

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy and procedures to safeguard children



Safeguarding and Recruitment Policy

Policy Statement

Crofton Early Learners has a commitment to safe recruitment, selection and vetting and follows selection and vetting procedures that include checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect contact with children. The policy is based on guidelines set out by Bromley Safeguarding Children Partnership and on principles laid down by the Department for Education.

Procedures

We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

All advertisements for posts will contain a safeguarding statement following guidance given by the Bromley Safeguarding Children Partnership: "Crofton Early Learners is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment".

All job descriptions and person specifications set the boundaries and expectations of the role including a statement of responsibility and requirements for safeguarding.

Only applications made on CEL's official application forms will be considered.

Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

Candidates are informed of the need to carry out "enhanced disclosure" checks with the Disclosure and Barring Service (DBS) before posts can be confirmed.

Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

Pre-recruitment checks will include:

- Completion of an application form including self-disclosure about criminal records
- Consent to obtain information from the Disclosure and Barring Service to check for convictions for criminal offences against children in accordance with current legislation
- Receipt of two references prior to interview – which include specific enquiries about the applicant's background in relation to safeguarding – from the most recent employer and/or previous employer with whom the candidate has experience of working with children
- Substantiation of qualifications

- Substantiation of identity
- At interview, candidates will be requested to declare anything that is likely to be revealed on a DBS check

All interview panels will consist of a minimum of two members, one of whom must be a Trustee. At least one person from each interviewing panel will have satisfactorily completed training in safer recruitment.

Interview records will be held on personnel files indicating that checks have been carried out.

Legal framework

Primary legislation

- Children Act (1989 s47)
- The Children and Families Act 2014
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004, s11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act 2006
- Serious Crime Act 2015

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance
- Childcare (Disqualification) Regulations 2009

Further guidance

www.bromleysafeguarding.org

- Working Together to Safeguard Children (2018)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2018)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Keeping Children Safe in Education (2023)

This policy was adopted at a meeting of

CROFTON EARLY LEARNERS

Held on

June 2023

Date to be reviewed

June 2024