

# **BUSY BEES AND THE AFTER SCHOOL ACTIVITIES STAFFING CHECKS SAFEGUARDING CHILDREN POLICY**

## **OVERVIEW**

Busy Bees and the after school activities gives the highest importance to the safeguarding and welfare of children. The governors, headteacher and staff will carry out their statutory responsibilities for carrying out checks on all those in Busy Bees and the after school activities efficiently, effectively and diligently to ensure that this school is a safe learning environment for children.

## **INTENT**

1. To create an excellent childcare environment for safeguarding and promoting the welfare of children.
2. To put into place recruitment procedures that safeguard and promote the welfare of children.
3. To make efficient arrangements for checks on new staff and volunteers.
4. To ensure that others who employ or supply staff have efficient arrangements for checks on staff.
5. To ensure that an up to date single central record is kept recording that the required checks have been carried out or certificates obtained with the date on which each check was completed and by whom it was done:
  - an identity check
  - a barred list check
  - an enhanced DBS check/certificate
  - a prohibition from teaching check
  - a check for a section 128 direction (for management positions in independent schools including academies and free schools)
  - further checks on people living or working outside the UK
  - a check of professional qualifications
  - a check to establish the person's right to work in the UK
  - a check to verify the authenticity of the qualifications of staff
  - a check and verify the identity of the person
6. To ensure that staff meet the requirements of The Childcare (Disqualification) Regulations 2009 as set out in the DfE guidelines 2016.

## **IMPLEMENTATION**

1. All staff, governors and volunteers will as appropriate, be subjected to enhanced DBS checks.
2. Candidates must confirm their identity using official documents.
3. We will record the date, timing or reference of the check in a single central register.
4. The single central register will record:
  - The name of each staff member and whether they are who they say they are.
  - They have the qualifications that they say they do.
  - That the enhanced DBS check and prohibition from teaching check have been made.
  - Whether they have a criminal record, and when these things were last checked and by whom.
  - Where appropriate that the local authority or immediately previous employing school has carried out those checks where a teacher has unbroken service.
  - The employee or governor complies with the requirements of The Childcare (Disqualification) Regulations 2009.
  - A record of the date, timing or reference of the check and the name of the person who carried out the check.

## **IMPACT**

Children will be kept safe. Only those who are safe and trustworthy will work with children in Busy Bees and the after school activities.

This policy puts into place all of the arrangements to safeguard and promote the welfare of all children set out in Keeping Children safe in Education(KCSIE), the Early Years Foundation Stage (EYFS) and in Working Together to Safeguard Children 2016. Childcare Act 2006. It should be applied in conjunction with the other policies that are in place for keeping children safe in this school.

Revised and adopted by the Governing Body .....Date.....Review  
Date.....

Update November 2020