

All policies interrelate so please check other policies for pertinent information.

Policies are intended to support our philosophy which is summarised in these qualities; Dynamic, Inquisitive, Responsible, Grit, Playful, Contented



Safer Staffing

Artisans keeps the safety and well being of their children at their heart and will only recruit staff through a rigorous process and ongoing training programme to ensure all possible measures of safety and well being are maintained.

This policy should be read in conjunction with our Safeguarding policy, Health and Safety, complaints, media, mobile phone, staff allegation and substances policies at a minimum and relates directly to other policies in addition.

Recruitment

All positions are advertised in appropriate locations.

All candidates are corresponded with prior to visiting Artisans by senior staff.

All candidates must provide full CV, training certificates, photo id.

All gaps in employment are checked.

All candidates are observed in their behaviours with children as part of the initial process alongside a formal interview.

Appointment

All candidates must provide 2 referees which are contacted directly.

All candidates must have an enhanced DBS clearance through Artisans completed or provide a valid reference number which will then be used to check DBS status.

Any concerns with training documents are followed directly with the awarding bodies.

Probation

All appointments have a probation period.

All staff are given a contract which must be signed.

All staff are given formal training throughout their probation period and beyond as necessary by senior staff in policies, procedures and practices.

All staff sign to say they have read and understood the safeguarding and other policies.

In post

All staff contracts allow for instant dismissal for gross misconduct.

All staff are given regular formal reviews once per term or more frequently as necessary.

All staff are observed by senior staff every week informally.

DBS checks are renewed approximately every 3 years or tracked.

Whistle blowing

We support staff in whistle blowing processes and have specific external contact points to support the staff in this.

We make referrals to Ofsted of any staff dismissed for any reason relating to their behaviours and attitudes towards children, including if they have

- Behaved in a way that harmed a child, or may have harmed a child
- Possibly committed a criminal offence
- Behaved in a way that suggests an intention or future risk to a child

All actions of this nature will be in liaison with the Local Authority Designated Officer (LADO)

Training

This policy is reviewed annually in the Summer term

The lead teacher on this policy is Ruth Martin

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All staff attend regular safeguarding training.

Recruiting staff attend safer recruitment training.

Prevent Duty

We promote the British Values of; democracy, rule of law, individual liberty and mutual respect, tolerance of those with different faiths and beliefs. We do this through role modelling and our curriculum. We ensure we are vigilant to recognise children who may be vulnerable to radicalization, extremism or terrorism.

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The lead teacher on this policy is Ruth Martin