

## TOW LAW TOWN COUNCIL **CHILD PROTECTION** POLICY

We accept that it is our responsibility to check that all adults with substantial access to children have been appropriately vetted.

We will ensure that each new member of staff will complete a personal profile form.

We will make a request for previous addresses on job application forms.

We will ask for the names of two referees who will be prepared to provide a written reference.

We will follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with children. A record of this discussion will be kept on the applicant's file.

We will note at interview all previous experience of staff in working with children.

We will carry out a probationary period for all staff of at least three months.