



St Athan Primary School

SAFER

RECRUITMENT

POLICY

Human Resources Division
Directorate of Resources
Cabinet Date 14th January 2013
Implementation Date 1st April 2013



SAFER RECRUITMENT POLICY

This document is also available in large print and other formats, upon request.

- 1.1 This policy seeks to provide clear and robust arrangements for the safer recruitment of staff and workers who:
 - are subject to either the new or old definition of regulated activity (Appendix A);
 - have access to information on children, young people and/or adults who require specific support due to their age, illness or disability.

For all other positions, pre-employment checks remain integral to the recruitment process, details of which are outlined in the recruitment and selection policy.
- 1.2 This policy refers to safeguarding pre-employment checks but does not replace the need for other pre-employment checks which must still be carried out as part of the appointment process. This includes medical clearance and confirmation of the right to work in the United Kingdom which must be received prior to starting employment.
- 1.3 This policy sets out the standards expected of all managers, Head Teachers and Governors in relation to safe recruitment and must be applied in accordance with the safeguarding policy guidance document and associated policies:
 - Recruitment and Selection Policy.
 - Child/Adult Protection policies.
 - Data Protection guidelines/policies.
 - Disclosure and Barring Service (DBS) Policy.
 - Disclosure and Barring Service (DBS) Code of Practice.
- 1.4 This policy will primarily apply to the recruitment of all employees whether on a permanent, temporary, casual, relief or supply basis.
- 1.5 This policy and its supporting documents also cover arrangements for the engagement/recruitment of volunteers, contractors and agency workers.
- 1.6 A separate policy exists for School Governors.
- 1.7 For the purpose of this policy the term recruiting manager refers to the individual who is responsible for dealing with the recruitment and selection process.
- 1.8 Further guidance in relation to this policy is available from your Directorate Safeguarding Officer, Personnel Officer and the safeguarding guidelines. A list of the Council's Safeguarding Officers is available in Appendix E.
- 1.9 Failure to apply the safer recruitment standards as outlined in this policy will be regarded as a disciplinary matter.

2.0 References

- 2.1 Where Appendix 'B' dictates, all appointments must be subject to the receipt of appropriate and satisfactory references which must be received prior to the applicant starting in the post.
- 2.2 If the applicant is an external candidate as defined in Appendix 'B' **two** references must be obtained for posts covered by this policy.
- 2.3 References which are received for positions governed by the Care Council or within the Directorate of Social Services must be followed up by the recruiting manager by telephone to confirm the source and content of the references
- 2.4 For positions based within the Directorate for Social Services and the residential areas of the special schools, recruiting managers must ensure they physically see each reference to ensure that it is satisfactory for the position.
- 2.5 Where there are concerns about a reference or the reference contains insufficient information, the process within the supporting guidance must be applied.
- 2.6 Prior to allowing a volunteer to start work, recruiting managers must ensure at least two satisfactory written references are received.
- 2.7 Contractual arrangements to engage the services of an agency worker must include the need to comply with this policy and for satisfactory references (as listed in Appendix B) to be received by the agency prior to placement.

3. Disclosure and Barring Check (DBS)

- 3.1 All successful applicants, where the post dictates, must have an appropriate Disclosure and Barring check in place **prior** to commencing work as outlined in the eligibility criteria as outlined in the DBS policy.
- 3.2 Where relevant criminal convictions are disclosed, recruiting managers must refer to Appendix C of this document and follow the process as outlined in the safer recruitment guidance.
- 3.3 Where the DBS check discloses that the applicant is registered on the relevant barred list, it is a criminal offence to allow the applicant to engage in work with that particular client group. The matter **must** be referred to all relevant parties immediately, as detailed in the DBS policy.
- 3.4 A satisfactory DBS check must be received prior to allowing a volunteer to begin work with the council/school.
- 3.5 Building contractor's and their employees who, due to the nature of the work required, meet the definition of regulated activity and therefore have opportunity for access to children and adults who this policy covers, will require an enhanced DBS check with an appropriate barring list check.
- 3.6 Contractual arrangements to engage the services of an agency worker must include the need to comply with this policy.

3.7 DBS checks are currently only portable for internal employee appointments where there are no changes to the client group.

4.0 Registration with Appropriate Professional Body

4.1 Where the post determines, the recruiting manager must ensure that the applicant is registered with the appropriate body prior to arranging a start date for example GTCW, Care Council etc.

4.2 Details must be recorded on the application form and confirmation must be obtained with the appropriate body.

5. Additional Safeguarding Standards

5.1 The recruiting manager must also ensure that the following additional safeguarding standards are followed:

- A full employment history is disclosed on the application form
- Reasons for any gaps in employment/education are discussed, accounted for and recorded at the interview.
- The candidate discloses full details of reasons for leaving previous positions which have involved working with children or adults.
- Any 'spent' convictions etc are disclosed on the application form where the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- Any on going safeguarding investigation(s) concerning the individual are disclosed.

6. Exceptional Circumstances

6.1 This section does not apply to posts governed by the Care Council where all safeguarding checks must be in place before a start date can be arranged.

6.2 With the exception of the above the appropriate Head of Service or in the case of School appointments, the Head Teacher may authorise an individual to commence work without the necessary safeguarding checks in place. This should only be considered where alternative temporary cover (through appropriately safeguarding checked workers) is unsuitable.

6.3 **Any decision to authorise the individual to commence work should only be in exceptional circumstances** where the delay in starting the applicant will result in a risk to a child and/or adult or harm essential service delivery. In such cases the Head of Service/Head Teacher must ensure that all other appropriate safeguards are in place. This arrangement is only valid for a period of up to 12 calendar weeks from the employee's start date in post. All checks **must** be completed within this period.

6.4 The Council's Risk Assessment form (Appendix D) **must** be completed and fully signed **before** agreeing a start date.

6.5 Recruiting managers must also ensure that the safeguards which are agreed are made clear to the employee and the immediate team delivering the service. Where the applicant/employee is located outside of the recruiting managers direct

remit/service area, the Head of Service/Head Teacher must ensure they communicate the safeguarding arrangements to relevant parties.

- 6.6 If the DBS disclosure is received after the employee has started in their new post and the employee is found to be barred from working with the particular group, the offer of employment must be rescinded immediately. **Under no circumstance can the employee remain in the role regardless of any safeguarding measures in place.**
- 6.7 Where the employee fails to fully engage in the process to ensure their outstanding checks are completed and received during the 12 weeks, **salary will be suspended and they must be removed from the workplace immediately.** Recruiting managers will be responsible for informing TransAct to suspend salary.
- 6.8 Where the Council/School believes that insufficient attempts continue to be made within 4 calendar weeks following suspension of salary, the offer of employment will be rescinded.
- 6.9 Where the employee has made every attempt to engage in the process by the 12th and 16th week but checks remain outstanding, the matter should be referred to the service Director (or the Chief Learning and Skills Officer for schools and positions within the Directorate of Learning and Skills) and the Head of Human Resources to determine if employment can be extended.
- 6.10 The risk assessment process must also be applied for the use of volunteers, agency workers and contractors where the required safeguarding checks remain outstanding. In cases where the checks remain outstanding at the 12th week, any contractual arrangements with the agency/contractor should be terminated. Volunteers must be removed from the workplace immediately.
- 6.11 Recruiting managers will be responsible for monitoring the risk assessment process and taking necessary action at the 12th and 16th week.

7.0 Secure Handling of Safeguarding Checks

- 7.1 All employees must ensure that they comply with the DBS Code of Practice and councils data protection requirements as appropriate for all safeguarding pre-employment documents.
- 7.2 Any information regarding the disclosure can only be shared outside of the council/school in strictest confidence with relevant people after express consent is given by the individual unless there is a legal requirement otherwise.

8 Training and Communication

- 8.1 Heads of Service and Head Teachers must ensure that its Departmental/School safer recruitment procedures and relevant codes of practice are made accessible to, and are used by all staff involved in recruitment of employees, volunteers and engagement of contractors, agency workers.
- 8.2 All staff must attend appropriate recruitment and selection training.

8.3 The Operational Manager for Democratic services must ensure that all Councillor's with responsibility for safeguarding are to receive appropriate induction and refresher training to facilitate the application of all necessary safeguarding measures.

9.0 Review and Monitoring Arrangements

9.1 This policy will be reviewed to reflect imminent changes to the disclosure and barring arrangements and thereafter on a regular basis and in light of subsequent legislative changes.

9.2 The application of the policy will be reviewed and monitored by Internal Audit as part of their scheduled audit programme.

10 Supporting Guidance

See paragraph 1.3 above.

APPENDIX A

Regulated Activity

New Definition from 10th September 2012

All posts under this definition will require an Enhanced DBS check which must include any relevant barring information.

<u>Children *</u>	<u>Adults *</u>
<ul style="list-style-type: none">➤ The individual must carry out one or more of the following on an unsupervised basis - teaching, training, instructing, caring for or supervising children or providing advice/guidance on well being or driving a vehicle only for children. The term well-being includes physical, emotional and Educational advice/guidance <u>AND/OR.</u>➤ The work must be carried out in a specified place with opportunity for contact, for example Schools, Children's Homes and Childcare premises (including Flying Start). <p>Under the above 2 points, work only becomes Regulated Activity if carried out regularly. This means by the same person frequently (once a week or more often), or on 4 or more days in a 30 day period (or in some cases overnight 2am-6am).</p> <p>Regulated Activity for work with children also includes:</p> <ul style="list-style-type: none">➤ Relevant Personal care (washing or dressing or health care by or supervised by a professional, even if done once).➤ Registered childminding; and foster-carers. <p>.....continued</p>	<p>The individual must provide:</p> <ul style="list-style-type: none">➤ <u>Healthcare</u> (regulated healthcare profession or acting under the direction or supervision of one for example Doctors, Nurses, Health Care Assistants and Physiotherapists)➤ <u>Personal Care</u> – Assistance with washing and dressing, eating, drinking and toileting or teaching someone to do one of these tasks➤ <u>Social Work</u> – Provision by a social care worker or social work which is required in connection with any health services or social services➤ Provide assistance with a persons cash, bills or shopping because of their age, illness or disability➤ Provide Assistance with the conduct of an adults own affairs for example lasting or enduring powers of attorney, or deputies appointed under the Mental Health Act➤ Conveying Adults for reasons of age, illness or disability to, from or between places where they receive health care, personal care or social work. This would not include friends or family or taxi drivers and there must be a link with the provision of healthcare, personal care and/or social care) <p>The frequency test differs from that defined under the provision of working with children. There is no longer a requirement to do activities a certain number of times before a person is engaging in Regulated Activity.</p> <p>Can no longer apply definition of “vulnerable adult” for determining this level of regulated activity. The focus is on what service the person needs and the assistance they require.</p>

Exclusions

Family arrangements,
Personal, non commercial arrangements
Activity supervised at a reasonable level
Health Care not provided or supervised by a health care professional
Legal advice
Occasional or temporary services (for example maintenance workers) where the activity is supervised and does not allow for opportunity for contact. NB if the frequency etc falls into the new definition, an enhanced plus barring check is required.
Volunteers supervised at a reasonable level (supervision must be day to day and by a person in regulated activity)

** (this list is not exhaustive and only refers to positions related to the Council*

Old Definition prior to the 10th September 2012

Employers will still be able to obtain an Enhanced DBS check for the following, although this is not mandatory and the disclosure will not contain a barred list check. Justification in support of the request should be created to assist a response to any potential future challenge.

Children *	Adults *
<p>Treatment/Therapy (instead definition encompasses health care) Activity supervised at a reasonable level Health Care not provided or supervised by a health care professional Legal advice Occasional or temporary services (maintenance workers) Volunteers supervised at a reasonable level Members of relevant local government bodies (i.e. local councillors) including A member who discharges any of the authority’s educational or social services functions A member of an executive of a local authority that discharges any of the Authority’s Education or social services functions A member of a Committee or sub committee (or an area committee or sub committee) of a local authority that discharges any of the Authority’s education or social services functions A Chief Executive of a local authority that has any education functions or social services functions The Director of Social Services The Director of Education or Chief Education Officer All charities that carry out work targeted at children including trustees Management Committees of Pupil Referral Units Individual carrying on as or managing establishments or agencies regulated under the Care Standards Act</p>	<p>This covers any Specified Activity which involves contact with a vulnerable adult in a specified place but does not fall into the new definition. In such cases the employer is able to request an Enhanced DBS check however this will exclude any barring information.</p> <p>Members of relevant local government bodies (i.e. local councillors) including A member of a local authority who discharges any of that authority’s education or social services functions which relate wholly or mainly to vulnerable adults A member of an executive of a local authority that discharges any of that authority’s education or social services functions in relation to vulnerable adults A member of a committee or sub –committee (or an area committee or sub-committee) of a local authority that discharges any of that authority’s social services functions in relation to vulnerable adults Chief Executives and Directors of social services of local authorities in Wales Individuals carrying on or managing establishments or agencies regulated under the Care Standards Act</p>

* (this list is not exhaustive and only refers to positions related to the Council)

APPENDIX B

References required by position

	Type of Appointment	Type of reference required / minimum to be received
Positions under this policy	External	Two written including one from current employer and one personal. Current employer references to be verified verbally by manager/Head Teacher for posts governed by the Directorate of Social Services and posts within Care Council provisions
	Internal **	None required if existing references on file *
Other Council positions	External	One written from previous employer or professional person
	Internal **	None

* Requirements would have been met for existing position prior to appointment. Please check with your Personnel Officer

** An internal position is considered to be one where the successful candidate currently works in a similar role and with a similar client base with the council or its schools. Thereby being promoted / transferred within the service area or transferring from relief or temporary to a temporary or permanent contract.

All remaining candidates will be considered as external appointments

DBS DISCLOSURE OUTCOMES

This table outlines the recommended action which should be taken should the category of offence be listed on the CRB disclosure certificate

Category of offence	Offence outcome	Recommended time lapse from last offence before approval may be given	Recommended action/ Decision
All offences against children	Custodial Sentence/s	N/A	Excluded from undertaking role
Offences against children	Non-custodial	10 years	Normally excluded from undertaking the role (*)
Serious sexual offences	Custodial Sentence/s	N/A	Excluded from undertaking role
Minor sexual offences	Non-custodial	15 years	Refer to (*) or (**)
Supplying drugs	Custodial Sentence/s	N/A	Excluded from undertaking role
Possession of drugs	Custodial Sentence/s	N/A	Excluded from undertaking role
Possession of hard drugs	Non-custodial	15 years	Refer to (*) or (**)
Possession of soft drugs (e.g. cannabis) more than 2 offences	Non-custodial	7 years	Refer to (*) or (**)
Single offence of possession of soft drugs	Non-custodial	3 years	Refer to (*) or (**)
Multiple serious offences of violence	Custodial Sentence/s	N/A	Excluded from undertaking role
Single offence of violence	Custodial Sentence/s	10 years	Refer to (*)
Multiple minor offences of violence	Non-custodial	10 years	Refer to (*) or (**)
Single minor offence of violence	Non-custodial	5 years	Refer to (*) or (**)
Murder/attempt murder	Custodial Sentence/s	N/A	Excluded from undertaking role
Serious multiple theft	Custodial Sentence/s	N/A	Excluded from undertaking role
Serious theft-single offence	Custodial Sentence/s	10 years	Refer to (*) or (**)
Minor multiple theft	Non-custodial	10 years	Refer to (*) or (**)
Minor theft	Non-custodial	3 years	Refer to (*) or (**)
Drink drive	Non-custodial	5 years	Refer to (*) or (**)
Serious motoring offence (e.g. death by dangerous driving)	Custodial Sentence/s	10 years	Refer to (*) or (**)
Any serious drink related offence	Custodial Sentence/s	15 years	Refer to (*) or (**)

* Refer to Directorate Safeguarding Strategy group via your Directorate Safeguarding Officer

** Refer to Corporate CRB (Safeguarding group) via the Lead Signatory for the Council.

(For all appointments within the remit of a Governing body, the Head Teacher/Governor responsible for safeguarding be invited to attend the meeting)



SAFEGUARDING RISK ASSESSMENT FORM
To be used in exceptional circumstances only

This form is to be completed by the recruiting line manager to make an assessment about an individual's suitability to commence employment or carry out any work **prior to receipt of outstanding pre-employment safeguarding checks, which are appropriate for the post as outlined in the safer recruitment policy.** It should not be used to support a decision to commence employment without receiving other pre-employment checks which are required as part of the appointment process.

The form must be used for all employees, volunteers, agency workers, contractors and college/student placements where the work will allow the individual to have access to children and/or adults who require specific services due to their age, illness or disability. It must not be used where the position is governed by the Care Council as the appropriate pre-employment checks **must** be in place prior to arranging a start date.

You will need to read the safer recruitment policy and guidelines prior to completing the form. Reference is to calendar weeks.

The risk assessment must be carried out by the recruiting manager and signed by the relevant Head Teacher / Head of Service before the individual commences employment. The form **must** be completed in discussion with the applicant, following decision to offer employment/engagement. In all cases, the recruiting manager is responsible for collation of the information contained in the form along with instigating interim safeguarding measures to eliminate/mitigate risk (for examples see below). Any interim safeguarding measures will only be valid for up to 12 weeks from the start date in post. If all outstanding checks are not received during this time, the employee's salary will be suspended and they will need to be removed from the workplace. If checks remain outstanding by the 16th week, the offer of employment will be rescinded. In the case of agency workers and contractors the contract will be terminated with immediate effect and the worker will not be permitted to carry out any further work with the council/school. Volunteers must be removed from the workplace immediately.

Individuals should only be allowed to commence employment/work without appropriate safeguarding checks in place, in **exceptional circumstances** where the delay in starting the applicant/worker will result in a risk to a child and/or adult who requires specific support or will result in significant detriment to essential service delivery. In such cases the recruiting manager and the Head of Service / Head Teacher must ensure appropriate safeguards are in place and communicated to the individual. This may include restricted duties, supervision at all times by a person in regulated activity and/or attendance at training/induction courses which will be required for the role.

For employees, including relief and supply staff, a copy of this completed form should be retained confidentially at the school/location and a copy sent to Transact. For all other workers a copy of this completed form should be retained by the line manager/school

PLEASE REMEMBER THAT IT IS A CRIMINAL OFFENCE TO EMPLOY ANYONE WHO IS ON THE RELEVANT BARRED LIST (CHILDREN OR ADULTS)

Is this form being completed for: (Please tick as appropriate)

AN EMPLOYEE []

OTHER (Volunteer, Agency, Contractor []

Recruiting line manager and job title		
Directorate/service/school		
Candidate's name		
Post applied for		
Level of DBS disclosure required (including barring category where necessary)		
Provisional start date (if known)		
What checks are currently outstanding? Tick as appropriate	Reference from current/latest Employer/Tutor	
	Second Reference	
	Verification of written reference with referee (CSSIW and Social Services posts only)	
	DBS disclosure	
	Registration with appropriate professional body e.g. General Teaching Council for Wales, Care Council.	
	Right to work in the United Kingdom	
Date DBS disclosure check requested for post (if known)		
Date References requested for post (if known)		
Why is it essential to start the applicant without the outstanding safeguarding checks in place? Please include details of the consequences of not allowing the applicant to begin employment.		
Have you considered alternative cover arrangements for example, temporary additional hours for current staff, volunteers, agency and/or supply/relief cover where evidence can be provided that appropriate checks have been carried out and verified? If so please explain why these arrangements are not appropriate.		

Part 1 – Disclosure and Barring Service Check (DBS)

1. Did the applicant declare any criminal convictions, bindovers, cautions, police investigations which might lead to a conviction, orders binding them over or cautions in the UK or any other country?

Yes	
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No	
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2. If yes, are these convictions relevant to the work that they are being employed to undertake?

Yes	
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No	
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3. If yes are these convictions of a serious nature i.e. offences against children/vulnerable adults/violent or sexual offences etc?

Yes	
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No	
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If yes, please provide details

4. Does the individual have an existing DBS disclosure which is appropriate for the post they have applied for with the Vale of Glamorgan Council?

Yes	
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No	
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If yes, has the original document been seen?

Note: DBS checks are currently not portable from outside the Vale of Glamorgan Council. A new disclosure must be obtained.

Yes	
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No	
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If no, has a DBS check been applied for?

Yes	
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No	
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Disclosure number / level	
Date the document was verified	

Please check any information recorded on the DBS document, to that provided in questions 1-3.

Part 2 - References

5. Does the employee have current references on file which have been requested by the Vale of Glamorgan Council for a similar role?

Yes	
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No	
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If you have answered no, please go to question 6
If you have answered yes, please go to question 7.

6. As part of the recruitment paperwork, have you asked for Transact to obtain appropriate references in line with the council/school policy and reference matrix? Please ensure that at least one reference is from the current/last employer/school where possible
(This is only applicable to employees. References for agency workers should be taken up by the agency as outlined in the safer recruitment policy/guidelines. References for volunteers should be taken up by the recruiting manager)

Yes	
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No	
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For school appointments, If you answer no to question 7, please outline what arrangements you have made to obtain references?

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7. If you have already received appropriate written references using the Councils standard form, did the content give any cause for concern?

Yes	
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No	
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If yes, please provide details

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Part 3 – Additional safeguarding checks

8. At interview, did the individual say or do anything which gave cause for concern, in relation to allowing them to commence work before the checks are fully received? *(Please take into consideration the outcome of your checks for gaps in employment and reason for leaving with previous employers).*

Yes	
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No	
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If yes, please provide details and outline any actions taken

9. Where the applicant/worker will be working in a post which requires registration with a professional body, has contact been made with the relevant organisation for example, the GTCW, Care Council to verify the registration?

Yes	
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No	
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Additional comments

Part 4 – Safeguarding Arrangements

8. Does the role involve regular unsupervised contact with children and/or adults?

Yes	
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No	
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If Yes, what arrangements are in place to ensure, as far as reasonably practical, the individual has minimal opportunity to harm a child/vulnerable person?

If No, what arrangements are in place to ensure there is no unsupervised contact/access

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9. What supervision and safeguarding arrangements will be put in place until receipt of the outstanding checks to the required level?
(The supervisor must be by a person working in regulated activity. Supervision must be regular and day to day and reasonable in all the circumstances to ensure the protection of children/adults)

10. Are you satisfied that all available measures are/will be in place to minimise any risk of causing harm to a child/adult?

Yes	
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No	
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11. Has the individual received and understood the policies/procedures connected with safeguarding arrangements and their employment (for example, Appropriate Use of Restraint, Child Protection, Manual Handling guidelines, Provision of Medication Guidance, etc.).

Yes	
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No	
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If no, please provide an explanation

DECLARATION BY THE RECRUITING MANAGER

(In cases where the recruiting manager is the Head Teacher or the Head of Service, please ensure you sign this section and the one headed 'Approval by Head of Service/Head Teacher')

I have considered the questions outlined above and confirm that **I am satisfied, as far as reasonably possible** that it is safe to allow the above named individual to commence work before the outstanding safeguarding checks are received, subject to the safeguarding measures detailed above being in place at all times.

I can confirm that I have notified all relevant work colleagues that the individual is still subject to outstanding checks and of the need to ensure the above measures are implemented at all times.

I can confirm that I have explained to the individual concerned the implications of them commencing work prior to clearance being received and the requirement that they declare all cautions, convictions (spent or pending). Failure to do so will result in disciplinary action including summary dismissal if it is subsequently discovered that the individual did not disclose such information. I also confirm that I have informed the individual that the agreement is valid for up to 12 weeks from the commencement of employment/work and that if the appropriate checks remain outstanding at the 12th week and the individual has made no attempt to attend necessary appointments or obtain references, salary will be suspended and they will be removed from the workplace immediately. I can also confirm that I have informed the individual that the offer of employment may be rescinded if the full checks are not received by the 16th week.

Signed by Recruiting Manager	
Print name	
Date	

ACCEPTANCE BY APPLICANT / WORKER

I agree to the conditions outlined in this risk assessment and agree to abide by the safeguarding and supervision arrangements which have been implemented.

I declare that I have provided the council/school with accurate and relevant information regarding my suitability to work with children and/or adults including informing the council/school of any on-going contact with the police which I may currently have. I agree that the contents of this form are accurate and a true reflection of the information I have provided to the council/school.

I understand that should my safeguarding checks be returned and be found to be unacceptable to the council/school, then my offer of employment may be rescinded.

As an employee, I also understand that if the council/school does not receive all outstanding safeguarding checks within 12th weeks following my start date in post and I fail to assist the council accordingly to receive the checks that my salary will be suspended and I will be asked to leave the workplace with immediate effect.

I also accept that if checks remain outstanding by the 16th week following my start date, the council/school retains the right to rescind my offer of employment.

For agency workers/contracts and college placements, I understand that the arrangement will be terminated without notice with immediate effect at the 12th week if checks remain outstanding.

In this regard I accept that I will make every effort to ensure the process to obtain appropriate checks is adhered to and to attend any relevant meetings/interviews as appropriate to assist the process.

Signed by applicant	
Print name	
Date	

APPROVAL BY HEAD OF SERVICE / HEAD TEACHER

I can confirm that I agree with the decision made by the recruiting manager, subject to the appropriate supervision and safeguarding arrangements as outlined above being implemented. If any of the required outstanding safeguarding checks are not received by the end of the 12th week of employment for this post I herewith give approval for the recruiting manager to instruct Transact to stop payment of salary immediately by instruction through email.

Head of Service/Head Teacher approval is essential for all appointments within the Council/School.

Signed by Head of Service /Head Teacher	
Print name	
Date	

DIRECTORATE SAFEGUARDING OFFICERS

Directorate membership

To be determined by each Directorate. Representatives should be at a chief officer level and named substitutes should be identified.

Corporate and Customer Services

- Operational Manager – Corporate Policy and Communications
- Named substitute – Corporate Improvement Manager

Development Services

- Operational Manager – Leisure and Tourism
- Named substitute – Sports and Play Development Manager

Visible Services and Housing

- Operational Manager – Public Housing Services
- Named substitute – Strategy and Supporting People Manager

Resources

- Head of Human Resources (Vice Chair)
- Named substitute – Operational Manager – Human Resources

Social Services

- Director of Social Services (Chair)
- Operational Manager – Safeguarding and Performance
- Named substitute – Head of Children and Young People Services

Learning and Skills

- Head of Achievement
- Named substitute – Deputy Head of Inclusion/ Principal Educational Psychologist