



Safer Recruitment Policy

Policy Author	Anne Leigh DSL
Date Ratified	Jan 2025
Ratified by	FGB
Statutory	Yes
On school website	Yes
Main updates since last policy	Reworked policy based on RBWM model

1. Introduction

This Safer Recruitment Policy has been produced in line with the DfE guidance 'Keeping Children Safe in Education.' This policy aims to ensure a safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks.

2. Recruitment and selection policy statement

Wessex Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Wessex Primary School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.

3. Purpose

To ensure the recruitment of all staff is conducted in a fair, effective and economic manner.

To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

4. Scope

This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff.

The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headteacher for appointing all staff.

5. Aims and Objectives

To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process

To ensure a consistent and equitable approach to the appointment of all school staff.

To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.

To ensure the most cost effective use is made of resources in the recruitment and selection process.

6 Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment
- All applicant packs will include a job description detailing the post holders responsibilities for safeguarding
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate Safer Recruitment Training
- Selection will be based on a minimum of completed application form, short listing and interview, but, whenever possible, involve other assessments
- Posts will normally be advertised on school website and the advert will include reference to the school's commitment to safeguarding and promoting welfare of children and young people
- The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

7. Equal Opportunities

Wessex Primary School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.

8. Safer Recruitment – Recruitment and Selection Training

It is a requirement that at least one member of the interview panel has completed approved Safer Recruitment Training prior to the start of the recruitment process. The following staff have received Safer Recruitment Training: Tim Beavan HT, Sarah Pope DHT, Sharon Robinson Business Manager.

The following Governors have completed Safer Recruitment Training: Naomi Churchill Chair of Governors.

9. Pre-recruitment Process

Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important; therefore, the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Take reasonable actions to reduce the risk of a bad selection decision recognising the potential cost and the school's commitment to safeguarding children and young people.

Application Form

A standard application form will be used to obtain a common set of data from all applicants. As such, candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the declaration and follow instructions regarding the appropriate disclosure of relevant criminal convictions.

Job Description and Person Specification

A job description and where applicable a person specification will be issued for all posts. In the case of volunteers this will include a volunteer role profile. The job description/volunteer role profile will have a clear reference to an individual's responsibility to safeguard children and promote their welfare.

Shortlisting

Our shortlisting process will involve at least 2 people and will consider any inconsistencies and look for gaps in employment and reasons given for them. Shortlisting will also consider any potential concerns.

An online search on shortlisted candidates may be carried out to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

Criminal Self-Disclosure

All short-listed candidates will be asked to complete a self-disclosure form with their invitation to interview,

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be requested directly from the referee using the standardised school form.

References will be sought on all short listed candidates and will be obtained, where possible, before interview so that any issues or concerns they raise can be explored further with the referee, and/or taken up with the candidate at interview.

We will ask for written information about previous employment history and check that information is not contradictory or incomplete.

We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

The school will take reasonable steps to verify references received electronically.

10. Interviews

The interview will assess the merits of each candidate for the post, including at least one question exploring their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

Interview Panel

A minimum of two interviewers will form the interviewing panel.

The members of the panel will:

- have the necessary authority to make decisions about appointments
- be appropriately trained, (at least one member of interview panel will have undertaken Safer Recruitment Training)

- meet before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing
 - consider the issues to be explored with each candidate and who on the panel will ask about each of those.

Where a candidate is known personally to a member of the selection panel this will be declared before shortlisting takes place. It may then be necessary to consider changing the selection panel to ensure that there is no conflict of interest.

Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people
- their ability to support the school's ethos for safeguarding and promoting the welfare of children
- any gaps in the candidate's employment history
- any concerns or discrepancies arising from the information provided by the candidate and/or a referee.

Written records of interviews will be made by the interviewing panel.

11. Conditional Offer of Appointment: Pre Appointment Checks

An offer of appointment to the successful candidate will be conditional upon:

- verification of the candidate's identity
- verification of eligibility to work in the UK
- further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- verification of the candidate's mental and physical fitness to carry out their role
- the receipt of at least two satisfactory and verified references
- verification their professional qualifications as appropriate
- verification of professional status where required e.g. QTS status (unless properly exempted)
- a satisfactory DBS Enhanced Disclosure, with the certificate seen and verified by the school. (for Volunteers a written risk assessment in relation to the undertaking of an Enhanced DBS Disclosure)
- a check using the Teaching Regulation Agency to see if a prohibition order issued by the Secretary of State for Education or GTCE sanction exists against the individual (for posts carrying out 'teaching work')
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999) unless the successful candidate is an ECT undertaking their statutory induction (for teaching posts)
- appropriate checks carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought
- any additional checks as deemed appropriate.

All checks will be appropriately documented and retained on the individuals personnel file with information recorded on the school's central record in line with the statutory requirements set out in Keeping Children Safe in Education. Where information is unsatisfactory or there are discrepancies in the information provided this will be followed up.

Where:

- the candidate is found to be on the relevant barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children,

the facts will be reported to the Local Authority Designated Officer (LADO).

If an individual's DBS certificate is not completed a member of staff would only be able to commence work if the school is satisfied that:

- appropriate supervision is in place
- other checks (references etc) are completed satisfactorily

The following personnel should have their details entered on the School Central Register

- Staff in regulated activity
- Regular and/or unsupervised Volunteers, including Governors
- Regular visiting professionals in regular contact with children – eg Coaches
- Contract staff in regular contact with children eg SALT and music teachers

All leavers will be deleted off the school central register immediately

12. Post Appointment Induction

There will be an induction programme for all staff which includes the arrangements for Child Protection and Safeguarding, Keeping Children Safe in Education (Part 1 (or Annex A as appropriate) and Annex B) and Safer Working Practice Guidance.

13. Supply Staff

When the school needs to use the services of a supply agency we will ensure the agency operates a safer recruitment process and provides confirmation that the following have been checked and judged as satisfactory:

- Identity
- Enhanced DBS Disclosure
- Right to work in the UK
- Any Prohibition Order, Interim Prohibition Order or GTCE sanction for those undertaking 'teaching work'
- Qualifications (where applicable)
- Overseas Checks, including and EEA check where applicable (see Appendix 1)

When the supply member of staff arrives at the school, their identity will be checked and it will be confirmed that they are the same person on the documentation from the agency. The supply staff's details will be entered on the Single Central Record (SCR).

A copy of the Safer Recruitment Checklist (Appendix 1) will be completed with supporting evidence and placed in the file of successful candidates.

14. Existing staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009
- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm)
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

15. Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

16. Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract).

This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children.

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018

Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

17. Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

18. Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

18. Governors

All governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

All governors will also have the following checks:

- A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008). [Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK.

Appendix 1 - Safer Recruitment Checklist

Post

Date

Recruitment and selection checklist	Initials	Date
Pre-interview:		
Planning - Timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant		
Vacancy advertised (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked		
Applications on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for		
Short-list prepared		
References – seeking Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy		
References – on receipt Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible) (If received by email – accompanying email to verify authenticity. If not from professional email address, follow up to		
Invitation to interview - Includes all relevant information and instructions and the self-disclosure form.		
Interview arrangements - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment		
Interview - Explores applicants' suitability for work with children as well as for the post		
Self-Disclosure – Completed self-disclosure is submitted and seen by the member of the panel who is safer recruitment trained.		

Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application		
Conditional offer of appointment: pre appointment checks. Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and, for non-teaching posts, a		
References before confirmation of appointment: (if not obtained and scrutinised previously) (If received by email – accompanying email to verify authenticity. If not from professional email address, follow up to ensure authenticity)		
Identity (if that could not be verified at interview)		
Qualifications (if not verified on the day of interview)		
Permission to work in UK, if required		
School record sight of DBS certificate - where appropriate satisfactory DBS certificate.		
Health – the candidate is medically fit Medical Pre Employment Questionnaire		
Prohibition from Teaching Work Check – For those carrying out teaching work (see below) the teacher has not been included in the prohibition list or interim prohibition list or has a GTCE		
Qualified Teacher Status (QTS) Check – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching		
Overseas Checks – for individuals who have lived or worked abroad in the last 5 years		
Statutory Induction Completed		