



The Polish Saturday School
Polska Szkoła Sobotnia im. Ks Bolesława Polaka



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SAFER RECRUITMENT POLICY

APPROVED BY:	TERESA KOBYRA	DATE: 17.02.2025
LAST REVIED BY:	TERESA KOBYRA	DATE: 17.02.2025
NEXT REVIEW BY:		DATE: 17.02.2026

AIM: to safeguard and promote the welfare of all children in our care.

RATIONALE: As supplementary school we must meet the Safeguarding and Welfare requirements. Polish Saturday School, Polska Szkoła Sobotnia im. Ks. Bolesława Polaka has a responsibility to comply with the regulations issued by the Department for Education

PROCEDURE

1. The Department for Education has set up requirements regarding the school recruitment process. At least one person in school management committee must complete the Safer Recruitment training.
2. Safer Recruitment Enhancements are in place for all positions within school:
 - ⇒ References are now mandatory and must be verified, not open or from family members.
 - ⇒ References must confirm suitability to work with children, including safeguarding concerns.
 - ⇒ Application forms and references must be cross-checked for discrepancies before appointment
3. Employees will receive induction training before are allowed to work with children, to explain our policies and procedures to employees and ensure they follow our policies and procedures.
4. All policies and procedures are read and employees sign to say they understand them.
5. School will provide support, advice and guidance to employees on an on-going basis and on any specific safeguarding issue as required.
6. School will support employees to understand our safeguarding policy and procedures, and ensure they have up to date knowledge of safeguarding issues.
7. Employees are made aware of the procedure to be followed in the event of allegations being made against another adult.
8. Employees must be able to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.
9. Safeguarding training in house is made available to all members of staff, which must enable them to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.
10. School ensure has received the Disclosure and Barring Service (DBS) check and the employees are signed for the annual update service before they are allowed to start work with the children.
11. School ensures employees know to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.
12. Ensures employees are aware that they may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed.
13. Ensure employees are not under the influence of alcohol or any other substance which may affect their ability to care for children.
14. Ensure that all employees receive induction training to help them understand their role and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, my equality policy, and health and safety issues.
15. Support employees to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children.
16. Ensure that confidential information and records about staff are held securely and only accessible and available to those who have a right or professional need to see them. The Data Protection Act (DPA) 1998 and the Freedom of Information Act 2000 will be adhered to.
17. Take reasonable steps to ensure the safety of assistants and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

18. Ensure that employees understand the need to protect the privacy of the children in school as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.
19. Hold Employer's Liability insurance.
20. Assistants and volunteers employed at school:
 - ⇒ School has appropriate arrangements in place for the supervision of assistants. Effective supervision provides support, coaching and training for the assistant and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.
 - ⇒ School holds regular supervision to provide opportunities for assistants to: discuss any issues – particularly concerning children's development or wellbeing; Identify solutions to address issues as they arise; and receive coaching to improve their personal effectiveness.
 - ⇒ School is accountable for the quality of the work of assistants, and must be satisfied that they are competent in the areas of work undertaken.
 - ⇒ School ensures assistants have sufficient understanding and use of English to ensure the well-being of children. For example, they must be in a position to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene.
 - ⇒ Ensure that children are adequately supervised and decide how to deploy assistants to ensure children's needs are met. Children must usually be within sight and hearing of the teacher or assistant, and always within sight or hearing.

FURTHER INFORMATION

School is aware that each child and family has very individual needs, which we'll be more than happy to discuss with you. If you have any concerns regarding this policy, please discuss them with us.

TRAINING:

We're committed to continuous professional development and we attend training opportunities to support our awareness and understanding.

The Safer Recruitment training is open for all of the employees working with children, offered on-line, e. g. by the **National Society for the Prevention of Cruelty to Children (NSPCC)**.