

**Queen's College, Taunton**  
**Human Resource Policies**  
**Safeguarding Policy**



**Scope**

This policy applies to the whole College.

**Policy statement**

Queen's College follows the Government's recommendations for the safer recruitment and employment of staff who work with children. All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, are checked with the Criminal Records Bureau before starting work. All staff undergo regular child protection training every two years.

All Governors are also vetted.

This policy is regularly reviewed by Governors.

**Procedures**

All advertisements for employment include a statement about the employer's commitment to safeguarding and promoting the welfare of children.

All job descriptions will state the post holder's responsibility for promoting and safeguarding the welfare of pupils at the school.

Information to candidates should explain that the post is subject to a satisfactory Enhanced Disclosure report from the Criminal Records Bureau and that it is exempt from the Rehabilitation of Offenders Act 1974. The College's policy on the employment of ex-offenders is in line with the Criminal Records Bureau Code of Practice.

It must be made clear to successful candidates that the appointment will be subject to a satisfactory Enhanced Disclosure report from the Criminal Records Bureau.

No-one is allowed to be left alone with pupils unless the College has received a satisfactory Enhanced Disclosure report. Reports commissioned by other bodies are not acceptable.

The Headmaster is authorised by the Criminal Records Bureau to certify the Disclosure Application Form for teaching staff and the Financial Director for support staff.