

reigate•college

Safeguarding

Reigate College is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

Designated Safeguarding Lead	Sam Davey (Associate Principal)
Deputy Safeguarding Leads	Melanie Pearl & Susan Carnell
Student Services Manager	Sally Hopper
Nominated Governor	Patricia Frankland

Visitors to Reigate College

- All visitors must sign in at Main Reception
- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the Main Reception before leaving the site.

E-Safety for Applicants invited to Interview

Mobile Phones: to protect our students we respectfully ask that you do not have your phone out or use it during your time in any of the College buildings, except the staffroom. If this is an issue please contact the Personnel prior to your arrival.

The full **Safeguarding Policy** can be found at:

<https://www.reigate.ac.uk/sites/default/files/reigatecollege/downloads/Safeguarding-Policy-August-2018.pdf>

In summary, the **Aims** of the Policy are:

- To demonstrate the College's commitment with regard to safeguarding and child protection to pupils, parents and other partners.
- To raise the awareness of all teaching and non-teaching staff of their responsibilities to safeguard children through identifying and reporting possible cases of abuse.
- To enable the College to effectively contribute to Early Help, assessments of need and support for those children.
- To provide robust College systems and procedures that is followed by all members of the College community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, in particular Early Help providers, the Police, Health Care and Social Care.
- To ensure that all staff working within our College who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory Enhanced DBS check (according to Keeping Children Safe In Education guidance), and a single central record is kept for audit.

The College operates a **safer recruitment procedure** that includes statutory checks on staff suitability to work with children. This will include any staff member appointed, Governors and also visitors.

Reigate College will ensure that all College staff have been **checked for their suitability** before taking up their appointment. All applicants will be scrutinised by:

- i) Verifying their identity and any academic or vocational qualifications.
- ii) Obtaining two professional and character references.
- iii) Checking previous employment history, ensuring any gaps have been explained.
- iv) Holding face to face interviews with a panel of at least 2 interviewers.
- v) Ensuring all successful applicants have an up to date Enhanced DBS check, Prohibition check and Barred List check.
- vi) Ensuring the candidate has a pre-placement medical to ensure they are able to perform the tasks for which they are intended, without risk to their own or to others' health and safety.
- vii) Ensuring that teachers hold a teaching qualification or are enrolled on the College's PGCE course.
- viii) Ensuring at least one member of the recruitment panel has had Safer Recruitment Training.