

| SAFER EMPLOYMENT POLICY | |
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| Approved in consultation with the Audit & Risk Committee and the Unions on behalf of the Trust Board: | 10 May 2016 |
| Reviewed: | <p>March 2019 - Reference to GDPR/Data Protection Act 2018 p4.2 New - Additional information for applicants p4.3.4 Revised - Selection process p7.1 Revised - Single central record review p20 Revised - School buildings and grounds</p> <p>Sept 2019 – Reference to KCSIE 2019 Sept 2020 - Reference to KCSIE 2020 Nov 2020 – Amendment - Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)</p> |
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| Responsible Officer: | Trust HR Manager |
| Category - 1 | Version - 1 |

1. Policy Statement

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect and require all employees of the trust and school community to share this commitment. We will ensure that our employment policies and practices support the development and maintenance of an environment where children and young people are safe and able to make the most of their opportunities to learn. Our policies and practices will support the recruitment, retention, deployment and development of competent, well-motivated employees who are suited to and fulfilled in the roles they undertake.

The first step towards safeguarding and promoting the welfare of children in our academic schools is to ensure that we recruit and select employees, workers and volunteers in accordance with best safer recruitment practice. However, we recognise that this is only one aspect of securing a safe environment for children and young people. This policy is designed to bring together in one document the link to all the different strands of our practice that promotes safer employment. The policy is grounded in the good practice set out in Part 3 of *'Keeping Children Safe in Education 2020'*.

2. Scope of the policy

This policy applies to all employees, trustees, governors, volunteers, agency workers, supply staff and anyone else who undertakes work of any kind on our premises.

3. Roles and responsibilities

The Trustees and Governing Bodies will:

- prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required; and ensuring volunteers are appropriately supervised;

- ensure that the trust and each school have effective policies and procedures in place for the recruitment of all staff and volunteers, in accordance with DfE guidance and legal requirements;
- delegate responsibility for recruitment and selection to the CEO of the Trust and Principal/Headteacher at each school but will support the CEO in discharging this role;
- be responsible for the appointment of a new Principal/Headteacher;
- ensure that each school has effective policies and procedures in place for promoting safer employment and safeguarding;
- undertake appropriate training in relation to safeguarding;
- monitor each school's compliance with safer employment and child protection and safeguarding policies on an annual basis.

The Principal/Headteacher (reporting to CEO/Primary Exec Leader) will:

- ensure that each school operates safer recruitment practices and ensure that all appropriate checks are carried out on staff, volunteers and others;
- ensure that each school operates safer employment practices at all times and make sure that Senior leaders, managers and staff fully understand the important part they play in achieving a safe environment for children and young people;
- monitor contractors' and employment agencies' compliance with this document;
- promote the welfare of children and young people at all times.

All other staff, volunteers, agency workers, supply staff, visitors and others will be expected and required to comply with the spirit and intention of this document.

4. Recruitment and Selection

4.1 General principles

This policy provides a good practice framework to comply with the principles set out in our Equality Policy and in the Equality Act, 2010. We fully recognise the value of, and will seek to achieve, a diverse workforce which includes people from different backgrounds with varied skills and abilities. We are committed to ensuring that the employment of all members of our school community is fair, transparent, consistent, and efficient and promotes equality of opportunity.

All posts within the trust are exempt from the Rehabilitation of Offenders Act, 1974, so all applicants will be required to declare spent and/or unspent convictions, cautions and bind overs (except those that are protected see 4.3.3) and to undertake an enhanced Disclosure and Barring Service (DBS) check. The trust is committed to ensuring that people who have been convicted are treated fairly and given the opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position within The Cam Academy Trust.

We will:

- ensure that governors and staff who undertake recruitment receive regular safer recruitment training, including refresher training and successfully achieve safer recruitment accreditation;
- ensure that all job descriptions and person specifications specify the safeguarding responsibilities of the posts;
- ensure that safeguarding responsibilities are explicit in the job description of the Designated Safeguarding Lead
- ensure that all advertisements, applicant packs, policies and Trust and school websites reflect the fact that we take our responsibilities for child safeguarding very seriously;

- ensure that every appointment panel includes at least one member who has received safer recruitment training;
- implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that all reasonable steps are taken to avoid appointing anyone who is:
 - unsuitable to work with children; or
 - is disqualified from working with children; or does not have suitable skills and experience for their intended role;
- maintain a single central record of recruitment and vetting checks in line with DfE requirements;
- ensure that the terms of engagement for any contract with a contractor or agency requires them to adopt and implement the same standards as are described in this policy, which we will monitor;
- require staff who are convicted or cautioned for any offence during their employment with The Cam Academy Trust to notify the Principal/Headteacher at the school at which they work in writing of the offence and the penalty without delay.

4.2 Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school.
- A person specification may also be provided. This will also include a statement on our commitment to safeguarding and promoting the welfare of children and young people.
- An application form. CVs will not be accepted as part of your application.
- An Information pack containing:
 - A description of the school relevant to the vacant post.
 - Reference to the school's policy on equality and diversity.
 - Reference to the child protection/safeguarding policy.
 - DBS and other pre-employment checks required.
 - The closing date for the receipt of applications.
 - An outline of the terms of employment including salary.
 - Reference to the school's policy on recruitment and selection.

4.2.1 Job descriptions and person specifications

All job descriptions and person specifications will set out the role's safeguarding responsibilities and will be prepared using standard templates. The precise range of responsibilities will differ but every post, whether paid or voluntary, will include responsibility for ensuring the safety and security of children and young people.

4.2.2 Disclosure and Barring Service (DBS) Checks

The school will identify whether an DBS check is required. There are three types of checks; Standard, Enhanced and Enhanced with a Barred List check. The level of DBS certificate required, and whether a prohibition or s128 check is required, will depend on the role and duties of an applicant.

For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaged in "regulated activity".

For all other staff who have an opportunity for regular contact with children who are not engaged in "regulated activity", an enhanced DBS certificate, which does not include a barred list check, may be appropriate. This will include contractors that would have the opportunity for contact with children and who work under a temporary or occasional contract.

4.2.3 Advertising

The Cam Academy Trust advertise all vacant posts to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or where members of our staff are at risk of redundancy, we reserve the right to advertise the vacancy internally first either across The Cam Academy Trust or within a specific school before considering an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, satisfactory reference requirements and any other necessary checks.

Wherever the advertisement is placed, it will include information on the school's commitment to safeguarding and promoting the welfare of children and the requirement for a DBS check. The applicant pack will also include a copy of our child protection policy and a statement of the school's commitment to child safeguarding.

4.2.4 Application forms

The Cam Academy Trust will use a standard trust wide application form for every applicant; CVs will not be accepted. We will expect and require candidates for all posts, paid or voluntary, to provide a full employment history and to account for any gaps or discrepancies either on the application or, subsequently, at interview.

Applicants should be aware that providing false information is an offence and could result in their application being rejected or in summary dismissal if the applicant has already been appointed. This may also result in the matter being referred to the police and/or a professional regulatory body e.g. the Disclosure and Barring Service.

4.3 Selection

4.3.1 Shortlisting

Shortlisting will always be carried out by a minimum of two people, using an agreed shortlisting form in the interests of transparency. The short-listing criteria will be drawn from the person specification for the vacant post. The shortlisting panel will agree the candidates to be called for interview and the notes of their decision will be signed and retained on the appointment file.

4.3.2 References

References will be sent for in relation to all shortlisted candidates, before interview so that any safeguarding concerns can be explored further with the referee and taken up with the candidate at interview. The Cam Academy Trust will always expect to take a reference from the current employer. The only exception to this will be where the candidate has indicated that they do not wish their current employer to be contacted prior to appointment. Where this applies, a reference will be sought from the second referee prior to the interview and the reference from the current employer will be taken up immediately after the interview and before the offer of appointment is confirmed.

We will not accept employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern'. If a candidate for a teaching post is not currently employed as a teacher, it is advisable to check with the school, school or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving. References must be in writing and be specific to the job for which the candidate has applied. The Cam Academy Trust will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. We will use a reference request form whose format is in accordance with '*Keeping Children Safe in Education 2020*'.

Reference requests will specifically ask the referee to confirm:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; NB cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious should also not be included in any reference
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, we will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be discussed with the candidate at interview.
- We reserve the absolute right not to make an appointment if there are significant concerns, as our first priority is the safeguarding of the children at the schools within The Cam Academy Trust.

4.3.3 Declaration of convictions

It is the Trust's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000. The policy on the recruitment of ex-offenders is available on request.

Failure to disclose any relevant offences or give false information will disqualify any offer of employment or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

4.3.4 Selection process

This will differ depending on the nature of the post but will always include a face to face professional interview with a minimum of two people (normally three). For some posts, including for members of the leadership group or teaching posts, the selection process will normally include some activity involving children e.g. meeting the school council, teaching a lesson, etc.

Before the interviews the selection panel will agree on the interview format, including any other assessment methods. The interview questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for

each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked.

The selection process for every post, paid or otherwise, will include an opportunity to discuss the candidate's understanding of safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions the candidate has declared. If the candidate has not made any declaration, the interview panel will give them a further opportunity to share any information regarding their background that may influence the decision on their appointment.

The responses given by all the candidates to all the questions will be noted and retained after the interview. The interviewers will sign and date the copies of all interview notes, which will be retained for six months from the date of interview. The interview notes for the successful candidate will be retained on his/her personnel file for the duration of his/her employment with The Cam Academy Trust.

4.3.5 Decision

After all the candidates have been interviewed, the selection panel will consider all the information available to them and will assess each candidate against the criteria for the post. This should identify which candidate should be appointed. The selection panel will make notes of the reason for its decision and will sign and date the notes, which will be retained for six months after the date of the interview. The notes relating to the successful candidate will be retained indefinitely as indicated above.

4.4 Pre-appointment checks

The following pre-appointment checks will be undertaken before any new employee begins work at a school which is part of The Cam Academy Trust:

- references: we will take up at least two references, one of which will be from the former or most recent employer. Ideally, we will aim to have references that cover the last five years of the candidate's career;
NB. If the candidate was not working with children in their last job, it is recommended a further reference is sought from a previous employer where they did work with children.
- an identity check: including DOB. We will obtain verification of the candidate's identity in order to comply with the requirements of the Immigration, Asylum and Nationality Act, 2006.
- verification of qualifications relevant to the post;
- verification of medical fitness: the successful candidate will be asked to complete an on-line confidential medical questionnaire, which will be assessed by the Occupational Health provider for The Cam Academy Trust;
- verification of the person's right to work in the UK.
- verification of successful completion of the induction period (for those who obtained QTS after 7th May 1999);
- we will obtain a satisfactory enhanced DBS certificate including barred list information if relevant;
- Childcare disqualification declaration
- a prohibition from teaching check (teaching posts only);
- s128 check (management positions only)
- If the person has lived or worked outside the UK, further appropriate checks will be made including the request for a Certificate of Good Conduct.

The successful candidate will be informed that we will not confirm their appointment until all of the above checks have been completed satisfactorily.

Relevant checks must also be in place for volunteers

4.4.1 Childcare Disqualification

For staff who work in childcare provision or who are directly concerned with the management of such provision, The Cam Academy Trust needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.

4.4.2 Administration

Proof of identity and other documentation will be verified by an appropriately trained member of staff, as designated by the CEO/Principal/Headteacher. Candidates will be expected to produce original certificates, e.g. birth certificates, qualification certificates and other documentation. We will not retain the original documents but will take photocopies to be retained on the successful candidate's personnel file. We will sign and date the copies and will annotate them with the wording 'original document seen on (date) by (name)'.

If the original documents cannot be produced, we will require a properly certified copy. Where candidates have obtained their professional qualifications outside the UK, a certified comparability check will be required from National Academic Recognition Information Centre (NARIC).

4.4.3 Employment offer

Where possible, we will negotiate a provisional start date with the preferred candidate, however all the pre-employment checks set out above must be completed **before** the appointment is confirmed and the employee begins work. The only exception to this is the DBS certificate, where the risk assessment described in 4.4.4 may apply. Once all pre-employment checks have been satisfactorily completed, the offer of employment will be confirmed, and the contract of employment will be issued. In all circumstances, the new employee will receive the contract no later than 8 weeks of the employment commencing, although we will aim to ensure that the documentation is supplied before they take up their new post.

4.4.4 Commencement of employment prior to receipt of DBS certification

In exceptional circumstances, provided no criminal record has been disclosed, the school may undertake a risk assessment to determine whether the successful candidate may commence employment prior to receiving the DBS certificate. A full risk assessment will be undertaken by the Principal/Headteacher who will document their decision using a risk assessment template.

4.4.5 Record retention/Data protection

All schools within The Cam Academy Trust will retain all interview notes on all candidates for a 6-month period, after which the notes for all but the successful candidate will be shredded. The 6-month period will allow the trust to deal with any data access requests, recruitment complaints or complaints of discrimination raised in the Employment Tribunals.

Under the Data Protection Act 2018, applicants have the right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the Principal/Headteacher within 6-months of the interview date.

We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Recruitment Privacy Statement provides specific details in accordance with the GDPR principles and can be found on the Trust website.

4.4.6 Personnel file

The school will retain the following recruitment and selection information for the successful candidate for the duration of his/her employment with The Cam Academy Trust:

- application form: signed by the applicant
- interview notes: including questions, answers and explanation of any gaps in the employment history
- references: minimum of two
- disclosure of convictions form
- proof of identity: copies of certificate/passport/driver's licence, etc. We will not retain copies of utility bills, bank statements, etc. on file
- proof of right to work in the UK
- proof of academic qualifications
- Certificate of Good Conduct (where applicable)
- evidence of medical clearance from the Occupational Health service
- evidence of the DBS clearance (e.g. DBS certificate number and issue date but not the actual certificate).

The school will normally collect personal information from the applicant, when we have obtained consent to do so, where we require personal information for the purpose of a contract, or where the processing is in our legitimate interest and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person. The school will retain a record of consent as evidence that we have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.

You have the right to withdraw your consent at any time and can do so by informing the school's Data Protection Officer, with the exception of documents that are required for a statutory requirement.

The school will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education 2020.

Personnel files will be kept securely and will only be accessed by the Principal/Headteacher and his/her nominee.

5. Contractors

All contractors and agencies supplying staff to work in the school are expected and required to undertake safer recruitment pre-employment checks.

Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. We have arrangements in place with contractors to make sure that they, or any employee of the contractor, working at our schools has been subject to the appropriate level of DBS check, if any such check is required.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. Individual schools are responsible for determining the appropriate level of supervision depending on the circumstances.

If a contractor working at a school is self-employed, we shall consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

We will always check the identity of contactors and their staff on arrival at the school.

6. Agency, Supply or partner organisations

The Cam Academy Trust does not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visiting staff employed by supply or partner agencies, e.g. Local Authority or NHS. The school will request written confirmation that confirms the individual has undergone appropriate checks including DBS checks.

The school will check that the person presenting themselves for work is the same person on whom the checks have been made.

The Principal/Headteacher will use their professional judgement about the need to escort or supervise visitors.

7. Single Central Record

In line with DfE requirements, each school within The Cam Academy Trust will maintain a single central record of recruitment and vetting checks. The record will include details of all employees including casual staff, agency workers (whether paid directly or through an agency), teacher trainees on salaried routes, volunteers, governors who also work as volunteers and those who provide additional teaching or instruction for students but are not directly employed e.g. sports coaches, artists, language tutors, etc.

The central record will indicate whether/when the following were completed and by whom:

- identity checks
- qualification checks
- checks on right to work in the UK
- a prohibition from teaching check
- section 128 check
- Barred list checks
- Enhanced DBS disclosure
- Overseas records (e.g. Certificates of Good Conduct), where appropriate.

In order to record agency workers or supply staff, the school will request written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check has been provided in respect of the member of supply staff and the date that confirmation was received. The Cam Academy Trust will not undertake checks on such staff except where there is information contained in the DBS disclosure. However, we will check that the person arriving is genuinely the person the agency has referred to us by asking him/her for photographic proof of identity.

Where checks are carried out on volunteers, schools should record this on the single central record

7.1 Review

The Principal/Headteacher will ensure that the single central record in their school is regularly subject to scrutiny. Each school will maintain a log recording each occasion it is reviewed. The single central record should be reviewed on a termly basis by a senior member of staff. It should also be reviewed at least on an annual basis by the Director of Education or Primary Executive Lead, the Principal/Headteacher, the Trust HR Manager and the safeguarding representative of the local governing body. The compliance of the

single central record will be one element of the annual safeguarding report presented to the local governing body and the Trust board.

8. Induction

Every new member of staff, paid or voluntary, will be entitled to an induction to The Cam Academy Trust and the academy/school at which they will be working. The details of the induction programme will vary depending on the individual's role in the school, but all new starters will receive guidance on child safeguarding from one of the Designated Persons for Child Protection on their first day. The guidance will include a copy of Part 1 of Keeping Children Safe in Education, the Guidance for Safer Working Practice and information on how to raise a concern if the new employee identifies poor practice during the course of his/her employment.

Every induction programme will include a checklist, which the new employee or volunteer will sign and date as soon as they have completed each activity. A copy of the induction checklist will be placed on their personnel file for future reference. It is the responsibility of the Designated Safeguarding Lead to ensure the school's policies are known and used appropriately, as outlined in *Keeping Children Safe in Education 2020*.

9. Probationary periods

Support staff and volunteers will be subject to a six-month probationary period during which their performance and behaviour will be monitored. In exceptional cases, the probationary period may be extended for up to a further six months if necessary.

All staff and volunteers will be given a copy of the Code of Conduct, the DfE guidance entitled 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'. They will be asked to sign a declaration confirming that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all times.

10. Training and development

All members of staff and volunteers will receive Basic Child Protection Training at three- yearly intervals, in accordance with the Local Safeguarding Children Board (LSCB), organised by the Designated Safeguarding Lead (DSL). The DSL and any other Designated Personnel (DP) will receive refresher training every two years.

The DSL is responsible for ensuring that all staff are aware of the relevant policies and procedures for child safeguarding and are able to identify when a child may be suffering or at risk of suffering harm or neglect. The DSL will ensure that all staff and volunteers understand the principles of 'Safer Working Practice' (see above) and recognise that the school has a protective ethos in which the needs of the children are paramount.

All staff and governors who are involved in recruitment and selection will be provided with suitable training to ensure that they can discharge their role effectively. In addition, the following people will undertake safer recruitment training:

11. Whistle blowing

The Cam Academy Trust adopts a culture of vigilance where concerns about inappropriate practice are listened to and taken seriously. We have a whistleblowing policy, copies of which will be distributed to all staff and volunteers and will be available on the trust website.

12. Code of Conduct

The Cam Academy Trust Code of Conduct, which includes the DfE 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings', sets out the standards of behaviour we require from all of our employees. The Code of Conduct sets out the basic rules and principles that govern the way we work.

The Code of Conduct will be provided to all new employees as part of their induction. Copies will also be made available on the shared drive at each school. The following members of the school community are also expected to abide by the principles contained in the Code of Conduct:

Volunteers
Governors
Agency workers
Supply staff
Consultants

In addition, teachers, including the Principal/Headteacher, are expected to abide by the Teacher Standards 2012 that state they should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

The Cam Academy Trust undertakes to apply these Codes of Conduct fairly and consistently. We expect the Principal/Headteacher and other school leaders at each school to apply the Codes of Conduct robustly to ensure that the integrity of members of our school community is beyond reproach. Where necessary, we will enforce the Codes of Conduct through our disciplinary rules and disciplinary procedure.

13. Contact with children outside work

Whilst we wish members of the school community to work together in a positive manner, we do not encourage employees or volunteers to make contact with children and young people outside work. Our employees are strongly advised to follow the good practice advice contained in the 'Guidance on Safer Working Practice for Adults who work with Children and Young People'. This is for the safety of the children, which is paramount and in the best interests of the members of staff or volunteers.

14. Acceptable use of ICT/social networking

In line with the guidance in section 12 above, employees must not have personal contact with children and young people via their personal e-mails or social networking sites such as Facebook. Employees should make sure they are following the advice issued by all of the trade unions on this issue, which is also covered in 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings'. This is for the safety of the children and for the adult concerned.

15. Dress code

All staff and volunteers should dress appropriately for a setting in which impressionable children and young people will be present. If in doubt, advice on this issue can be obtained from the Principal/Headteacher, some trade unions also produce guidance on suitable dress codes. Further information can also be found in the 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings'.

16. Administering first aid

At each school within The Cam Academy Trust designated staff have been trained to administer first aid and have been briefed on the child safeguarding issues they must consider. First aid will be administered in line with the Intimate Care Policy.

17. Self-disclosure

During their employment with The Cam Academy Trust, all employees and volunteers are required to disclose any changes of circumstances to the Principal/Headteacher. This includes details of any criminal investigations, convictions or warnings to which they may be subject, or any relevant information that a reasonable employer might consider would impact on their employment.

Employees should always discuss with their line manager any difficulties or problems that may impact on their suitability to work with children and young people, so that appropriate support can be provided, or action taken. Failure to notify the Principal/Headteacher of any conduct that may or will result in the employee or volunteer being placed on one of the government's Disclosure and Barring Service's barred lists will be treated as gross misconduct and may result in summary dismissal.

18. Educational visits/activities

The school will seek advice from the Outdoor Education Adviser at the relevant local authority in relation to educational visits and off-site activities. All employees involved in educational visits will be able to obtain advice on specific child safeguarding issues from the Designated Safeguarding Lead, or via the Evolve website, or from the Education Child Protection Service.

19. Managing allegations

The DSL will also ensure that staff and volunteers understand they must refer any apparent misconduct and concerns about a child to the Principal/Headteacher. The school will refer any allegation against a member of staff or volunteer to the City Council /County Council's named senior officer, who will liaise with the Local Authority Designated Officer (LADO) as necessary. The referral will be made within 24 hours of the allegation being received.

The school will cooperate with any investigation that may follow, in accordance with the DfE and the Local Safeguarding Children Board's allegations procedures. The procedures will apply even if the employee or volunteer ceases to work at the school.

If there have been concerns about a member of the school community's suitability to remain in the children's workforce, we will not enter into any settlement agreement and will make a referral to the Disclosure and Barring Service as appropriate. Further guidance on managing allegations can be found in Keeping Children Safe in Education Part Four.

Allegations against a member of staff or volunteer must also be reported to the CEO who will make a judgement as to whether the incident should be taken to the LGB and/or Trustees.

20. School buildings and grounds

The design and layout of school buildings and grounds can contribute to developing a safer environment and safer culture for children and young people. The Principal/Headteacher and governors will review the layout of the school to ensure that there are no areas where children may be placed at risk e.g. isolated classrooms without windows, etc. Where areas of the site are identified as a concern, action will be taken without delay to minimise or eliminate any risk for children and young people. Advice will be sought as necessary from the Trust Facilities Manager.

21. Monitoring safer employment practice

The Principal/Headteacher is responsible for monitoring the academy/school's adherence to safer recruitment and safer employment practice. The Principal/Headteacher will report to the full Local Governing Body (LGB) annually on safer employment practice in the school.

The Local Governing Body (LGB) will appoint one governor to act as the safer employment champion, who will support the Principal/Headteacher in ensuring that that school operates fair practices that ensure a safe environment for children and young people.

The school will also participate actively in the annual safer employment audit. The results of the audit will be shared with the full Local Governing Body (LGB) and immediate action will be taken to improve our practices if the report indicates any areas of concern.

22. Annual safeguarding report

The Principal/Headteacher and Chair of Governors will complete an annual child protection and Safer Recruitment monitoring report, which will be presented to the full Local Governing Body (LGB) for endorsement and action. The Director of Education will send a report to the Trust Curriculum Standards Committee.

Appendix One: School policies that relate to child safeguarding

The following list is not intended to be exhaustive, so your school may have other documents you would also wish to reference below:

School Safeguarding and Child Protection Policy (annual)

School Equality Policy

School Recruitment and Selection Policy

School Learning and Development Policy

Code of Conduct

Whistle Blowing Policy

School Disciplinary Rules

School Disciplinary Policy

Acceptable Use of ICT Policy

Complaints Procedure

Lone Working Policy

Volunteers Policy

Intimate Care Policy

First Aid Policy

Physical Handling and Restraint Policy

Behaviour Management Policy

All of the above policies will be kept under regular review on a three-yearly basis, unless specified otherwise.

Appendix Two: Reference documents and websites

‘Keeping Children Safe in Education 2020’

‘Working Together to Safeguard Children’.

'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'.

Disclosure and Barring Service website:

www.gov.uk/government/organisations/disclosure-and-barring-service/