



Queensmill School

Policy for Safeguarding and Child Protection

Updated: September 2018, November 2018

with reference to 'Keeping Children Safe in Education' – September 2018 ; and the Safeguarding Vulnerable Groups Act 2006.

Policy Shared with all staff: January 2018; January 2019, and included in induction training for all new staff.

Next review date: November 2019

Safeguarding and CP training 2009 – 2018

1. Safeguarding children, x2 day, Attendees: Deputy Head, Assistant Head, Governor, Summer and autumn 09
2. LA Update on Safeguarding and Child Protection, Attendee: Head, Summer 09
3. Safeguarding, Child Protection and Guidance for Safer Working Practice for Adults who work with Children and Young people in Education Settings (DfCSF, March 09), Attendees: All staff (governors also invited and information sent to all Governors), 4th January, 2011
4. Safer Recruitment, x 1 day, Attendees: Deputy Secondary Dept, Deputy Sec Outreach, Autumn 2010
5. Head and Deputy attended 1 day Level 1 Child Protection Workshop on 3rd December. Updates from new DFE guidance 'Working Together to Safeguard Children' – March 2015
6. Deputy attended 1 day 'Radicalisation' in line with the DFE's 'Prevent' strategy training on 10th December – delivered by Capita training.
7. New S&CP Policy to be included in all application packs for new posts, Jan 2010 onwards
8. Finance Officer training in SIMS/SCR, November 2011
9. All staff and CP governor annually trained in updated SCP policy and procedures, and all sign copies of newly updated policy in January of each year.
10. Headteacher attended SCP update training and safer recruitment training 2012 and general SCP training in 2013. Deputy attended general SCP training, E-Safety Course and Protecting Children on Line course in 2013. New headteacher and bursar attended updated 'Safer Recruitment' training – 8th March 2016.
11. SCP training for all staff led by Head January 2016 and planned again for January 2017.
12. SCP training for all staff delivered by Head in January 2018
13. Senior Admin Officer and Finance Officer attended Safer Recruitment training in June 2017; Business manager attended Safer Recruitment training in October 2017
14. Business Manager and Finance Officer attended Single Central Register Update training in July 2017
15. DSL and deputy DSL attended DSL training in in January 2018
16. Deputy DSLs attended LGFL DigiSafe Conference – Safeguarding: Online and Beyond in March 2018
17. Deputy DSLs attended LA safeguarding network meetings on Feb and April 2018
18. DSL and Deputy DSLs completed advanced Prevent Training with LA lead in March 2018
19. Deputy DSLs and Middle Manager attended SCP training for DSLs in June 2018
20. Deputy DSL attended Safer Recruitment training in July 2018

Queensmill School Safeguarding and Child Protection Policy

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23. Staff agreement

Queensmill School Safeguarding and Child Protection Policy

Queensmill School is committed to safeguarding, and to promoting the welfare of all of our pupils and children using the short break service. Governors and the advisory board for Q House expect all staff and any visiting adult, to share this commitment by demonstrating their understanding of how each individual adult working on behalf of the school - Q House; has an active part to play in protecting children from harm and promoting their welfare.

We understand that the term safeguarding means that we will all take all reasonable measures, to ensure that the risk of harm to children's welfare is minimised. We also recognise that where we have any concerns about a child's welfare, we will take appropriate action to address those concerns, by working in partnership with other agencies.

This policy is written with due regard to the national guidance 'Safeguarding Children and Safer Recruitment in Education', published by Department for Children, Schools and Families, Jan 2007. It will be reviewed annually and/or each time any subsequent guidance is issued by the Secretary of State.

Our policies will always be compliant with the London Child Protection Procedures produced by the London Safeguarding Children's Board available at <http://www.londonscb.gov.uk/procedures/>

Safeguarding and Child Protection (SCP) leads in the school are:

1. Freddie Adu, Headteacher, Designated Lead for Safeguarding and Child Protection
2. Joanna Dziopa, Deputy Headteacher, Deputy Safeguarding Lead
3. Lara Van Lynden, SCP Designated governor.

The above attend annual training in SCP, and the Head provides SCP training annually to all staff during the month of January. SCP is also covered during induction training of all new staff. It is the responsibility of the Head to maintain the SCP register, to keep all records pertinent to that in a locked cabinet in his office and to report regularly (at least annually; more frequently where needed) on the contents of the register to the designated Governor.

1. Introduction

In line with the government's vision for all services for children and young people (CYP), including 'Every Child Matters', the governors and all staff recognise that children have a fundamental right to learn in a safe environment and be protected from harm and to be kept healthy and safe. This is vital to the well-being of our CYP, their ability to learn and their ability to go on and lead positive and as independent lives as possible. The school and Q House are committed to providing an environment which is safe and where the welfare of each child is of paramount importance. This will include a commitment to ensuring that all pupils and children feel confident that any concerns they may have, will be acted on and listened to. In addition, Caroline Bulmer, assistant head, attends the majority of Child Protection and 'Child in Need' conferences to assist families communicate the complexities of autism to social services and advise this department on strategies that will best help a child with autism.

The management team for Q House will also attend child protection and child in need conferences pertaining to children who use the service.

To this end, governors, the school and Q House will be committed to ensuring that all members of the school community are aware of the school and Q House's responsibilities and procedures in this area. This will include:

1. Communicating policies and procedures effectively with parents/carers
2. Ensuring all staff and relevant governors attend appropriate training and work effectively with other professionals on behalf of children in need, or enquiring into allegations of child abuse.

2. Aims of the policy

- To raise awareness of all Queensmill School, Q House staff and governors of the importance of safeguarding and child protection (SCP). In particular to make clear responsibilities for identifying and reporting actual or suspected abuse
- To ensure pupils, parents and carers are aware that the school takes SCP seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff
- To promote effective liaison with other agencies in order to work together for the welfare and protection of all pupils
- To support pupils' development in a way that will foster security, confidence and independence
- To integrate a child protection curriculum within the existing curriculum, allowing for continuity and progression through all Key Stages
- To make appropriate links and reference to policies in related areas such as discipline and bullying.

NB. This policy is used in conjunction with "Keeping Children Safe in Education September 2018" copies of which are in the Head's office and available online www.londonscb.gov.uk/ which school staff and governors are advised to consult when making decisions and/or considering CP issues that arise.

3. Guiding principles for intervention to protect children and young people

The governors will ensure that the principles identified below, many of which come from the Children Act 1989, are followed by all staff:

- All children have a right to be kept safe and protected from abuse
- Child abuse can occur in all cultures, religions and social classes
- Staff must be sensitive to the families' cultural and social background
- Children must have the opportunity to express their views and be heard
- If there is a conflict of interest between the child and parent or carer, the interests of the child must be paramount
- The responsibility to initiate agreed procedures rests with the individual who identifies the concern
- All staff must endeavour to work in partnership with those who hold parental responsibility for the child
- Information in the context of a child protection enquiry must be treated as confidential and only shared with those who need to know
- All staff should have access to appropriate and regular training
- School management must allow staff sufficient time to carry out their duties in relation to child protection and safeguarding.

4. Responsibilities of the head/designated safeguarding lead

Governors will ensure that the school has a designated lead for SCP, who in this school is the Head. The Deputies also deputise in this role when the Head is not on site. The responsibilities of the designated person are:

- To ensure that all staff are familiar with school and borough procedures and guidelines for identifying and reporting abuse, including allegations of abuse against staff
- To ensure that all staff receive training in the above, (the Head provides training for all staff annually each January) including staff that are temporary or arrive mid-year, who will be trained by the Deputy during their staff induction.
- To be responsible for co-ordinating action and liaising with school staff and support services over child protection issues
- To be aware of all children in the school who have a CP Plan or who are Looked After Children and ensure the child's social worker is informed if the child is excluded from the school
- To ensure that the school is represented at CP case conferences and CIN meetings and that written reports are provided as required
- To follow recommendations made by the Local Safeguarding Children Board
- To be aware of new legislation, guidance, policy and procedures in the areas of SCP
- To support and advise staff on CP issues generally
- To disseminate relevant information between agencies to the appropriate staff
- To maintain accurate and secure CP records and send them on to new schools where relevant

5. Responsibilities and expected behaviour of school staff

All school staff have a responsibility to identify and report suspected abuse and to ensure the safety and well-being of the pupils in the school. In doing so they should seek advice and support as necessary from the Head, Deputy or other senior staff.

All staff are expected to provide a safe and caring environment in which children can develop the confidence to voice ideas, show and share feelings and opinions. Children should be treated with respect within a framework of agreed and understood behaviour.

All staff are expected to:

- Be able to identify signs and symptoms of abuse
- Report concerns, including concerns about other staff or adults, to the Head or other senior staff as appropriate
- Be aware of the relevant local procedures and guidelines.
- Monitor and report as required on the welfare, attendance and progress of all pupils
- Keep clear, dated, factual and confidential records of CP concerns
- Respond appropriately to disclosures from children and young people, (stay calm, reassure without making unrealistic promises, listen, avoid leading questions, avoid being judgemental and keep records).

Local Authority guidance (LBHF LADO and Safeguarding Manager – Megan Brown):

- Staff should always maintain professional boundaries

- School contact route for parents/families must be the school's landline number or the school email. Staff should not share personal addresses, home phone numbers, personal mobile or email addresses without exceptional permission from the Head.
- Avoid clothing that could give the wrong messages.
- Physical contact should be restricted to when it is necessary and appropriate; staff should avoid conduct that could be misinterpreted.
- Staff should not do anything personal for a child that they can do for themselves.
- Staff must not make, or encourage others to make comments that are inappropriate, demeaning or insensitive or humiliating or might be interpreted as such
- No photographs of children must be taken on anything other than school cameras (NB our practice at QS is that we do not allow personal mobile phones to be taken into classes or anywhere else where staff are working with children for this reason)
- Staff should not socialise with children or take them to their homes
- Staff must report any concerns about a colleague's behaviour and/or attitude toward children (NB this is recognised practice at QS and is described in this policy under section 6 below)

6. Allegations against staff

Governors recognise that because of their daily contact with children in a variety of situations, including a caring role, teachers and other school staff are vulnerable to accusations of abuse.

Governors recognise that regrettably in some cases allegations against staff may be true. Governors therefore expect all staff to follow the agreed procedures for dealing with allegations against staff. This will initially mean a discussion with the Head, or, should the concerns be about the Head then with the Chair of Governors or the CP rep in the Local Authority.

NB: This would follow the procedure described in a document from the Department of Education entitled: **"Dealing with allegations of abuse against teachers and other staff": Guidance for Local Authorities, Headteachers, school staff, governing bodies and proprietors of independent schools.** This document can be found on the DFE website, under: "dealing with allegations of abuse against staff".

7. Staff contact with children and young people

In order to minimise the risk of accusations being made against staff as a result of their daily contact with pupils, all school staff should familiarise themselves with borough Guidelines on the Use of Control and Physical Restraint by Staff and Guidance and Procedures for School Visits.

8. Staff training and support

The Head and Deputy and the CP Governor will have annual training in SCP and revise any policies and procedures according to any changes in SCP legislation or guidance. The Head will train all staff annually in the light of this. The Deputies will ensure that all new staff know our SCP guidance, procedures and practice at induction.

9. School policy

Queensmill School staff and governors fully recognise their responsibilities for Child Protection (CP). This policy applies to all staff, governors, transport escorts and volunteers working in the school. The five main elements are:

1. Using safe recruitment practices in checking the suitability of staff and volunteers who work with our children.
2. Raising awareness of CP and helping our pupils to learn the skills to keep themselves safe.
3. Developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse.
4. Supporting pupils who have been abused in accordance with their agreed child protection plan.
5. Establishing a safe environment where all can learn and develop.
6. Keeping all required information on the Single Central Register.

Staff at Queensmill School know our pupils very well, and can gauge when things are difficult for the child, or when something might be going wrong for them. Staff can then talk to their direct line manager or to the Headteacher, who is the designated person for CP, or the Deputy Headteachers, who are the deputy designated persons.

All staff, through all aspects of the curriculum and all pastoral aspects of the school day, help to make children aware of how they can keep themselves safe, what is private and what is public, who is safe to trust, etc.

The school follows the following procedures in child protection:

- The Headteacher is the designated senior person for CP and receives training in this.
 - The Deputy Head teachers are the designated deputies for CP and have also received training.
 - If Headteacher and Deputy Head teachers are off site, staff should refer any issue to other members of the SMT who will get in touch with the head, deputy or borough.
 - The nominated governor for CP is Lara Van Lynden.
 - All staff, volunteers and governors know who the designated people are and what their role is.
 - All of the above understand their responsibility to be aware of CP issues, and if they have any concerns to relay them either to their line manager, who will talk to the responsible person, or direct to the responsible person.
 - The school's responsibilities in relation to CP are set out in the school prospectus so that parents and carers understand the school's obligations.
 - All staff receive training in CP annually as well as at the induction of new staff.
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- The school has the telephone numbers of Social Services for CP issues, no matter which borough the child is from. The number is: **0208 753 3321** and is displayed both in the main school office and in the Head teacher's office. Out of Hours Emergency Team can be contacted on 020 8748 8588.
 - The school would alert the relevant social care services team if there was an unexplained absence of more than two days of a child who is on the CP Register or who is Looked After.
 - Relevant school staff attend social services case conferences and reviews in all boroughs who have pupils at the school.
 - The Headteacher keeps all CP records in a locked cabinet in his room.
 - The Headteacher or Deputy Headteachers follow agreed CP procedures when a member of staff has voiced a concern about a child and the designated person feels that they should make a CP or Child in Need referral.
 - The Headteacher follows agreed procedures of investigation if an allegation is made against an adult in the school, and if this allegation should be against the Headteacher then the Deputy Headteacher would report to the Local Authority Designated Officer, Megan Brown– telephone **0208 753 5125** who will advise on the appropriate procedure to be followed, or to the Chair of Governors, Mike Walsh. These procedures are described in "Safeguarding Children and Safer Recruitment in Education": DFES-04217-2006

- The Headteacher, supported by the rest of the senior management team, the school admin team and the Human Resources Division of the borough ensures that safe recruitment practices are always followed, including CRB checks on all staff, as described in 'Keeping Children Safe in Education -2018 NB: This DfES document is stored in the head's office.
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Definitions of child abuse are:

- a. Neglect: persistent or severe neglect of a child or the failure to protect a child from any kind of exposure, including cold or starvation.
- b. Physical injury: actual or likely physical injury to a child, or failure to prevent injury, or injury or suffering to a child.
- c. Sexual abuse: actual or likely abuse of a child or adolescent.
- d. Emotional abuse: persistent and / or severe emotional ill treatment or rejection.

10. The curriculum

All of our CYP at Queensmill have special educational needs caused by their autism. Many of them are non-verbal communicators. As such, we recognise that they are highly vulnerable, and that their parents and carers may be highly anxious on their behalf. It is the duty of staff at Queensmill to take extra care to try to correctly interpret apparent signs of abuse or neglect.

From April 2016, children will be introduced to the 'SoSafe' social and relationships safety program. Where appropriate, each child will have access to their own 'People and Relationships' book that will help them to understand the people in their lives, their relationship with them help them understand appropriate levels of intimacy.

Indications of abuse will be reported as for other pupils. Staff need to be aware of our agreed whole school policies on touching, on intimate care needs, etc.

The school is aware that any child who is being abused in any way may have feelings such as guilt, anger or lack of self-worth. Everything we do in Queensmill School aims to help all children to have self-confidence and self-esteem, and to feel safe and happy, and as free from anxiety as we can possibly manage. We do this through:

- The positive ethos of the school
- Developing pupils' sense of themselves and their self-esteem
- Developing their communication skills
- Developing strategies for danger-awareness and self-protection where possible
- Developing a sense of boundaries between appropriate and inappropriate behaviours, both their own and those of others
- Developing tolerant, caring and non-abusive behaviour between pupils
- Classroom strategies (see Teaching and Learning Policy)
- The curriculum, including the 5 outcomes of Every Child Matters
- Consistency of approach from well-trained staff
- Encouragement of acceptable behaviours (see Behaviour Policy)
- Close liaison with other agencies such as social services, CAMHS, EWAS, EPS.
- Close communication systems with parents and carers
- Ensuring that all CP register records follow a child when that child moves to another school.

11. Appointment of staff

The school follows safe recruitment procedures as outlined in Safeguarding Children and Safer Recruitment in Education, DfES, 2007 in order to be confident that all adults working in our school are safe to do so. When appointing staff, governors and staff will take account of the guidance issued by the borough and observe the following safeguards:

- That documentation sent out to potential candidates will make it clear that SCP is a high priority of the school and that rigorous checks will be made of any candidate before appointments are confirmed.
- DfES (2007) Recruitment and Selection Checklist and flowchart (Appendix 4 and 5 of 'Safeguarding Children and Safer Recruitment' is used, including:
 - That all references will be taken up and verified
 - That a reference will always be obtained from the last employer
 - That the school will expect to see originals of all certificates/qualifications
 - That at interview candidates will be asked to account for any gaps in their career/employment history
 - That candidates will be made aware that all staff are subject to a full Disclosure & Barring Service (DBS).
 - That evidence of relevant checks will be recorded in a single, central location, easily accessible when appropriate and necessary – contents of the Single Central Record can be found in Appendix 1 of this policy.
 - That interview panel will consist of at least 2 interviewers (In QS we always have interview panels of 3 minimum)

12. Confidentiality

Governors accept that CP raises issues of confidentiality, which should be clearly understood by all staff and governors, meaning that all staff and governors are under an obligation to maintain such confidentiality. For the avoidance of doubt, this means all staff and governors should take care not to inappropriately share any such information outside of their role at the school.

13. Record Keeping and Reports

Staff are expected to keep clear, dated CP records, which separate fact, allegations, hearsay and opinions and which clearly indicate decisions and actions taken. These records may in some cases be required in court proceedings. The school always supplies written information for CP conferences. CP records are kept in a locked cabinet in the Head's office.

In addition, staff have access to an online application: 'SafeguardSoftware' for which they have their own login and can raise a concern which will immediately notify all of the designated lead persons. The software also enables staff to receive initial and refresher training ensuring they are up to date with the latest guidelines, definitions and what to do to safeguard children and vulnerable people.

14. Monitoring pupils on the CP register

The Headteacher ensures that staff closely monitor the welfare, progress and attendance of all pupils. Relevant information in relation to a CP Plan or a Child in Need Plan will be provided to Children's Services staff.

15. Communicating the policy to parents and carers

Parents and carers are informed of the CP Policy. It is published on the school website

www.queensmillschool.com

and a copy is sent home annually after it has been updated by all staff, along with the prospectus which also includes information on the Head's responsibility to make a CP referral to the Children's Services Department if there are concerns over a child or young person.

Through this policy, parents and carers should be aware how the CP system works in the school and that they can discuss any concerns with their child's teacher or with the Head or Deputy Head. They should also, through this policy, be aware of the local helpline:

Parents or carers can contact a social worker from their local area Children's Services by dialing **0208 753 3321**

They can also dial the **NSPCC Helpline** (Freefone) on **0800 800 500**.

16. Pupil attendance

School staff are aware that a pupil's unexplained absence from school could mean that they are at risk from harm. School staff will:

- Always report an unexplained absence of a child with a CP Plan to social services within one day.
- Always try to find a reason for a child's absence on the first day of absence.
- Always report a continued absence to the Education Welfare Service, including reporting to them if a child who has been taken overseas does not return on the expected return date
- Always report to the Local Authority the name of any child due to start at our school who does not arrive on the expected day.

17. Referrals to partner agencies

When concerned about the welfare of a child we will always try to discuss this with parents or carers in the first instance. If the nature of our concern indicates it, we may need to make an immediate referral to social services directly, if we feel that doing otherwise puts the child at further risk of harm because of the actions of the parents or carers.

18. Monitoring and sharing of this policy

It is the responsibility of the Headteacher and the Deputy Head teachers, supported by the other members of SMT to monitor this policy. The Headteacher reports on CP issues to the link governor for CP and the full governing body on at least an annual basis. The policy will be published on the school website.

19. Related policies

1. Behaviour Policy including use of Restrictive Physical Intervention, including management of any incidents of bullying
2. Policy guidance on strategies to reduce pupils' stress
3. Policy for Curriculum, Teaching and Learning
4. Policy for Care Practice, Healthcare and Intimate Care
5. Policy guidelines for addressing sensory issues
6. Health and Safety Policy

7. Attendance Policy
8. E-safety Policy
9. Guidance for safer working practice for adults who work with CYP in education settings.

Policy reviewed – September 2018 and November 2018

Reviewed byF Adu.....

Date for next review – November 2019

APPENDIX 1: [Queensmill School Single Central Record - List of Contents](#)

Queensmill School has a Single Central Record in line with the government advice on safeguarding in schools. The Queensmill single central record contains details of the following groups.

- All teaching and support staff including site care staff, administration staff therapists, cooks and cleaners employed by the school.
- All professionals who offer educational activities on site.
- All Volunteers
- All University Students on work placements

The single central record list the following details

				Qualifications		DBS		Right to work in the UK	Overseas checks	
Name	Address Checked	Date of Birth checked	Evidenced by Bostjan Fidek and Lorraine Morgan, Bursar	Qualifications required y/n and date checked	Qualification	DBS number	Date (All evidenced by Ann-Marie POWER HR)	Date (All Evidenced by Lorraine Morgan, Bursar)	Checks required	Checks carried out

Appendix 2: [Queensmill School Risk Assessment](#)

[Enhanced Disclosure and Barring Service \(DBS checks\)](#)

All staff working on the school site in direct contact with children undergo a Disclosure & Barring Service (DBS) check in line with the new regulations that came into force 1st December 2012.

For those employed by Queensmill School, or working directly with children at Queensmill School, the Human Resources department at Hammersmith and Fulham Local Authority will undertake the Disclosure & Barring Service (DBS) check. All evidence for this such as date of birth proof of identity, address and qualifications are first checked by Jan Brooks SAO at Queensmill School and signed and dated. They are then sent to Human resources who also make the same checks and apply for the DBS.

When DBS checks are pending for staff these staff will not be left alone with children for any activity. During this time staff will still have undergone the **Children's barred List and Vulnerable Adults Barred List** checks. All staff are aware of this procedure.

Once a DBS check has been completed there may be times when staff employed by Queensmill will be alone with pupils. However the school ensures that all staff rotate with all children ensuring that 1 staff member is not always working with the same child. Adults not employed directly by the school will never be alone with pupils.

Enhanced DSB checks are re-done every three years. The government advice is to not carry our rolling programs of checks as long as a person has not had a break in employment however the borough still see this as good practice. The school has in the past carried out 3 yearly checks on existing staff as the borough states

"The Council has taken the view that the 3 year re-check provides an additional safeguard as there is no guarantee that an employee would advise the employer of any caution/conviction etc that came after the disclosure was received and a 3 year check is a considered a reasonable balance."

Disclosure and Barring Service (DBS)
Protocol for Queensmill School

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

New Staff (from September 2017.)

- When a new member of staff enters the school they are required to have a DBS check. All staff are asked for their permission to register with the DBS update service to allow the school to check their DBS certificate. The school will incur the cost of this service and will renew this annually once permission is given
- Once a new DBS form has been received and the member of staff is enrolled on the DBS tracking service they do not need to apply for another DBS form.

Existing Staff

- All existing staff who have the old CRB certificate will have their CRB certificate renewed after 3 years and upgraded to the DBS check. They will also be asked for their permission to register with the DBS update service to allow the school to apply for, track and check their DBS certificate. The school will incur the cost of this service and will renew this annually once permission is given

Steps for DBS certification

1. New applicant is given DBS form by SAO
2. New employee is asked to give written permission to be registered with the DBS tracking service, allowing the school to check their DBS status online. NB, after Local Authority make local agreement, permission from staff will no longer be necessary.
3. DBS form is sent off by SAO and SAO applies online to register with tracking service.
4. Registration fee is updated each year for all staff by auto update.
5. Existing employees will enter new DBS scheme and follow steps 1-4 when their current CRB form has run out (after 3 years start date of CRB form).

Contacts

www.gov.uk/dbs

Matters relating to Disclosure

DBS, PO Box 110 Liverpool, L69 3EF
0870 90 90 811
customerservices@dbs.gsi.gov.uk

Matters relating to Barring

DBS, PO Box 181 Darlington, DL1 9FA
01325 953795
dbsdispatch@dbs.gsi.gov.uk
dbspartnerships@dbs.gsi.gov.uk

Staff receive safeguarding and Child Protection training both at their induction and from there on annually. They are informed at this training that any incident involving a police report, police caution or conviction between DBS checks must be reported to the head teacher immediately. Annual whole staff training takes place in January of each year. Staff employed at other times of the year will have the SCP policy made known to them through their staff induction

Queensmill School Safeguarding and Child Protection Procedures and Practices

Annual Whole School Training in SCP

Please sign to say that you have read and understand this Safeguarding and Child Protection training, as part of the Queensmill Safeguarding policy. By signing, you agree that you will follow the procedures described within the policy that we have updated together today.

NAME (please print): _____

Position: _____

Signature: _____

Date: **January 2019**

Please return this page to Freddie. This page will be stored in your Personnel File.
Thanks.