

The Firs Lower School
COMPLIANCE STATEMENT FOR SAFEGUARDING AND VETTING CHECKS

This compliance document provides written assurance that the following safeguarding and vetting checks are carried out by the Organisation in respect of the posts specified.

To be kept with the Organisation's Single Central Record and available for inspection by Governors, Ofsted or other statutory body

Organisation Name:	Name and role
The Firs Lower School	Adam Campbell - Headteacher
	John Ashley – Chair of Governors

Requirement Policy/Procedure/Check	Assurance
The Organisation has a Safeguarding/Safer Recruitment Policy	The Organisation has safeguarding/safer recruitment policies which is made available and is publicised to all staff and volunteers.
All staff are fully aware of the Organisation's safeguarding requirements?	All staff/volunteers are fully aware of safeguarding requirements through policy and procedure as well as training and are aware of their duties within Keeping Safe In Education.
The Organisation holds a Single Central Record (see recommended template)	The Organisation has a Single Central Record which records all staff details including address, date of birth, start date and dates of when the relevant vetting checks have been carried out.
The Organisation uses application forms and not CVs	The Organisation's safer recruitment procedures specify that applicants need to complete an application form. The application form meets recommended safer recruitment standards.
The Organisation takes up x 2 employment references and these are checked against the application form	The Organisation's policy is that 2 written references are obtained and any offer of employment is conditional on the receipt of satisfactory references. <u>Telephone contact must be made with at least one referee (the most recent or relevant) in order to verify the reference.</u> Referees are required to answer specific questions to help assess an applicant's suitability to work with vulnerable groups.

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Confirmation of employment is conditional on satisfactory post-employment checks	Explicit in all Organisation offer letters irrespective of type of work
Online Checks	Appropriate online checks are made as part of the shortlisting process.
Verification of Identity takes place at Interview	Compulsory check for all staff/volunteers
Permission to work in the UK	Compulsory check for all staff/volunteers
Enhanced DBS Clearance	Enhanced DBS Clearance is obtained for all staff working or volunteering with vulnerable groups where regulated activity is involved.
All staff/volunteers have identity badges and these will be worn at all times when working with vulnerable groups	All staff/volunteers are required to wear an identity card and with a photograph wherever possible.