

Eventcover Education Safeguarding Policy

We will ensure that all Eventcover's employees, and those who undertake work on our behalf, maintain a proper focus on safeguarding children and young people and that this is reflected both in sound individual practice and our internal policies and guidance. All permanent and contracted staff working with children and young people must:

- give highest priority to children's welfare
- recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- respond appropriately to disclosure by a child, or young person, of abuse
- respond appropriately to allegations against staff, other adults, and against themselves
- act appropriately during inspection and understand safe practice in carrying out their duties
- be alert to the risks which abusers, or potential abusers, may pose
- be aware of the importance of the role of inspected services in promoting the welfare of children and
- contribute as necessary to all stages of Eventcover's safeguarding and protection processes.

Eventcover will ensure that it fulfils its responsibilities to work jointly with others to safeguard and promote the welfare of children and young people and, where necessary, to help bring to justice the perpetrators of crimes against children.

Eventcover ensures recruitment follows best practise in Safeguarding:

- The **job description and person specification** - clearly define the role, the tasks and skills needed and the type of person most suited to the post. Eventcover will always consider whether an Enhanced Disclosure check may be appropriate for the post.
- All potential paid staff should complete an **application form**. The applicant can be particularly asked about any relevant experience of working with children/vulnerable adults. A copy of our Safeguarding Policy will be included in the application pack.

- Declaration included in the application pack;

I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with *children/vulnerable adults* nor am I barred from working in regulated activity.

Signed..... Date.....

You are also required to reveal details of all spent and unspent convictions under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

A Criminal Records Bureau Enhanced Disclosure will be requested should you be offered the position. If called for interview, we encourage all applicants to provide details of their criminal record as part of the recruitment process. This information should be sent under separate, confidential cover. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. This information will be treated in the strictest confidence, and is purely for the purpose of protecting *children/vulnerable adults* with whom we work, and will not be used unfairly. The Association complies with the CRB Code of Practice, a copy of which is available from the office on request.

- **2 written references** will be required from applicants and specifically ask referees about the suitability of the applicant for working with children or vulnerable adults. Where possible these will be taken up before the interview and will be verified by a follow-up phone call.
- **Photo ID** is required from the applicant (such as a passport or driving licence) to verify the person's identity.
- Applicants must have **full employment/volunteering history** on their application form, explanations will be required for any gaps in employment.
- All staff who are involved in the recruitment process will receive appropriate **guidance and training** in the relevant legislation including the Rehabilitation of Offenders Act 1974.

Jocelyn Wood is the Safeguarding coordinator at Eventcover, Jocelyn has experience in the field from her work in the Theatre, Sports Grounds and a Volunteer in the Guides movement.

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