.
- Information from records will only be accessed by staff on a "need to know" basis.
- Key staff will need to know when a pupil/student is subject to a Child Protection Plan so they can monitor the pupil's welfare.
- Records relating to the pupil's/student's welfare will remain on the pupil's file as long as the pupil is at the school.
- When the pupil leaves the school, the new school will be advised in writing that our records contain information about child protection concerns even where these are no longer current. Records should be sent in a way that is lawful in terms of the requirements of the Data Protection Act.

**CONCERN ABOUT A STAFF MEMBER, CARER OR VOLUNTEER** Allegations or concerns about a member of staff, worker or volunteer must immediately be **notified to the head teacher** (or the chair of governors if the concern is about the head teacher).

- The head teacher (or chair of governors) will always consult the Local Authority Designated Officer (LADO)(Contactable through the Children and Families Service);.
- If the allegation concerns the Headteacher, it should be raised with the Chair of Governors.
- Following consultation, the head teacher (or chair of governors) in agreement with the LADO (see appendix 3) will decide on appropriate action:
  - ❖ Immediate referral to MASH
  - ❖ consideration of disciplinary proceedings
- It is important to bear in mind that although the concern may relate to an individual pupil, other pupils may also be at risk;
- The procedures in "safeguarding Children and Safer Recruitment in Education2 (DfES,



2006) Sutton LSCB Procedure, Working Together to Safeguard Children 2013 Chapter 2, Para 4, “Dealing with allegations of abuse against teachers and other staff and ‘Keeping Children safe in Education (DfE 2019). Guidance for local authorities, Headteachers, school staff, governing bodies and proprietors of independent schools” (DfE 2011) will be followed in such cases;

- When appropriate (see guidance above), consideration will be given to referral of a member of staff to the DBS for consideration of the case.
- If a member of staff believes a reported allegation or concern is not being dealt with appropriately, they should report the matter to the Local Authority Designated Officer (LADO) to give support and direction on how to proceed.
- Further guidance can also be sought from the MASH.

### ***HARM, FROM OR TO, OTHER CHILDREN***

- Abuse or concerns about a risk of abuse or harm by other/young people is subject to the same safeguarding procedures as in respect of children or young people being abused by an adult.
- Professionals responding should be alert to the risk a child/young person may pose to children/young people other than any “current” victim; and
- Children or young people who harm others are likely to have considerable needs themselves (e.g. they may have been subjected to abuse, witnessed domestic violence or committed criminal offences).

In such cases there will usually be a need to refer the alleged perpetrator of harm to MASH

### ***FOREIGN EXCHANGE VISITS***

We will seek the consent of our host families to carry out checks with the appropriate local authority to ensure suitability. In the event that a host family has been subject of some kind of concern, unless there is a satisfactory resolution, the family will be regarded as unsuitable to receive or continue to host a student from overseas.

We will take reasonable steps to ensure that a comparable approach is taken our companion schools abroad. New guidance available, makes it the parent’s responsibility.

KCSIE 2019 Annex E explains in full the requirements for schools to follow their statutory duties regarding hosting and exchange visits.

### ***REQUESTS FOR ASSISTANCE BY OTHER AGENCIES***

- School staff have a legal duty to assist local authority Children and Family Social Care Services or the Police when they are making enquiries about the welfare of pupils.
- Information about a pupil must therefore be shared on a "need to know" basis with other agencies.
- When telephone requests for information are received, ***always*** maintain security by checking the telephone number listing for the caller and calling back to a switchboard number ***before*** giving information or confirming the student is on the school roll.



- Always advise the designated person about such requests for information.
- Requests for attendance at meetings about individual pupils (e.g. child protection conferences) should be notified to the designated person, who will arrange preparation of a report and attendance at the meeting.
- Reports should contain information about the child's/young person's:
  - ❖ academic progress
  - ❖ attendance
  - ❖ behaviour
  - ❖ relationships with children/young people and adults
  - ❖ family
  - ❖ any other relevant matter;
- Reports should be objective, distinguishing between fact, observation, allegation and opinion.
- Unless you specify otherwise, reports will normally be made available to the pupil's family.

#### ***PUPILS/STUDENTS SUBJECT TO A CHILD PROTECTION PLAN***

- The school will be told by the relevant local authority Children and Family Social Work Service when a pupil is subject to a Child Protection Plan (previously the Child Protection Register) whether the London Borough of Sutton or another local authority.
- The name of the key social worker must be clearly recorded on the pupil's record.
- The school will participate fully in the work of Core Groups for these pupils/students to assist with the objectives of the Child Protection Plan for the pupil/student.
- When a pupil/student is subject to a Child Protection Plan, the school will report all unexplained absences even if only of a day.
- When a pupil/student is subject to a Child Protection Plan, the school will report all behavioural changes or other concerns to the key social worker; and
- When a pupil/student who is subject to a Child Protection Plan leaves the school, all the child protection information will be transferred to any new school.

#### ***GENERAL ISSUES***

**All staff must observe the above policy and procedure at all times. They will be reviewed annually and as required in line with changes in local (LSCB) or national guidance.**

#### ***SUTTON CONTACT DETAILS***

- LB Sutton Multi-Agency Safeguarding Hub (MASH) – 020 770 6001
  - Early Help – 0208 770 4128
  - LB Sutton (out of office hours) Children & Families Emergency Duty Social Work Team (EDT) - 020 8770 5000 X9
  - Local Authority Designated Officer (LADO) - 0208 [770 4776](tel:02087704776)

## **KEY SAFEGUARDING DOCUMENTS**

- ~~Working Together to Safeguard Children – July 2018~~
- Keeping Children Safe in Education – DfE September 2019
- What to do if you think a child is being abused – DfE March 2015
- Advice for Schools on the Prevent Duty – DfE 2015
- Section 26 of the Counter – Terrorism and Security Act 2015
- Section 5B of the Female Genital Mutilation Act 2003 – section 74 of the Serious Crime Act 2015 places a mandatory duty for schools to report from October 2015 to the police.

All staff must read and understand the contents of KCSIE 2019 Part 1.

Refer here for a full copy of KCSIE 2019 and KCSIE 2019 Part 1 –

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

### **Appendix 1: Types of Abuse**

Updated September 2019

#### 1. Types of abuse and neglect

**Abuse:** A form of maltreatment of a child which involves inflicting harm or failing to act to prevent harm. Children may be abused in a family, institutional or community setting by those known to them or, more rarely, by others, e.g. via the internet.

**Physical abuse:** A form of abuse which may involve actions such as hitting, throwing, burning, drowning and poisoning, or otherwise causing physical harm to a child. Physical abuse can also be caused when a parent fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** A form of abuse which involves the emotional maltreatment of a child to cause severe and adverse effects on the child's emotional development. This may involve telling a child they are worthless, unloved, inadequate, not giving them the opportunities to express their views, deliberately silencing them, or often making them feel as though they are in danger.

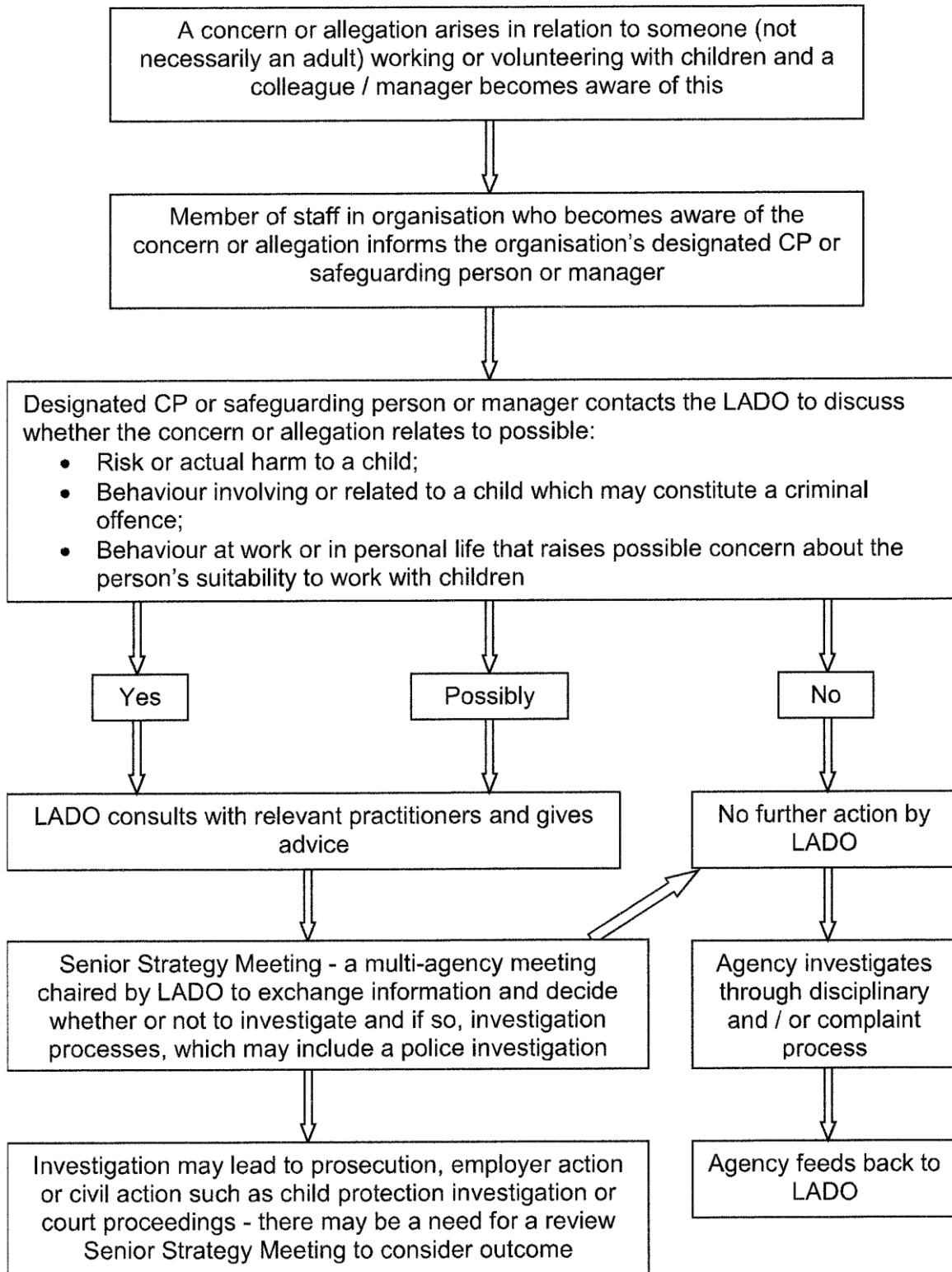
**Sexual abuse:** A form of abuse which involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, and whether or not the child is aware of what is happening. This may involve physical assault, such as penetrative assault and touching, or non-penetrative actions, such as looking at sexual images or encouraging children to behave in inappropriate ways.

**Neglect:** A form of abuse which involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of a child's health or development. This may involve providing inadequate food, clothing or shelter, or the inability to protect a child from physical or emotional harm or ensure access to appropriate medical treatment.

**LADO FLOWCHART**

Appendix 2.

**LADO Procedure Flowchart**



### Appendix 3: Safer recruitment and DBS checks

An enhanced DBS check with barred list information will be undertaken for all staff members engaged in regulated activity. A person will be considered to be in 'regulated activity' if, as a result of their work, they:

Are responsible on a daily basis for the care or supervision of children.

Regularly work in the school at times when children are on the premises.

Regularly come into contact with children under 18 years of age.

The DfE's DBS Workforce Guides will be consulted when determining whether a position fits the child workforce criteria.

### **Pre-employment checks**

The governing board will assess the suitability of prospective employees by:

- Verifying the candidate's identity, preferably from the most current photographic ID and proof of address except where, for exceptional reasons, none is available.
- Obtaining a certificate for an enhanced DBS check with barred list information where the person will be engaged in regulated activity.
- Obtaining a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available.
- Checking that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the TRA Teacher Services' System.
- Verifying the candidate's mental and physical fitness to undertake their working responsibilities, including asking relevant questions about disability and health to establish whether they have the physical and mental capacity for the specific role.
- Checking the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, the advice set out on the Gov.UK website will be followed.
- If the person has lived or worked outside the UK, making any further checks that the school considers appropriate; this includes checking for any teacher sanctions or restrictions that an EEA professional regulating authority has imposed.
- Checking professional experience, QTS and qualifications as appropriate using Teacher Services.
- Academies, free schools and independent schools only confirming that an individual taking up a management position is not subject to a section 128 direction.

An enhanced DBS certificate will be obtained from candidates before or as soon as practicable after appointment. An online update check may be undertaken through the DBS update service if an applicant has subscribed to it and gives their permission.

### **Internal candidates**

- If an individual moves from a position within the school that did not involve the provision of education to one that does, it will be treated as if the individual were a new member of staff and all required pre-appointment checks will be carried out.
- References from internal candidates will always be scrutinised before appointment.

### **ITT candidates**

Where applicants for ITT are salaried by the school, the school will ensure that enhanced DBS checks with barred list information are carried out.

Written confirmation will be obtained to ensure that an enhanced DBS certificate and barred list check has been carried out for all fee-funded trainees.

### **Governors**

An enhanced DBS check will be carried out for each member of the governing board in a maintained school. Where a governor also engages in regulated activity, a barred list check will also be requested. The school will also contact the TRA using Teacher Services to check if a proposed governor is barred as a result of being subject to a section 128 direction. Where a barred list check has been performed, the section 128 direction will also be shown and will not require a separate check.

### **Those who have lived or worked outside of the UK**

For those who have lived or worked outside of the UK, additional checks regarding teacher sanctions or restrictions will be conducted, this includes checking for any teacher sanctions or restrictions that an EEA professional regulating authority has imposed.

### **Barred list check**

An enhanced DBS check may be requested for anyone working in school that is not in regulated activity but does not have a barred list check.

If there are concerns about an applicant, an enhanced DBS check with barred list information may be requested, even if they have worked in regulated activity in the three months prior to appointment.

Written information about their previous employment history will be obtained from candidates and the appropriate checks undertaken to ensure information is not contradictory or incomplete.

### **References**

References will be obtained directly from referees and scrutinised, with all concerns satisfactorily resolved prior to confirmation of employment.

References will only be accepted from a **senior person** and not from a colleague.

References will be sought on all short-listed candidates, including internal ones, before an interview and checked on receipt to ensure that all specific questions were answered satisfactorily.

References will be obtained prior to interviews taking place and discussed during interviews.

### **Open testimonials will not be considered.**

Information about past disciplinary actions or allegations will be considered carefully when assessing an applicant's suitability for a post.

Information sourced directly from a candidate or online source **will be carefully** vetted to ensure they originate from a credible source.

### **Volunteers**

No volunteer will be left unsupervised with a pupil or allowed to work in regulated activity until the necessary checks have been obtained.

An enhanced DBS certificate with barred list check will be obtained for all new volunteers in regulated activity that will regularly teach or look after children on an unsupervised basis

or provide personal care on a one-off basis.

**Personal care includes** helping a child with eating and drinking for reasons of illness, or care in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.

A supervised volunteer who regularly teaches or looks after children is not in regulated activity.

The school will obtain an enhanced DBS certificate with barred list check for existing volunteers that provide pastoral care.

Unless there is cause for concern, the school will not request any new DBS certificates with barred list check for existing volunteers that have already been checked.

A risk assessment will be undertaken for volunteers not engaged in regulated activity when deciding whether to seek an enhanced DBS check.

### **Contractors**

The school will ensure that any contractor or employee of the contractor working on the premises has been subject to the appropriate level of DBS check.

Checks will be conducted to ensure that the contractor presenting themselves for work is the same person on whom the checks have been made.

Contractors without a DBS check will be supervised if they will have contact with children. The identity of the contractor will be checked upon their arrival at the school.

### **Data retention**

DBS certificates will be securely destroyed as soon as practicable, but not retained for longer than six months from receipt.

A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file. The personnel file will be held for the duration of the employee's employment plus six years.

### **Referral to the DBS**

The school will refer to the DBS anyone who has harmed a child or poses a risk of harm to a child, or if there is reason to believe the member of staff has committed an offence and has been removed from working in regulated activity.