

Safer recruitment policy

Education providers have a responsibility to ensure staff are safely recruited and appropriately vetted in line with their roles and responsibilities. The safer recruitment policy outlines our approach.

Training providers should maintain a single central record which is reviewed by the safeguarding lead regularly. The single central record should include:

- Identity check
- Right to work in the UK check
- Disclosure and barring service check
- Barred list check
- Prohibition from teaching check
- Section 128 Check Prohibition from management check (for independent schools and academies:)
- European Community Area Check (ECAC Check)
- Overseas check
- Disqualification from childcare check request (where required)
- Uptake of two references

Staff code of conduct

(also known as staff behaviour)

All staff should be familiar with the code of conduct. It should be issued at induction and revisited periodically. Any breach of the code of conduct should be brought to the attention of the headteacher where:

- A staff member self-reports that they have breached the code of conduct.
- A staff member is concerned by the behaviour of another member of staff who has breached the code of conduct.
- It has come to the attention of a member of staff via another source that a staff member has breached the code of conduct.