



Safer Recruitment Policy

Approved by:	Governor Policy Group	Date:	23 September 2026
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Ratified by:	Full Governing Body	Date:	24 September 2026
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Next review due by:	September 2029
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‘Stay alert and hold firmly to all you believe. Be mighty and full of courage. Let love and kindness be the motivation behind all that you do.’ 1 Corinthians 16:13-14

Introduction

This policy applies to all paid staff and Safer Recruitment trained governors. The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children or young people;
- Identify and reject applicants who are unsuitable for work with children and young people.

Statutory Requirements

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy head teachers. These requirements change from time to time and must be met.

Identification of Recruiters

Subject to the availability of training, the school will have at least one recruiter who has successfully received accredited training in safer recruitment procedures.

Inviting Applications

Advertisements for posts, whether in newspapers, journals or on-line, will include the statement:

“The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service disclosure”.

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification.
- An application form (or be directed to the GCC standard application form)
- All prospective applicants must complete, in full, an application form.

Online Checks

The school will conduct online searches of shortlisted candidates to identify any publicly available information that may be relevant to their suitability to work with children.

These searches will be:

- Conducted by a member of staff not involved in the final hiring decision
- Documented and any relevant findings reported to the interview panel
- Considered alongside other information gathered during the recruitment process

Online searches are part of the school's due diligence process and help inform safer recruitment decisions.

Short-Listing and References

Short-listing candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be proved during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children and young people;
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- The candidate's suitability for this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

Online checks will be made on shortlisted candidates and any information found will be considered before they are offered a position.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face to face.

Candidates will always be required:

- To explain satisfactorily any gaps in employment.
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
- To declare any information that is likely to appear on a DBS disclosure.
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

Any job offer is conditional upon the employment checks stated.

Employment Checks

All successful applicants are required to provide/complete the following checks before commencing employment. All checks will be recorded on the school's Single Central Record.

Identity and Right to Work:

- Photographic proof of identity (passport or photo driving licence)
- Proof of address
- Evidence of right to work in the UK (if applicable)

Safeguarding Checks:

- Enhanced DBS disclosure with children's barred list check (satisfactory clearance required)
- Prohibition from teaching check (for all teaching staff)
- Section 128 check (for all staff in management positions, including headteacher, deputy headteacher, and other senior leaders)
- Childcare disqualification check (for staff working in early years or providing before/after school care to children under 8)
- Overseas criminal records check (for anyone who has lived or worked abroad)

Qualifications and Professional Status:

- Original certificates of qualifications verified and copies retained
- Evidence of Qualified Teacher Status (QTS) or equivalent (for teaching staff)
- Professional registration evidence (if applicable, e.g., Early Years Teacher Status)

Health and References:

- Confidential health questionnaire completed (if new to the LA)
- Satisfactory references received (minimum 2, including most recent employer)

All pre-employment checks must be completed satisfactorily and recorded on the Single Central Record before the individual commences work. No exceptions will be made to this requirement.

Volunteers

The school recognises that volunteers play a valuable role in supporting the work of the school. However, safeguarding requirements apply equally to volunteers.

Any volunteer who frequently teaches, trains, instructs, or supervises children must have an enhanced DBS check with children's barred list information.

The supervision exemption that previously applied to volunteers has been removed under KCSIE 2026. The school will assess the level and frequency of each volunteer's involvement to determine the appropriate level of checks required.

This assessment will consider:

- How often the volunteer will be in school

- Whether they will be working in regulated activity
- The nature of their role and level of supervision

All volunteers will:

- Receive safeguarding induction appropriate to their role
- Be made aware of the school's safeguarding policies and procedures
- Have their checks recorded on the Single Central Record

Single Central Record

The school maintains a Single Central Record (SCR) that records all pre-employment checks for:

- All staff (including supply staff, trainee teachers, and peripatetic staff)
- All governors
- Volunteers who work regularly or undertake regulated activity
- Contractors and agency staff who have regular contact with children

The SCR records:

- Identity checks
- Enhanced DBS disclosure numbers and dates
- Barred list checks
- Prohibition from teaching checks (where applicable)
- Section 128 checks (where applicable)
- Qualifications verification
- Right to work in the UK checks
- Overseas checks (where applicable)

The SCR is reviewed regularly by the headteacher and designated safeguarding governor to ensure it remains accurate and up to date.

Supply Staff and Contractors

For supply staff provided through an agency, the school will:

- Obtain written confirmation from the agency that all required checks have been completed
- Verify the identity of supply staff on arrival
- Record the checks on the Single Central Record

For contractors who have regular contact with children, the school will ensure appropriate checks are completed and recorded.

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate staff(s).

This policy will be reviewed every 3 years or earlier needed.