

Safeguarding and Safe Recruitment Policy

Lead Officer:	Zoë Keens (Chief Executive Officer)
Approved by:	Board of Management
Approval date:	18 th October 2018
Date issued:	22 nd October 2018
Review Date:	October 2019

1. Policy brief & purpose

- 1.1. This Policy sets out the position of Christian Education (CE) with regard to Safeguarding and Safe Recruitment legislation and sets policy to guide the management team in developing and applying safe practices and activities. References to 'staff' throughout the policy relate to all of the following groups:
- All members of staff
 - Volunteers, including trustees
 - Casual workers
 - Temporary staff, either from agencies or engaged directly
 - Student placements and apprentices.
- 1.2. The underlying purpose is to ensure that CE provides a safe service to its customers and stakeholders in accordance with the charitable aims and to promote confidence in the integrity of the Company.
- 1.3. It takes in the requirements of the law and guidelines which define the required levels of safeguarding.
- 1.4. Relevant legislation and guidance includes (but is not limited to):
- Working Together to Safeguard Children 2015
 - Keeping Children Safe in Education 2018 (as amended)
 - Safeguarding Vulnerable Groups Act 2006

2. Scope

This policy applies to all staff and all recruitment processes.

3. Safeguarding and Safe Recruitment Requirement

- 3.1. All activities undertaken by CE staff are considered to be not Regulated Activity (as set out in current UK Legislation) as CE staff do not undertake

Unsupervised Activities. There is, therefore, no legislative requirement for, for example, DBS checks of staff.

From the Department for Education:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

“The new definition of **regulated activity** (i.e. work that a barred person must not do) in relation to children comprises, in summary:

i. **unsupervised activities:** teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children;”

- 3.2. CE chooses to go beyond the legislation requirement and takes and (annually) maintains DBS checks for all staff frequently involved in school visits including, but not limited to, all RE Advisers.
- 3.3. Recruitment: all recruitment of staff frequently involved in school visits (including but not limited to RE Advisers) includes a requirement for DBS checks to be completed before the successful candidate starts in post.
- 3.4. Working with young people and vulnerable adults: all CE staff work with young people only as Supervised Activity (ie under direct supervision of appropriate individuals). For example, as part of work at a school, the CE visit is supervised by staff of that school. At all times all CE staff are required to conform to the local safeguarding and other policies and procedures in place in any school (or other location where there are young people/vulnerable adults) that they visit.
- 3.5 At all times CE staff will follow local procedures for reporting any indicators of young people/vulnerable adults where CE staff have a safeguarding concern, and afterwards inform the CE CEO that an incident was reported (including date, location and person the report was made to).

4. Review

- 4.1. This document will be reviewed where:
 - There are significant changes to legislation, regulation or guidance.
 - There are found to be deficiencies or failures in this document, as a result of complaints or findings from any independent Organisations at which point the lead officer will initiate an immediate review.
- 4.2. In any event this document and procedures will be reviewed annually by the Board of Trustees and revised as necessary.