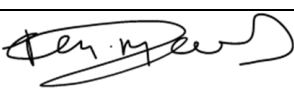


Safer recruitment policy (including Early Years)

Coney Hill Community Primary School



Governor Committee Responsible:	Full Governing Body	Staff Lead(s):	SBM
Status <i>(Statutory / Advisory)</i>	Statutory	Review Cycle	Annual
Last Review	March 2026	Next Review Date	March 2027
Headteacher	Dani Brayshaw dbrayshaw@coneyhill.gloucs.sch.uk		
Chair of Governors	Ceri Davies Chair@coneyhill.gloucs.sch.uk		

Policy statement

An important part of child protection is for employers to have appropriate procedures for appointing salaried and volunteer staff

The recruitment steps outlined below are based on part 3 of KCSiE

The Early Years Foundation Stage statutory framework contains its own requirements for safer recruitment (pages 24 to 27).

The school are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

We recognise the value of, and seek to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities.

We are committed to ensuring that the recruitment and selection of all who work within the school are conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity.

We will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a good practice framework to comply with the principles set down in our Equality Policy and operates in conjunction with our Safeguarding policy and KCSiE.

All posts within setting are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

The school are committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

The school will:

1. Ensure that appropriate staff who undertake recruitment have received safer recruitment training and successfully completed the NCSL safer recruitment training assessment.
2. Every appointment panel to include one member who has received safer recruitment training.
3. Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
4. Keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements.
5. Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures.
6. Require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty.

Roles and responsibilities

It is the responsibility of the Governing Body to:

Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE ,Gloucestershire Safeguarding Board and legal requirements. Monitor the school's compliance with them.

It is the responsibility of the Headteacher involved in recruitment to:

- Ensure that the school operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- To monitor contractors' and agencies' compliance with this document
- Promote welfare of children and young people at every stage of the procedure

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safer recruitment pre-employment checks.

It is the responsibility of the school's HR provider to deal with the administration of the disclosure system for the school.

In accordance with the Staffing Regulations, the Governing Body has delegated responsibility to the Headteacher to lead in all appointments outside of the leadership group. Governors may be involved in staff appointments, but the final decision will rest with the Headteacher. The Headteacher may delegate the selection process of staff outside of the leadership group to the Assistant Headteacher in the school, but remains responsible for the decision to appoint.

The Procedure

The following procedures will be adhered to when vacancies occur:

1. Planning

- The job specification and description and other documents to be provided to applicants will be reviewed and updated as necessary.
- The application form will be regularly reviewed to ensure it seeks all relevant information and includes relevant statements about references etc.

2. Vacancy Advertised

- Advertisements will include a reference to safeguarding policy, i.e. a statement of commitment to safeguarding and promoting the welfare of children, and a need for the successful applicant to be DBS checked

3. Applications

- Will be scrutinised on receipt and any discrepancies / anomalies / gaps in employment will be noted to explore if the candidate is considered for short listing
- Only applications on the agreed official application form will be considered
- CVs on their own will not contain all the information required to support safer recruitment as per paragraph 215 of KCSiE

4. Shortlisting

- Shortlisting will involve at least 2 people
- Applications will be anonymous for this process
- The job specification form will be used to support shortlisting
- Explore all potential concerns

5. Interview candidates will be asked/ to

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.
- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information
- If they are known to the policy and children's local authority social care and
- If they have been disqualified from providing childcare
- Sign a declaration confirming the information they have provided is true
- Interview candidates will be sent our statement on employment of ex-offenders
- Told that details of the Online Social Media Checks about the successful candidate, these sites will include; Facebook , Twitter, Snapchat, Instagram, and LinkedIn

6. Invitation to Interview

Candidates will be sent all relevant information and instructions and will also include the following -:

- Candidates Self Disclosure form
- Statement on recruitment for ex- offenders
- Details of the Online Social Media Checks about the successful candidate, these sites will include Face - Book , Twitter, Snapchat, Instagram, and LinkedIn
- Interview candidates will be required to complete and return a self-disclosure before or at the interview

7. References – On Request

- Before interview, to be sought directly from each referee on short listed candidates' application form
 - References will be required from both the most recent employer and the most recent employer where the post has involved working with children
 - Internal references are requested prior to interview and from someone with authority and not a colleague
 - Will ask recommended specific questions:
 - Will include a statement about responsibility for accuracy i.e. should not contain any material mis-statement or omission
- We do not accept references from a family member

8. References – On Receipt

- Will be checked against information on the application form
- Will be scrutinised; any discrepancy/ issue of concern will be noted to take up with the applicant (at interview if possible) –
- Will be verified (for example we will check that any electronic references received are from a legitimate source) Initials Date
- Ensure staff who review references obtained as part of the recruitment process or who provide references are aware of the change of language from “substantiated safeguarding allegations” to “concerns/allegations that meet the harm threshold”.

9. Interview Arrangements

- There will be at least 2 interviewers
- Panel members have the authority to appoint
- Panel members will meet to agree issues and questions /assessment
- At least one member of panel will have completed Safer Recruitment training

10. Interview

- Will explore each applicant's suitability for work with children as well as for the post by asking the agreed standard questions about the post and about safeguarding.
N.B identity and qualifications of the successful applicant will be verified on the day of interview by scrutiny of appropriate original documents:
- Candidates will be required to sign their application form if submitted electronically.
- Copies of documents will be taken and placed on file; where appropriate the applicant will complete an application for a DBS check.

11. Conditional Offer of Appointment: Pre Appointment Checks

- An offer of appointment will be made conditional on the satisfactory completion of the following pre-appointment checks and, for non-teaching posts, a probationary period (as detailed in KCSiE)
- References (if not obtained and scrutinised previously)
- Identity (if that could not be verified straight after the interview)
- Qualifications (if not verified on the day of interview)
- Permission to work in UK if required
- Checks / Risk Assessment will be completed when an individual has worked or lived outside the UK
- DBS Check—A satisfactory Enhanced DBS Check must be received [including LIST 99 / ISR – person is not prohibited from taking up the post]
- Online and social media - As part of our commitment to KCSiE, the school will undertake a routine online and social media check as part of the recruitment process.
- Health – the candidate is declared to be medically fit
- Employer Access page of the DfE site - an online check is made to confirm qualified status and suitability for teaching (appointed teaching staff only)
- ECT/ QTS – for teaching posts the teacher has obtained ECT/ QTS or is exempt from the requirement to hold ECT/QTS
- Statutory Induction (For teachers who obtained QTS after 7 May 1999 and from Sept 2022 ECT)
- Prohibition check (to ensure the applicant is not prohibited from teaching)
- 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 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.
- Regulated activity means a person who will be:
- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or

- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

12. Existing staff

- In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:
 - There are concerns about an existing member of staff's suitability to work with children; or
 - An individual moves from a post that is not regulated activity to one that is; or
 - There has been a break in service of 12 weeks or more
- 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; or
 - We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
 - We believe 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); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

13. 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.

14. 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.
- Schools with pupils aged under 8 add: 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.

15. 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.
- Schools with pupils aged under 8 add: In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare

16. Record Retention / Data Protection

The School will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (i.e. shredded). The 6 month retention period will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment tribunal.

Under the Data Protection Act 2018, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel / Headteacher within 6 months of the interview date.

17. Personal file records

From January 2008, the school will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- References
- Self Disclosure of Disqualification
- Proof of identification
- Proof of academic qualifications
- Proof of Teaching Regulation Agency (for teaching staff)
- Evidence of medical clearance from Occupational Health (where applicable)
- Checks of right to work in the United Kingdom
- Evidence of DBS Enhanced Disclosure
- Further overseas records where appropriate

It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

In order to record supply staff provided through an agency on the record, the school will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. The school does not need to carry out checks themselves except where there is information contained within the disclosure. However identity checks must be carried out by the school to check the person arriving is the person the agency intends to refer to them.

18. Probation periods

Newly appointed staff who are new to the employment of the governing body will be subject to the school's probationary period.

The school has an induction programme including Safeguarding, ICT -E-safety, Safer Working Practice, and Whistle-Blowing policy, Prevent, FGM, Code of Conduct.

19. Volunteers

All volunteers will be asked to obtain an enhanced DBS check. This will be processed through the school.

A list of all those who have obtained a DBS check will be kept as part of the school's central Safeguarding register.

Any volunteer, who is not old enough for a DBS check, will require a letter of commendation from their school.

20. 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).

➤ Other checks deemed necessary if they have lived or worked outside the UK