

Policy: Safer Recruitment

Reviewed: May 2026

Next review: May 2027

Mid-year updates:

Policy Monitoring

Libra Policies are reviewed when the need arises in line with legislation updates, guidance, and useful information we receive in order to improve and enhance our provision. Additionally, Policies are updated annually by relevant members of staff and the Senior Leadership Team.

Equality Statement

We believe that this policy is in line with the Equality Act as it is fair, it does not prioritise or disadvantage any child or member of staff, and it helps to promote equality at this school.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth. We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through all of our school communities, training for staff and through working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

Safeguarding Contacts	School	Email
Designated Safeguarding Lead - Brigitte Dane	01598 740044	brigitte@libraschool.co.uk
Deputy Designated Safeguarding Lead (and person to contact if a concern is about the Principal) - Abi Morgan	01598 740044	abigailmorgan@libraschool.co.uk
Nominated Director for Safeguarding - Joan Wilkes	01598 740044	joanwilkes@libraschool.co.uk
Assistant Deputy DSL(s)* and Designated Teacher for Looked After Children: Alice Dorman	01598 740044	alicedorman@libraschool.co.uk
DEVON Multi Agency Safeguarding Hub	0345 1551071/01392 384964/0845 6000388	
SOMERSET LADO	0300 1232224/01458 253241/0300 1232327	
Police and Emergency Services	999	
NSPCC Whistle-blowing Helpline	0800 028 0285	

Introduction

We are committed to safeguarding children and promoting the welfare of children and young people and we expect all staff and volunteers to share in this commitment. We believe that by creating a culture of safe recruitment by undertaking robust and rigorous processes we will deter, reject or identify people who might abuse children from gaining positions within the school and thereby ensure that the workforce is fully committed to the safe welfare of children.

It is Libra's policy to recruit the most suitable person for each vacancy, regardless of age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, or pregnancy or maternity.

Aims and Objectives:

We aim to:

- have a recruitment and selection process that is systematic, efficient, effective and equal and which meets the requirements of DfE's Keeping Children Safe in Education and legal requirements at all times.
- deter prospective applicants and to identify and reject applicants who are unsuitable to work with children.
- ensure the practice of safe recruitment of school Staff and volunteer helpers.
- recruit and retain the right staff in order to provide quality and safe learning experiences for pupils.
- ensure that a fair and legal recruitment procedure is in place.
- Support the school's policy on data protection, online safety and safeguarding and child protection.

Procedures

Libra has a robust set of Recruitment Procedures, which can be viewed for each member of staff or via our company template available upon request. These procedures ensure that all requirements of DfE's Keeping Children Safe in Education are covered comprehensively, promptly and accurately by appropriately trained staff. A bulleted summary of the process is set out below, but the above document is the specifics of the checks and tasks that are carried out for each member of staff and it is within the Recruitment Procedures that the full picture of our work here can be evidenced.

The recruitment process begins when it is identified that we need someone new in the company, either because an existing staff member has left, or because there is new work to be done. The Directors, along with the ~~Head of Farm~~, Principal and Office Manager discuss the specific requirements of a post including salary, qualification, job description and person specification which incorporate Libra's Safeguarding Policies and Procedures.

It does not finish until after the appointment has been made, the member of staff has been inducted and the person responsible for the recruitment process has reflected on any changes that should be made in future recruitment drives.

The following points outline the key stages of the recruitment process:

- Manage the response
- Short list candidates from fully completed Application Forms, checking employment history is in order
- Arrange interviews, advise the panel of any discrepancies, including completion of a Safeguarding Form and Numeracy and Literacy Test.
- Take up references (before interview) which include specific questions to assess the applicant's suitability to work with children including specific questions on disciplinary offences and allegations relating to children. As per DfE's Keeping Children Safe in Education and supported by NSPCC Safer Recruitment course, if references are noted as formally investigated with an 'unsubstantiated' outcome, we are not permitted to follow this up. In any case, 'unsubstantiated' references should not be included in references.
- Obtain, review, scrutinise application forms including chronological history and ensure candidates complete and provide evidence of overseas checks where necessary (for any country where the candidate has lived or worked in excess of 3 months).
- Obtain, review, scrutinise identity documentation supplied – must include all evidence of any name changes.
- Conduct the interviews including completion of the Interview Question Sheet by the panel for each candidate (and Mock lessons – for teaching staff only)
- Shadow days (where applicable for positions that require staff to directly work with children, e.g. LSAs)

- Second interview (where required)
- Make and convey the decision
- Make the appointment including all pre-employment checks, Enhanced DBS checks / NCTL prohibition check / employing Teachers from overseas – effective from Jan 2021 / check whether the individual has been barred by the Secretary of State from taking part in the management of an independent school. This may be done through the DBS barred list checking process which now includes bars from taking part in management, except when the individual is not in regulated activity, in which case the NCTL prohibitions list must be used instead (this list is obtained from the Employer Access website by direct download, not through the search function) / verify the candidate's mental / physical fitness to carry out their work responsibilities (A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role) / Right to work in the UK / Verify Professional Qualifications
- Arrange induction, schedule 6 week review and 3 month probationary meeting.

Job Description

For every vacancy a job description detailing skills, abilities, experience, attitude and behaviours required for the role is prepared which makes reference to the responsibility for safeguarding and promoting the welfare of children and that the person specification includes specific reference to suitability to work with children and the extent and engagement of the role involving contact with children.

Advertising

The company utilises internal emails for advertising vacant positions for present staff to apply. We mainly use online recruitment websites: Devon jobs, DAS Somerset jobs, Indeed and Facebook. However, for each recruitment drive we are continuously looking at other advertising avenues, such as local newspapers, magazines and agencies.

Advertising is based on cost and distribution areas relating to the nature of the post. The relevant members of the recruitment team then discuss advert text based on the job description, taking into account equality, the disability and discrimination act, Libra's Safeguarding Policies and Procedures, DBS requirements as well as the duration of advert and the deadline for applications.

A draft advert is prepared by the admin team and once approved is submitted to the relevant advertising firm(s) according to deadlines. Where time allows it is company policy to request a proof for checking.

All recruitment advertisements include the wording "Libra is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers. This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed."

Application Pack

Application packs are requested by email, telephone, post or in person and available via our website. The admin team receive the requests and despatch the packs at their earliest convenience, the aim is for a same day reply, the preferred option is by email but otherwise if requested, it may be posted to or collected by the applicant. An Application Pack Request table has been produced to log details of application packs that are requested.

The application pack consists of:

- Application form (containing a common set of core data)
- Job Description
- Explanatory Note – containing details regarding child protection policy, procedures and police checks
- Most recent Ofsted Inspection Report
- Safeguarding Policy
- Safer Recruitment Policy
- Example Contract

Applications will only be accepted from candidates completing the Application Form in full and this is stated on the form itself.

Accordingly, all posts within the company are exempt from the Rehabilitation of Offenders Act and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Staff are advised that any convictions, cautions, bindovers, reprimands or non-conviction information such as being investigated or interviewed by the Police incurred during their employment must be declared at the earliest convenience to Libra Management. This will be reviewed by the Senior Management Team accordingly. It may be deemed necessary to raise a Risk Assessment or monitor developments, depending on the nature of the situation.

All application forms contain a section to inform applicants that the provision of false information is an offence and could result in the application being rejected or summarily dismissed if the applicant has been selected, and possible referral to the police and/or DfE Children's Safeguarding Operation Unit. See Safeguarding Policy and Procedures for full details.

It also asks if the candidate has any special requirements (for instance mobility issues) This is not discussed as part of the shortlisting process and the information will only be used when organising interviews (for any successful candidates) in order that we can organise the appropriate PEEP.

All application forms make applicants aware that all posts at LIBRA involve the responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post and major responsibilities will be detailed in the job description. The form re-iterates that the successful candidate will be required to undertake an Enhanced DBS check with barred list information (when in regulated activity) as well as the necessity to join the DBS Update Service. There is also a section highlighting the requirement to undertake any relevant police checks for Foreign Nationals or those who have lived/worked abroad.

Libra recruitment team acknowledge and reply to all applications within two weeks.

Checking applications and shortlisting

On receipt of applications, it is standard procedure for the HR team to check through the paperwork supplied to ensure all requirements have been received, completed fully and any mistakes or omissions clarified with the applicant before forwarding the pack to the panel for consideration. Where necessary it might be required to return the paperwork to the applicant for further attention for instance, where it is not signed, or the application form declaration has not been complete.

The application form should contain a full chronology of employment/education history/experience (including both month and year information) and this is checked for any gaps on receipt. The candidate will be advised of any gap(s) and explanation(s) requested. The shortlisting panel can see any errors as highlighted on the application form by the admin team which will then be discussed at interview if deemed necessary, then ultimately stored with the recruitment paperwork on the Staff file. Any discrepancies, errors or gaps on the application form are resolved prior to any offer of employment.

The shortlisting panel look at all applications and will shortlist applicants if they suit the job description by completing the shortlisting form. The guidelines established for the ages of staff working with children are adhered to and no member of staff works with a child unless they are at least four years older than the oldest child accommodated.

For child protection/safeguarding purposes, reasons for a history of repeated changes of employment, without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching/temporary work (for example) would also be explored and verified.

The application form is numbered in date received order and details of the applicant are entered on to the Recruitment Log which tracks the progress each individual candidate makes right through until offer of employment or unsuccessful. This form is retained for future reference as a tracking tool.

As part of the shortlisting process, an online search will be conducted on each of the shortlisted candidates. This may help identify any incidents or issues that have happened and are publicly available online. Any incident or issue that may have been found may be discussed further on interview which will allow the candidate the opportunity to give a full detailed explanation.

Invitation to Interview

The invitation to interview letter/email includes:

- confirmation of the interview date and time
- location and a map with directions
- (a second copy of the) Explanatory Note
- (a second copy of) an example of the post's contract so that the candidate can make an informed decision
- (a second copy of the) school's most recent Ofsted Inspection Report
- (a second copy of the) Safeguarding Policy
- (a second copy of the) Safer Recruitment Policy
- Staff Suitability Declaration
- Previous Addresses

Candidate's invited to interview are informed that they will have to complete a Numeracy and Literacy Test (consisting of 20 questions with multiple choice answers) as well as a Safeguarding form to determine their understanding and knowledge of responsibilities relating to child protection.

A second copy of the Explanatory note is sent with the letter highlighting the section 'Invitation to Interview' which refers to them bringing in their professional qualifications and original identification documents as well as containing details regarding child protection policy, procedures and police checks. All candidates invited to interview must bring documents confirming relevant educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc).

The HR staff cross references the relevant documents/certificates against the application form and initials where the actual qualifications have been received. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

Where the qualification is a requirement of the post e.g. qualified teaching award LIBRA staff then verify it via the 'Check a teacher's record' on the DfE 'My Services' website, LIBRA contact Higher Education bodies and Colleges for other qualifications that require verification and document their findings accordingly. If a Teacher is from overseas Libra follow the DfE guidance: <https://www.gov.uk/guidance/recruit-teachers-from-overseas> Additionally, candidates will be asked to provide proof of their past conduct as a teacher as issued by the professional regulating authority in the country in which the applicant has worked - where available, this will be considered together with other pre-appointment checks to help assess suitability. Also requested are original identification documents - see Explanatory Note for details of this request and the list of suitable identification is as per the DBS requirements - so that this can save time when organising a DBS check for successful candidates. The admin team will organise copies of these items. If the applicant is unsuccessful, this information will be destroyed. If someone has any previous names, the candidate is asked to bring the relevant evidence e.g. deed poll document or marriage certificate.

References

Libra will obtain at least two references, but always aim for three where supplied (work based are always one of the required references - where applicable) on candidates prior to 1st round interviews or shadow days where applicable (or definitely before 2nd interview if there is any kind of mitigating circumstance delaying the required reference) and may approach previous employers for information to verify particular experience or qualifications prior to interview. Notification of this is given in the application form and will be discussed at interview.

If we deem a more appropriate referee than those suggested by the candidate - for instance a candidate's employer where the employment was related to working with children rather than a supplied tutor, LIBRA may request this employer as an additional referee as good practice. Libra do not accept 'open references, pre-typed, or 'to whom it may concern' testimonials.

References are sought verbally in the first instance, typed up and posted or emailed as soon as possible to the referee with a job description, stamped addressed envelope (where necessary) and personalised compliment slip asking them to check the details originally supplied, sign and post back. The references are then reviewed by the Office Manager, Principal, Headteacher or Director and any concerns are discussed and appropriate action taken. This includes cross referencing the references, against details supplied by the candidate on the application form.

As good practice following receipt of signed references, for verification purposes the recruitment team will make direct contact with the referee in order to re-verify the contents of the provided reference. To avoid any possible fake references, Libra always aim for company landline numbers rather than applicant's supplied mobile numbers when obtaining verbal references and will research the company number to double check the information provided - in an attempt to ensure the referee is a genuine employee at the company you are contacting. We will also take the initiative to ring a switchboard telephone number and ask to be put through to ensure the correct person is reached.

With regard to the returned signed references, we will request that the referee uses a company stamp on the signed reference or returns the reference together with a letterhead or compliment slip (if employer/company based reference) in order to provide evidence that the reference has not been falsified. We may also be able to verify the legitimacy of the referee if they are listed on the company website. If any answers provided by the referee are vague, highlight discrepancies when cross-referencing against the candidate's application form, or if they are unspecific or require clarification, it will be followed up by LIBRA recruitment staff.

At least two satisfactory signed references must be completed and on file before the successful candidate takes up their post.

For child protection and safeguarding purposes, referees are asked if there have been any disciplinary action or allegations and if so, whether they involve issues related to the safety and welfare of children or young people. If so, they are asked to provide details that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved. In addition, they are asked if they are aware of any other reason why the applicant should not work with children. The checking of a teacher's suitability is also checked via the 'Check a teacher's record' on the DfE 'My Services' website.

For Foreign Nations, or for staff who have lived or worked abroad, one reference will be sought and where possible, obtained from that country.

The Interview

LIBRA always have a minimum of two interviewers and in some cases e.g. for senior or specialist posts, a larger panel might be appropriate. By having two or more interviewers, it allows one member to observe, assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview. It is company policy that all interviews are held 'face to face'.

The members of LIBRA's interview panels have the necessary experience and at least one will have attained suitable Safer Recruitment training – usually through the NSPCC and hold suitable roles within the company in order to make informed decisions about appointments. The members of staff that have completed the shortlisting form will also interview the candidate in order to keep consistency. The panel will meet before the interviews to reach a consensus about the required standard for the job to which they are appointing, consider issues to be explored with each candidate and who on the panel will ask about each of those and also to agree their assessment criteria in accordance with the person specification.

The panel are supplied in advance with a list of the same questions for each candidate, including previous employment history, work experience, qualifications, knowledge and skills, together with aptitude and ability, as well as relaying information on the requirements of the post (see Interview Notes), and the issues they will explore with each candidate based on the information provided in the candidate's application including any references obtained by Libra and any shadow day feedback forms that have been completed. A candidate's response to a

question about an issue will determine whether and how that is followed up. The panel ask competence based questions rather than hypothetical questions.

The interview panel also explore:

- The candidate's suitability for the post;
- the candidate's attitude towards children and young people, his/her ability to support the company's agenda for safeguarding and promoting the welfare of children (suitability to work with children) via discussions during interview as well as the Safeguarding Form which is completed at first round interviews – for all posts;
- further clarification on any gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate;
- if the candidate wishes to declare anything in light of the requirement for an Enhanced DBS check.

Before or after the interview, all candidates are asked to complete a Safeguarding Form which covers scenarios and questions regarding Safeguarding. In order to identify, protect and support those who might be vulnerable to being radicalised or influenced by extremist views, we include a specific question on our Safeguarding form that asks each candidate their views, understanding and opinions relating to Extremism and Radicalisation in order that we may explore any identified 'danger signs'.

This is then reviewed by an appropriate experienced Safeguarding officer (usually the DSL) along with the interview panel after the interview has been concluded. The response is vetted for any Danger Signs* as well as initiative, logic and a general impression of the candidate's views and understanding regarding Safeguarding measures. All findings are noted and if Danger signs are identified then the panel take this on board when making their decision regarding the candidate's progress in the recruitment procedure and followed up with the candidate if further clarification is required. In any case, if the candidate is invited back for a second interview, then a copy of the Interview Question Sheet is attached to the 2nd round interview notes for the panel to consider before 2nd interview.

Danger Signs* - examples:

1. The candidate may imply that young people are equal in every way thereby ignoring any disparities of power and authority;
2. There may be an inability to recognise the inherent vulnerability of children from troubled or disadvantaged backgrounds;
3. There may be a tendency to view children in ideal or romanticised terms;
4. The candidate may appear dogmatic, autocratic, arrogant or overconfident;
5. The candidate may appear to have an over identification with children and have a lack of apparent appropriate, intimate or supportive relationships with other adults.

All staff also complete a literacy and numeracy test to assess their level of knowledge.

Teaching posts who are successful at interview are asked to teach a mock lesson which is observed by Senior Managers. The candidate is advised of this requirement in the mock lesson email following their first interview to confirm when, with whom and the subject. Following the mock lesson, a second interview will usually occur immediately afterwards or in some situations at a later date depending on time restraints.

For child protection/safeguarding purposes, candidates are asked (via the Explanatory Note which is part of the Job Application Pack as well as being sent out later with the Invitation to Interview letter) to provide various original identification documents to prove their identity (and also for the recruitment staff to complete the necessary checks regarding Legal Right to Work via: <https://www.gov.uk/legal-right-work-uk>:

- Mandatory request: birth certificate and documents to support all name changes*
- a recent photographic identification
- proof of current address
- NI No

*We are aware that it has been reported that some sex offenders are changing their names by deed poll in order to avoid detection during background checks. Therefore, we specifically request this information to cover all name changes from birth up to date.

These are usually documents which can later be used for the purposes of the DBS check verification and are required when they arrive onsite for the first time-e.g. 1st round interview. These documents are checked by the Recruitment team and copied for the file/uploaded to SIMS, or shredded/deleted if the candidate is unsuccessful. A list of all identification provided is entered onto the recruitment checklist for each successful applicant. Further documents may be required in order to complete the DBS check with barred list information (when in regulated activity) at a later stage and these will be requested at such time. All candidates are required to supply all relevant qualifications so that further checks and verification can be undertaken.

Depending on the nature of the post or high number of applications, second round interviews might be held, in which case 'Invitation to second interview' letters /emails are despatched.

Shadowing Days

All staff who are going to be directly working with the children will be invited to attend a shadowing day as part of the interview process (normally held on the same day as their 1st interview if successful). This is unpaid but gives a real insight into the role and requirements of such a post. Candidates are in effect shadowing an experienced member of our staff and for child protection and safeguarding purposes are not left alone with any of the LIBRA young people. The admin team liaise with the Senior Management team as to the most appropriate time/person for the Shadowing day to be scheduled and the member of staff, ~~duty managers~~, Senior Management team are informed via email of the Shadowing day that is scheduled and the name of the candidate, so that they know to expect them. Upon arrival the candidate is signed in and given the appropriate lanyard (Black if they have a current Enhanced DBS and we have seen it and Red if they do not) these must be worn for the entire time they are on the school premises.

The staff and young person(s) complete Shadowing day forms regarding the candidate which are returned to the office for consideration by the panel. If the comments are unsuitable then the candidate is sent an 'Unsuccessful at Shadowing day' letter.

Single Central Record

Libra maintains an up to date electronic Single Central Record which covers all staff who work at the School and the company as a whole. We have gone the extra step to include further essential information such as reference dates to show our compliance in this area.

Alongside this Record, Libra also hold a 'DBS Update Service Subscription Data' to track the progress of DBS checks and to check annually thereafter to ensure no changes have occurred to the content of DBS certificates (authority is in place for such checks to be undertaken via the Staff Declaration form). This record also helps to prompt staff to renew their subscription to the DBS Update Service (to avoid it lapsing and having to start a new check).

Job Offer and Background Checks

Background Checks

All decisions about the suitability of a prospective employee are based on checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks), barred list checks and prohibition checks, together with references and interview information.

We understand that there are three types of DBS checks:

- **Standard:** this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC), regardless or not of whether they are spent under the Rehabilitation of Offenders Act. The law allows for certain old and minor matters to be filtered out;
- **Enhanced:** this provides the same information as a standard check, plus any approved information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed; and
- **Enhanced with barred list check:** where people are working or seeking to work in regulated activity with children, this allows an additional check to be made as to whether the person appears on the children's barred list.

We are aware the DBS:

- maintains barred list of individuals who are unsuitable to work with children and vulnerable adults;

- will send a DBS certificate to the applicant once the checks are complete. The applicant must show the original certificate to their potential employer before they take up post or as soon as practicable afterwards

We understand that:

- standalone checks of the children's barred list will be administered by the Teaching Regulation Agency (TRA) on behalf of the DfE which means that standalone barred list checks can no longer be obtained from TP Online or from the various umbrella bodies and supply agencies who currently sell these checks;
- schools need to ensure that they see the original (paper) DBS certificate for all new appointments in regulated activity with children. A digital certificate or letter of clearance is not acceptable;
- if the appointee is transferring directly from another school in England without a break in service of three months or more, the appointing school can undertake a stand-alone barred list check using the TRA website.

Background checks considered for all staff and carried out based on relevance to roll:

- Identity check (photographic / birth cert / address / change of name)
- References (we aim for at 3)
- Barred list check
- Enhanced DBS check
- Subscription to DBS Update Service and renewed annually during employment at Libra
- Prohibition from teaching check (all those working with children)
- Further checks on people who have lived or worked outside the UK
- Check of professional qualifications e.g. QTS (where the qualifications are essential to the role) including current status / outcome / restrictions
- Check to establish the person's right to work in the UK
- Overseas Check
- Online Search
- Staff Suitability form
- Section 128 check for management positions in academies/free schools/independent schools
- Director Disqualification

Although it would be a rare circumstance that Libra used the services of an agency/third party supply staff, if this were to be the case, Libra would carry out all background checks appropriate to that role (treat that person the same as an employed member of staff).

We realise that the majority of appointments are for staff who will be responsible for the care and supervision of children on a regular basis known as regulated activity and as part of the process of safe recruitment all prospective employees will need to have an enhanced DBS check with barred list information before they take up their post. Under no circumstances will we allow any individual to carry out any form of regulated activity if it comes to our attention that they have been barred.

In accordance with the 'Teacher Standards 2012' Libra's Principal and Teaching staff safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties, this area is covered during interviews, appraisals, observations, induction training as well as ongoing professional training throughout the company. We are aware that from 1 January 2021 the Teacher Regulation Agency will no longer maintain a list of European Economic Area teachers with sanctions.

We understand that we must make any further checks that we think appropriate on applicants that have lived or worked outside of the UK, for more than 3 months in the last 5 years from the date on their signed application form. We will also consider further checks for candidates who have lived or worked abroad more than 5 years ago depending on the time spent in said country and the risk associated) with those applicants providing proof of their past conduct as a teacher issued by their regulating authority in the country they worked.

All foreign documents, including qualifications and letters of past conduct that are not written English will need to be supplied with a Certified translation. This consists of,

- The translated document itself
- The original document

- A Certificate/Attestation which includes a statement affirming the translation is a true and accurate representation of the original, the translators' details including the translators name, and contact details or a representative of the translation company and the date the translation was completed.
- The translator's signature and/ or stamp on headed paper

Also, we are aware that we have “a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- the harm test is satisfied in respect of that individual;
- the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and
- the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.”

(Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE))

We have a duty to ensure that all volunteers in regulated activity must have an enhanced DBS certificate with barred list check. We will not allow any volunteer to work unsupervised with children or work in regulated activity without the necessary checks.

For child protection and safeguarding purposes, all successful candidates will be required to complete an Enhanced DBS check with barred list information (when in regulated activity) via an online application form through Libra's umbrella body: 'Know Your People'. At that time, they are also required to join the DBS Update Service so that LIBRA may check the validity of their DBS at any stage (with their written consent). Anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. Candidates are made aware of this at every stage of the recruitment process. These checks are undertaken as soon as the verbal offer has been made.

Where a successful candidate is currently working with children, on either a paid or voluntary basis, the company will ask current employers via reference forms about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether candidates have been the subject of any child safeguarding allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If a successful candidate has supplied details of a Conviction/Caution/Reprimand/Warning (on their application form) it will be reviewed by the panel and appropriate action taken where required for instance this could be a minor offence many years ago during the candidate's teenage years and are not assessed as a current risk – if so a risk assessment would be completed. If however, it does affect the role the candidate has applied for, immediate further action would be taken – according to Gov.uk and in line with DBS advice. Libra will review the contents of the sealed envelope as part of our background checks (relating to a Conviction/Caution/Reprimand/Warning) in the most preventative way; namely in line with Devon Education Services, Devon Local Authority and NSPCC advice in that the Staff Declaration form within a sealed envelope supplied by the candidate will not be sent to candidates until **after** shortlisting has occurred, to ensure we are following Equal Rights.

If candidates are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither the candidate's current nor previous employment has involved working with children, the candidate's current employer will still be asked about their suitability to work with children, although it may be where appropriate their answer is “not applicable” if the candidate's duties have not brought them into contact with children or young people.

Any offer to a successful candidate will be conditional upon:

- Verify a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons none is available;
- Obtain a certificate for an enhanced DBS check with a barred list information (when in regulated activity)
- Candidate's subscription to the DBS Update Service.

- Teachers only: check that the candidate is not subject to a prohibition order issued by the Secretary of State, using the 'Check a teacher's record' on the DfE 'My Services' website;
- If a Teacher is from overseas Libra, follow the DfE guidance: <https://www.gov.uk/guidance/recruit-teachers-from-overseas> Additionally, candidates will be asked to provide proof of their past conduct as a teacher as issued by the professional regulating authority in the country in which the applicant has worked - where available, this will be considered together with other pre-appointment checks to help assess suitability.
- a fully completed application form with live signature
- verification of physical/mental fitness to carry out their work responsibilities.
- Verify the candidate's right to work in the UK.
- If the person has lived or worked outside the UK, request that the candidate undertakes all relevant checks.
- two satisfactory work-based or mutually agreed (e.g. educational) references covering all child protection questions and disciplinary issues relating to young people.
- verification of qualifications.
- Teachers only: verification of professional status e.g. QTS.
- Teachers only: verification of successfully completed statutory induction period (If QTS obtained after May 7 1999')
- satisfactory completion of the probationary period.
- Receipt of the original DBS certificate. An enhanced DBS certificate is required and will be obtained from the candidate before or as soon as possible after the person's appointment. We note there is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if during a period which ended not more than three months before the person's appointment, the applicant has worked in a school in England in a post:
 - which brought the person regularly into contact with children; or
 - to which the person was appointed on or after 12 May 2006 and which did not bring the person regularly into contact with children
- All staff will be required to complete and sign a Staff Suitability Declaration Form before taking up the post (after shortlisting). The contents of the Staff Suitability Declaration Form will be reviewed at the first interview. Any criminal convictions etc will be disclosed via the completion of the application form, the Declaration form serves to provide greater detail for review and probable risk assessment.

Where a candidate is:

- found to be on DfE Barred List, or the DBS check with barred list information (when in regulated activity) shows the candidate has been disqualified from working with children by a court, or
- found to have provided false information in, or in support of, their application, or
- the subject of serious expressions of concern as to their suitability to work with children,

The facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit. Please refer to Libra's Safeguarding Policies and Procedures and our Disclosure and Barring Service Policy.

A verbal offer of employment is followed up in writing (see 'Welcome Pack') at the earliest convenience following the verbal contact. For child protection and safeguarding purposes, the successful candidate is informed of details of the post in the letter and supplied with a list of any further identification required re proof of identity or for DBS check purposes, a Staff file requirements sheet, a medical form and accompanying note, Fire Emergency Action Plan and Emergency Action Plan and a request that they familiarise themselves with the HSE Health & Safety Law Poster and the Fire Risk Assessment during their first 7 days of work. They are also provided with the DfE's most up to date version of: Safer Working Practice for Adults working with Children and Young People as well as the company's own Smoking and Alcohol Policy and Dress Code. Additionally, we will send a medical form and HMRC form for payroll purposes. Term dates are sent to those working in school.

Legal Right to Work in the UK including DBS (equivalent checks) and referencing

For child protection and safeguarding purposes, the identity of all candidates are checked on arrival at first interview. Checks are undertaken using: <https://www.gov.uk/legal-right-work-uk> to ensure that the candidate is legally allowed to Work in the UK. In addition, Libra will undertake any further checks deemed appropriate so that any relevant events that occurred outside the UK can be considered. All other nationalities outside of the UK Will need

to evidence their right to work in the UK using the digital "View and Prove" service on [GOV.UK](https://www.gov.uk) (A passport or EU Identity card can no longer be accepted as of June 2021) This service allows you to generate a share code. The candidate will also need to show a valid identity document, such as your passport linked to their online status.

So that candidates are aware of this requirement, the invitation to interview correspondence contains the request for them to bring with them suitable (photographic) identification or paperwork to cover this necessity. If there is uncertainty about whether an individual needs permission to work in the UK, then LIBRA will follow advice on the Gov.uk website.

All staff undergo an Enhanced DBS check with barred list information (when in regulated activity) and are required to join the DBS Update Service or are subject to the equivalent check for those who have lived outside the United Kingdom via the relevant country of residence by contacting the relevant Foreign Embassy for the appropriate forms and guidance. It is also practice to request a 'Certificate of Good Conduct' also known as a 'Certificate of No Criminal Conviction' or 'Police Clearance Certificate' supplied by the country of residence, candidates can obtain this via guidance from the Foreign and Commonwealth Office.

If the country in question has no available police checks and/or a reference is not possible, Libra must risk assess and put in place additional safeguards (such as a more specific induction, shadowing, being supervised for longer than you perhaps would normally, thinking about whether some pupils are more or less vulnerable. To obtain information in this regard, Libra refers to the Home Office website about the police checks available in each country and also identifies those where there are no appropriate arrangements.

If further guidance is required on checking the criminal records of people who have lived overseas, LIBRA will refer to The Centre for the Protection of National Infrastructure (CPNI) and the website Gov.uk. LIBRA will take all relevant steps it deems appropriate in this regard until it is sufficiently satisfied that the candidate is fully able to work in the UK.

For Foreign Nationals, or for staff who have lived or worked abroad, one reference will be obtained from that country. Libra follows and issue guidance from: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Employing a Teacher from Overseas

If a Teacher is from overseas, Libra follow the DfE guidance: <https://www.gov.uk/guidance/recruit-teachers-from-overseas> Additionally, candidates will be asked to provide proof of their past conduct as a teacher as issued by the professional regulating authority in the country in which the applicant has worked - where available, this will be considered together with other pre-appointment checks to help assess suitability.

Overseas trained teachers

In line with safeguarding measures, staff will be required to provide an original UK NARIC check to establish their qualifications are equivalent to the UK, this document will then be verified and filed. Libra follows guidance from: <https://www.gov.uk/government/publications/employing-overseas-trained-teachers-from-outside-the-eea>

Prohibition Check

All staff employed for teaching work will require an additional safeguarding check to ensure they are not prohibited from teaching. Prohibition orders are made by The Secretary of State which prevent a person from carrying out teaching work in schools (and other education establishments). Any person who is prohibited from teaching must not be appointed to work as a teacher in such a setting. Libra check prohibition status by the 'Check a teacher's record' on the DfE 'My Services' website, further guidance can be found in the NCTL publication 'Teacher misconduct: the prohibition of teachers'. This check extends to Learning Support Workers.

Childcare Disqualification Regulations

The Childcare (Disqualification) Regulations 2009 applies to those employed to provide childcare to children who have not attained the age of 8. The requirement for the checks includes our Principal and other members of the school's leadership team and any manager, supervisor, leader who is responsible for the day-to-day management of the provision.

Libra is aware of its safeguarding responsibility to ensure that the company does not knowingly employ a person who is disqualified under the 2009 Regulations. Libra will make sure that contractors are compliant with the requirements of this legislation.

Taking into account the DfE guidance 'Disqualification under the Childcare Act 2006, Feb 2015' LIBRA will assess if it applies to any of our staff and if so, will ensure that they are aware of the legislation including that they may be disqualified 'by association' under regulation 9 of the 2009 Regulations where they live in the same household as a disqualified person or in a household in which a disqualified person is employed.

In order to comply with the Data Protection Act, where Libra is required to retain personal information, this will be stored securely on the Staff file and information that is not relevant will be destroyed.

Libra retains a record of those staff who are employed to work in or manage relevant childcare and record the date on which disqualification checks were completed. The record forms part of the Single Central Record does not include personal or sensitive data about household members without their consent. Accurate information only is retained, kept to a minimum and is stored for the minimum period of time necessary.

Libra will assess any caution and conviction information that is received in the first instance via our lead Safeguarding Officer and if further professional advice is required, we may contact the Devon or Somerset LADO to establish whether the member of staff is disqualified from working in relevant childcare.

Where Libra receives information and are satisfied that an individual working in a relevant setting falls within one of the disqualification criteria in the 2009 Regulations we will immediately inform Ofsted using disqualification@ofsted.gov.uk the relevant individual will be informed that this contact has been made and explain the implications of disqualification to the individual, including whether they can apply to Ofsted for a waiver of disqualification, we will also make clear what information the individual will need to share with Ofsted and why. At this point Libra will assess whether it needs to take any further professional advice. Libra will direct the individual to the Ofsted fact sheet (<https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers>)

Libra will not continue to employ an individual who is disqualified, including 'by association' in connection with later years childcare provision. Should Libra contemplate the individual working in a different setting, it will take into account the risk of harm to children concerned carefully consider our obligations under the 2006 Act and research any other relevant safeguarding guidance before making a decision regarding deployment.

If a waiver is under consideration, Libra will decide whether it is appropriate or not to redeploy staff elsewhere in the school. Where alternative arrangements cannot be made Libra will consider whether to grant paid leave or similar, as a last resort suspend the member of staff. Where deemed necessary, Libra will take appropriate professional advice.

Section 128 checks

Libra will carry out Section 128 checks for all Directors via the Gov.uk web page 'Individuals Prohibited from Managing or Governing Schools' and update the Single Central Register accordingly. This check is also required for anyone holding a role that is on the management team at Libra (being an Independent School). This information can be found as mentioned above, but can also be seen where 'children's workforce independent schools' is specified in the perimeters of an Enhanced DBS check (which all of the Management Team inc Directors are required to have).

Medical Form

To comply with Ofsted's requirement 'Inspectors should ensure that the company has satisfied itself of the physical and mental fitness of their staff after the appointment has been confirmed', we ask all successful candidates to complete a medical form which we believe contains questions which are targeted, relevant and job related. This form accompanies the job offer letter and the verification of suitable fitness is a condition of the employment. All staff employed post 2003 have medical forms on their file. The medical form is then initially reviewed by the Office

Manager or Principal, if any concerns are raised the staff members line manager will conduct a review of the form to establish if any actions need to be put in place.

Agency/Supply Staff and Volunteers

For child protection and safeguarding purposes, agency/supply staff, volunteers, trainee/student teachers are treated the same as all other employed staff. They are asked to complete the usual LIBRA application form, attend for interview and references are undertaken regardless of any that have been previously supplied (by the agency for instance), they too are informed of child protection/safeguarding policy at each stage of their application. The application is checked in the usual way to ensure there are no errors and that it has been fully completed with no gaps in history of employment/education. The standard forms to determine that they are eligible to work in the UK are also completed. At Libra Volunteers are not permitted to work unsupervised with children.

As good practice, LIBRA have decided to proceed with their own Enhanced DBS check with barred list information (when in regulated activity), for any agency/supply staff it employs. An Enhanced DBS is also undertaken for Volunteers however, no barred list information is sought – as this is not legally allowed for volunteers. This removes relying upon a DBS check which has been organised by someone else. By raising the DBS form in house, it covers the requirement to check the person's identity by sight of original documentation. Sight of original relevant qualifications are also sought.

In order to ensure the member of staff is mentally fit and well, a medical form is forwarded for completion after the job offer has been made.

As is standard practice a Job Description is provided for all posts and a copy of which is supplied to the applicant. They like all other staff, are provided with the necessary paperwork, information and guidance they need in order to perform their roles effectively and safely.

Volunteer staff are supervised at all times, by a person who is regulated by the company, the supervision will be reasonable in all circumstances to ensure the protection of children. The supervision will be regular and day to day, and all supervision is reasonable in all the circumstances to ensure the protection of children. However, due to the nature of the young people at Libra, the company is highly unlikely to engage volunteer staff. Libra is not able to accommodate children on work experience. unless the volunteer has an Enhanced DBS check that we have undertaken and all documentation that is required for staff working with pupils has been completed e.g. including referencing and background checks.

Contractors

LIBRA has its own small team of designated self-employed maintenance staff who work under the direction of the Estates Manager. All of these staff have appropriate DBS checks in place. These members of staff as well as other specialist outside contractors e.g. for alarm maintenance/fire apparatus testing, are scheduled at the school outside of term time, or after/before school hours (or at weekends) so are not on school grounds at the same time as children.

On rare occasions when external contractors attend the school (for instance to deal with emergency repairs) whilst the young people are there, for child protection and safeguarding purposes, the contractor is required to provide identification, then issued with a visitor's badge coloured accordingly to confirm whether or not the person has a DBS in place, signed in and is accompanied by a suitably trained member of staff during their working time, there would be absolutely no unsupervised contact with the young people. There is also CCTV at the school in most rooms and this is also recorded. Where necessary, LIBRA will obtain a contracting company's safeguarding policies for review and retention as well as a letter of assurance relating to background checks. If this becomes more frequent then Libra will undertake an Enhanced check and supply them with the Staff and Visitor Code of Conduct, the Safeguarding and Children Protection Handbook as well as the Mobile Phone Policy.

As good practice, where we have expected infrequent professional visitors e.g. photocopier engineer, we will request details from their employer that they have a suitable DBS check in place, via a letter of assurance. We request this information annually to ensure we have it in place in case a breakdown occurs and urgent attendance is required. All visitors and contractors are issued with the Libra Brief in reception which covers a multitude of

relevant information and most importantly regarding Safeguarding responsibilities, DSL information and H&S requirements such as fire assembly points.

Unsuccessful Applicants

Applicants who are not shortlisted for interview are sent (at the earliest convenience after the deadline has passed) a 'Not shortlisted for interview' letter/email.

Applicants who are not successful at either first or second round interviews are sent (at the earliest convenience following the interview) an 'Unsuccessful at interview' letter/email

Applications from unsuccessful applicants including any interview notes are retained on the appropriate recruitment drive file for 6 months and then destroyed. The Recruitment Log is retained should there be any need to refer to it in future, this has proved particularly beneficial for child protection purposes in the past.

Terms and Conditions of Employment

An example of the post's contract is sent to all those who request an application pack for any vacancies. It is also re-sent at 'Invitation to Interview' stage - both processes are undertaken so that the applicant/candidate can make a more informed decision relating to the post which they are interested in/have applied for.

Two copies of the Contract of Employment are issued to new staff - one for the member of staff to retain and one for return to the Staff file (signed by new staff, co-signed by recruitment team). For child protection/safeguarding purposes it makes reference to the ongoing requirement to be familiar with the company's Safeguarding Policy and Procedures.

Internal Promotions

If the successful candidate is a present member of staff then they will be sent:

- a letter confirming the variation to his or her terms and conditions
 - details of the planned induction programme
 - the start date
 - the name of the designated member of the SMT who will act as a mentor during the probationary period
- Staff on maternity or paternity leave (or other leave) are advised of recruitment drives via weekly internal vacancy emails which are sent to all current staff.

Induction

All new entrants should attend induction sessions organised by Libra to ensure that they receive adequate information on the company arrangements for health and safety, including fire precautions. There are also other areas of training regarding first aid, positive handling and there are separate policies on these areas. Guided Tour of the premises either by the School Manager, administration staff or young people (in the presence of another member of staff). Staff are trained during induction and beyond to follow Libra's Safeguarding procedures and not put the child at risk.

All staff are asked to come into the office before they take up the post to go through administration areas and staff are asked if they have any questions at that stage and these answers are given immediately or they are advised who the appropriate member of staff is to speak with. This gives an opportunity for all queries to be answered and explained so that staff start their jobs feeling more informed of company set up, processes etc.

Staff feedback through Supervision sessions regarding their progress in the early stages of their employment, these sessions continue throughout their employment face to face, as and when during the early part of their employment with their Line Manager, then with a 2 week informal email feedback as to how things are going, then a 6 week review followed at 3 months with their probationary review.

All other staff meet with their line managers to discuss their feedback during their trial periods often leading to confirmation of a permanent post or to cover any areas in need of attention and in some cases requiring an extension of the probationary period with clearly laid out action points and ensuring full support and any reasonable adjustments are made to enable the member of staff to succeed.

The induction process and training programmes/information where applicable, are supplied/carried out during the early part of employment and as and when the need arises thereafter. Details of Libra's safeguarding system and processes are communicated to all staff members as part of their induction this includes the issuing of further copies of the Safeguarding Policy and full Child Protection training as well as general information such as the DfE's guidance on Safe Working Practice via induction training sessions and additionally via the receipted copy of the Read and Responsibilities Form – which includes direction to the responsibility by all staff to read the company's policies and procedures and in particular, those of great importance eg Safeguarding, Complaints, Health & Safety and Whistleblowing.

Roles, Responsibilities and Accountability

The abuse of children is most easily concealed where there is confusion about roles, responsibilities and accountability. All staff receive a job description for their role carefully detailing a staff member's ongoing responsibility for the protection of children and includes:

- A description of the work they will undertake with children, with reference to any relevant safeguarding guidelines.
- A clear statement that they will abide by Libra's policies and procedures.
- A statement of their duty to protect children from abuse and what action is to be taken if abuse is suspected.
- Their line Manager details.
- The person (s) whose work they will supervise if any.

In addition, LIBRA supply their staff with a Read and Responsibilities form for them to sign, which enables LIBRA to be confident that staff are fully aware and have received all details relating to their roles, responsibilities and accountability. The form covers the following areas:

- a requirement to read Health and Safety information;
- confirmation that they are in receipt of all necessary paperwork including Job Description, Safeguarding Policy, Staff Handbook, Contract etc;
- confirmation that they have received details of line management and staff roles in the company;
- their ongoing commitment to safeguarding and the welfare of young people in their care;
- that they are obliged to familiarise themselves with LIBRA's Policies and Procedures including those highlighted for priority reading e.g. Behaviour Management, Safeguarding, Data Protection inc Securing of Records Policy / De-Escalation and Positive Handling Policy / First Aid Policy / Health and Safety Policy inc First Aid / Supervision Policy / Staff Training and Development / Lone Working and Vulnerability Policy / Complaints Policy / Whistleblowing Policy. Many policies including legislation such as Keeping Children Safe in Education / Working Together to Safeguarding Children are uploaded to 'Civica' which is the software we use as a platform to display policies to staff. Here the staff can review the policies carefully and then sign them off to show their understanding and their responsibilities around each document.

Retention of Recruitment Data Paperwork and Storage

Application paperwork relating to unsuccessful applicants is shredded 6 months after the successful candidate has been in post. We do however retain the Recruitment Log containing applicant's name and contact details for future reference.

In line with the Data Protection Act all correspondence relating to the appointment – including advert, job description, application form, interview notes and references along with all other items, are held on the individual's Staff file and stored in a lockable cabinet with access restricted to those who need it to undertake duties relating to recruitment and Staff. Libra are members of the Information Commissioner's Office and follow guidelines with regard to all areas of Data Protection, for further information and detail, please refer to our Data Protection Policy and Procedures.

Original DBS certificates are obtained, and viewed by the School Manager or Office Manager, relevant details extracted – for the purpose of the Single Central Register/Record and certificates are returned to the member of staff, we do not retain copies.

Monitoring and evidence

The Directors, principal and office staff monitor the implementation of this policy, including ensuring that it is updated to reflect the needs and circumstances of the school.

Staff training

Staff receive training around this policy during induction and on inset days when required. The School Manager oversees the recruitment process and alongside the Office Manager attends training as required. Other members of staff (eg panel members and recruitment administrators) also hold the NSPCC qualification 'Safer Recruitment in Education'. These people are responsible for disseminating all recruitment information and guidance appropriately. On each interview panel at least one person will have the required safer recruitment training.

Responsibilities

The senior management team will:

- work in conjunction with the Directors to ensure all school staff, children and parents are aware of and comply with this policy.
- ensure all relevant risk assessments are in place to ensure a safe school environment.
- provide leadership and vision in respect of equality.
- provide guidance, support and training to all staff.
- hold the responsibility of considering the retention of staff.
- recognised and accept their responsibilities to ensure adherence to the DBS Code of Practice in connection with the use of information provided to the company.
- committed to ensuring that any information obtained is used fairly, is handled correctly and retained for only as long as necessary to adhere to all relevant guidelines.
- acknowledge their responsibility under The Protection of Children Act list to:
 - Refer names to the Secretary of State in certain circumstances for possible inclusion on the list. Any referrals for consideration for the list will be forwarded by Libra's Designated Officer to the Local Safeguarding Designated Officers (LADO) in Somerset and MASH in Devon.
 - Refer to the Independent Barring Board any person barred from regulated activity relating to Children
 - Check the list when the company proposes to appoint someone to a child care position via the DBS check process.
 - Not employ a person in a child care position if their name is on the list.
 - Ensure that other organisations providing services to the children in the care of Libra have procedures in place to consult the list when appointing staff to work directly with children.
- organise safe recruitment training for staff involved in recruitment.
- monitor and evidence the effectiveness of this policy.

Staff will:

- comply with all aspects of this policy.
- report any concerns they have about any aspect of the school community.
- receive and attend relevant training, periodically and ongoing as required, according to their role.
- have equal chances of training, career development and promotion.
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Children will:

- be aware of and contribute to all appropriate policies through the school council.
- work with and support the school council on all agenda items.
- listen carefully to all instructions given by the staff, ask for further help if they do not understand and participate fully in all lessons.
- treat others, their work and equipment with respect.
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school.

Parents and Carers will be encouraged to:

- be aware of and comply with all school policies including this one.
- be encouraged to become involved in policy development by taking part in parent engagement opportunities and by maximising learning opportunities between home and school.

- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.
- speak with children and staff respectfully and expect the same in return.

Linked Policies and documents:

- Safeguarding and Child Protection • Data Protection • Contract of Employment • Recruitment Checklist MASTER
- Risk Management • Equality and Diversity Policy • Staff Training • CCE and CSE

Policy Location

This policy can be found:

- on SharePoint within the staff and master's folder
- on the Schools website www.libraschool.co.uk
- available upon request from the office: admin@libraschool.co.uk / 01598 740044

Lead Assessor: Abi Morgan



Date: 21.05.26