



## **St Anne's School and Sixth Form College**

### **Central recruitment and vetting checks**

This policy was adopted in the Summer term 2017

#### **1. INTRODUCTION**

The policy outlines the framework for St Anne's to meet its duties and obligations to provide a high quality education to all of its pupils, by ensuring all staff and volunteers are DBS (Disclosure and Barring Service) checked. All visiting professionals are checked on arrival.

#### **2. CENTRAL REGISTER**

St Anne's Single Central Record is updated with new volunteers and staff joining the school and checked regularly for new updates on statutory requirements. St Anne's Single Central Record has no gaps.

#### **3. TRAINING**

All leaders, SLT and core governors have completed the safer recruitment training, to assist in checking applications forms during the recruitment process.

#### **4. RECRUITMENT**

The impact of training is all application forms are stringently checked, all preferred candidates are offered the position on the understanding that until all references and DBS checks are satisfactorily completed they will not take up employment.