



Safeguarding Procedures

Reviewed by Governors March 2015
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To be reviewed March 2016

SAFEGUARDING PROCEDURES

As part of Safeguarding Children and Safer Recruitment, which came into force 1 January 2007, the following procedures must be followed.

Single Central Record

All staff, volunteers and third parties will have their qualifications, details of their DBS checks as well as other checks, their address and date of birth listed on the single central record.

To ensure compliance we must follow the following procedures:

Supply Staff

The supply agency must fax or email DBS and other relevant information and photo ID of supply staff prior to attendance at Marden Bridge Middle School.

Supply staff must produce DBS certificate and original photo ID that had been faxed by the agency.

These must be checked by a member of staff on attendance at MBMS to ensure verification of supply staff.

The photocopied documents must be signed and dated by the member of staff who verified ID. These will then be passed to LE to be included on the single central record.

Failure to produce ID or fax will result in refusal of entry to MBMS.

Supply staff should be signed in and given a badge.

NB an enhanced DBS disclosure is required admittance to school will be refused without this (pending DBS is not acceptable).

External Provider

An external provider is an individual who is not employed by the school for the service or activity they are providing, this will include individuals who do not have direct contact with the children but nevertheless will be seen as safe and trustworthy.

The following will be classed as external providers:

Sports coaches
Visiting artists
Visiting poets
Visiting authors
Music tutors
School nurse
Police officers
CAMHS

This is not a comprehensive list and LE should be consulted prior to any visits being arranged.

Public sector employees that visit school must be checked by LE and added to the single central record. i.e. CAMHS and school nurse.

Those who provide a service for financial reward will have to complete a contract for schools, a fees certificate and submit an invoice with a request for payment. (*see attached.*) . This will be done prior to service provision date, failure to complete these will result in refusal of entry.

A current enhanced DBS and photo ID must be presented to reception/bursar prior to service provision date. The DBS and ID must be brought on the day of service provision these will be checked against previously provided information, verified and signed. These will then be given to LE for inclusion on the single central record. Failure to produce these will result in refusal of entry.

These checks will take some time to complete therefore if a service is required LE will need the name and address of the service provider 3 weeks before the date of attendance at MBMS. *No one should be told or given the impression that they can attend MBMS without the checks being carried out.*

NB: an enhanced DBS is required. Admittance to school will be refused without this (pending DBS is not acceptable)

Parents

Parents who regularly come into school to help with the children will need to be DBS checked and included on the single central record. They must come into school through reception and sign in each day.

Regular is defined as 3 or more times in a 30 day period.

Parents who volunteer for one off outings, trips or fetes will be informed of our safe working practices/protocols and will be accompanied by an appropriate person at all times. They must sign in at reception before they embark on the visit or activity.