



Hollinsclough C of E Academy

Safeguarding Children and Safer Recruitment of Volunteers and Students: 2016

Mission Statement

'To encourage the enthusiasm and joy of learning through a creative curriculum and a holistic approach to education that reflects Christian values and supports our community. We guarantee accessibility and availability to all.'

Developing potential

Pre-amble

Child Protection – A broad term to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm

Child Safeguarding – 'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'

Introduction

Hollinsclough C of E Academy welcomes volunteers and is a willing supporter of High School / Higher Education work experience schemes. We will also consider applications from other parties in a similar vein.

To support this approach it is vital that our school policies and procedures help to deter, reject or identify people who might abuse children or who are otherwise unsuited to work with them including volunteers and that they are seen by children as safe and trustworthy adults.

When a volunteer becomes used on a regular basis we would ensure that the appropriate checks are in place.

Safeguarding arrangements recommended.

Where we are considering using volunteers who you have little or no recent knowledge of on a regular basis, we adopt the same safeguarding measures as you would for paid staff.

Good practice

We also:

- Seek to identify any medical issues that may affect the role that they can play in the school – the same level of check as undertaken by other casual workers can apply, however where an individual believes they may have difficulties that affect the role a check must be carried out by occupational health.
- Inform the volunteer of the conduct required by them and provide necessary information to protect the children and themselves.
- Gain emergency contact details.

Volunteers in the school on an ad hoc basis

Where a volunteer's role will be a one off, such as accompanying teachers and pupils on a day outing, helping at a concert or school fete, measures would be unnecessary provided that the person is not left alone and unsupervised in charge of children.

Volunteers arranged through an external body

Where volunteers are recruited by another organisation to work in school, e.g. sports coaches from a local club or trainee teacher, a DBS clearance will be required from that organisation for that person, before being allowed to work with our pupils.

Single Central Record

Where volunteers are involved in regular contact with our children information would be entered onto our single central record.

- ID checks
- Qualifications (if legally required)
- DBS check
- Further overseas record checks (where appropriate)

DBS Checks

All long term volunteers will require an Enhanced DBS disclosure because of the frequency of their volunteering activity and the contact they have with our children.

All volunteers are required to complete an annual Disqualification Document, which must be signed.

In order to carry out a risk assessment as to the requirement for a DBS we adopt the following approach;

- Duration, frequency and nature of contact with children – ***if more than once per calendar month DBS check required.***
- What the school knows about the volunteer – ***if unknown to the school DBS check required***
- Whether the volunteer has other employment, that is covered by a DBS

If a decision is made that a DBS disclosure is not necessary, volunteers must not be left unsupervised with children.

Starting a volunteer

A person should not start work without the relevant checks being carried out.

Implementation of this procedure / policy

Our academy will manage implementation of this procedure / policy with the support and guidance of the DfE and the local safeguarding authority.

General

This procedure / policy and its guidance will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.

Signed...

Designation: Chair of Governors

Date... October 2016

Signed...

Designation: Headteacher

Date... October 2016

This procedure / policy is to be reviewed by Governors during autumn term 2017