Worlingham CEVC Primary School

SAFER RECRUITMENT POLICY

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Date approved:	13.10.2026
Name of Committee:	Personnel
Chair of Committee signature:	Mr Martyn Fitt
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Worlingham CEVC Primary School
SAFER RECRUITMENT POLICY

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1. Introduction

It is vital that as part of their whole school or college approach to safeguarding governing bodies and proprietors create a culture that safeguards and promotes the welfare of children in their school or college. As part of this culture, it is important that they adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment or volunteering opportunities in schools and colleges.

Keeping Children Safe in Education 2024 para 212

This sets out the minimum requirements of a recruitment process that aims to:

- Supporting you to attract the best possible applicants to vacancies.
- Help to deter prospective applications who are unsuitable for work with children or young people.
- Support in identifying and rejecting applicants who are unsuitable to work with children or young people

2. Roles and Responsibilities

2.1 The Local Authority

- Will usually delegate the recruitment of all staff and volunteers to the governing body of the school.
- However, a representative of the authority may attend proceedings relating to the selection of any teacher, including headteacher, deputy or assistant headteacher. The governing body must consider any advice offered by the representative.

Staffing and Employment Advice for Schools 2024 para 2.6

2.2 Governing Bodies

- Must ensure the school has effective policies, procedures and resources in place for the safe recruitment of staff and volunteers in accordance with the DfE guidance and legal requirements
- Must monitor compliance with DfE guidance and legal requirements

2.3 Headteachers

- Must ensure the school operates safe recruitment practices and appropriate checks are carried out on all staff and volunteers
- Must ensure that all contractors and agencies used by the school comply with this document
- Must promote the safeguarding of children and young people at every stage of the recruitment process

2.4 Selection Panel

At least one person on any selection panel must have completed accredited safer recruitment training within the last three years.

3. Inviting Applicants

To ensure equality of opportunity, the school will advertise all vacant posts of three months or more to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children and should include the statement below.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. It is also subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check and children's barred list check. Suffolk County Council - welcoming diversity.

The advert should state whether the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and therefore subject to an enhanced Disclosure and Barring Service (DBS) certificate, whether the role is in regulated activity and requires a children's barred list check.

The advert should also include the safeguarding responsibilities of the post as per the job description and personal specification.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA18).

Prospective applicants will usually be supplied with a copy of the following:

- Job description and person specification policy
- The school's safeguarding and child protection policy
- The school's safer recruitment policy (this document)
- An application form (Guidance notes for completing application forms may also be included)

All applications will be made aware that providing false information is an offence and could result in the application being rejected, offer of employment withdrawn if the applicant has been selected or summary dismissal if the applicant has been commenced employment and referral to the police and/or DBS and/or Teaching Regulation Agency (TRA).

4. Application Forms

Where a role involves engaging in regulated activity relevant to children the school or college should include a statement in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

All applicants must complete an application in full. CVs will not be accepted. On their application form applicants must provide:

- personal details, current and former names, current address and national insurance number;
- details of their present (or last) employment and reason for leaving;
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment (a gap is a period of four weeks or more);
- qualifications, the awarding body and date of award;
- details of referees/references (see below for further information); and
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

The applicant should sign the application form to confirm that the information provided is true and accurate to the best of their knowledge and belief.If signed electronically the candidate should be asked to physically sign the form during the interview, if shortlisted.

5. References

Prior to interview, references will be obtained directly from the referees stated where possible. At least two references must be obtained, and they should cover a period of five years prior to the date of application. Obtaining references prior to the interview will allow any discrepancies to be probed during the selection stage.

References or testimonials provided by the candidate will never be accepted, nor will references addressed ‘to whom it may concern’.

References should always be from a verifiable source and when requested from an education setting will always be requested from the current headteacher or principal, even if they were not in post when the applicant worked at that setting.

Where necessary, references will be contacted in order to clarify any queries.

A standard reference pro-forma will usually be used which will include asking about:

- The candidate's suitability to work with children and young people.
- Any disciplinary warnings (including expired warnings), that related to the safeguarding of children.
- The candidate's suitability for the post as outlined in the job description.
- Whether the candidate has been subject to any formal capability procedures.

6. Shortlisting and short listed candidates

Shortlisting of candidates and review of completed application forms should occur without delay after the closing date of the job advert.

Completed application forms should be reviewed by at least two people, one of whom will be safer recruitment trained. The job description and person specification of the role will provide the shortlisting criteria for the post.

Once the shortlisting of candidates has been undertaken, an appropriate member of staff not directly involved in the shortlisting stage should undertake an online search of all shortlisted candidates. For example, they should carry out a google or social media search. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview. (Further information can be found in appendix 1 - LA Guidance on Online Searches of Shortlisted Candidates)

Shortlisted candidates will be invited to participate in the recruitment process. The panel will determine what exercises are appropriate to include to identify the most suitable person/ people for the post(s), but this will always include an interview.

When inviting candidates to an interview, they will be asked to complete the criminal records disclosure form and return it to the school prior to the interview. This information should only be requested from shortlisted candidates. It should be made clear to candidates that the school reserves the right to withdraw any invitation to a selection event if the candidate fails to return this form as required.

A shortlisted candidate should sign the application form to confirm that the information provided is true and accurate to the best of their knowledge and belief If signed electronically the candidate should be asked to physically sign the form at interview.

Candidates will be expected to bring with them to the selection event evidence of their:

- Right to work in the UK; (see section 8.2)
- Proof of identity (see section 8.1); and
- Professional qualifications

A photocopy of the above evidence may be taken at the interview stage.

7. The Interview Process

Prior to the interview taking place, the panel will decide on the selection criteria to best demonstrate skills required of the post.

If any preparation is required in advance of the interview, the candidate will be advised of this.

Interviews should be in person, if remotely the applicant should be visible A minimum of two people but ideally three should be on an interview panel, of which at least one will be safer recruitment trained. The same panel who shortlisted will interview the applicants. This is to ensure consistency throughout the process

During the interview, the panel will explore with each candidate:

- Reasons for any gaps identified in the application since leaving school or where the candidate has changed employment or location frequently, asking reasons for this
- Any discrepancies between information supplied on the applicant and other information available such as references already received and qualifications
- Any information which is likely to show on a DBS check
- Their reasons for applying for the role and their motives for working with children
- Their ability to safeguard and protect the welfare of children and young people

The selection panel should probe the candidate for supplementary information in order to clarify information they have received, including responses to questions asked.

The selection panel should also probe the candidate about any relevant information disclosed on the criminal records disclosure form.If an online search has been undertaken, about any relevant information obtained via this search.

The panel should keep objectives notes for each candidate. The notes should contain the name of the candidate along with the name of the member of the selection panel making the notes, and the date of the interview.

At the end of the selection event the panel will determine, which candidate(s) to appoint to the role(s). Any offer of employment will be subject to pre-employment checks. If the panel are not able to reach a unanimous decision as to who to offer the post(s) to, then if there is an odd number on the panel it will be a majority decision; if there is an even number of people on the panel then the chair of the selection panel will have the casting vote.

8. Pre- Employment Checks

As outlined above any offer of employment will be subject to pre-employment checks. These include:

- Proof of identity (see section 8.1)
- Proof of eligibility to work in the UK (see section 8.2)

- Satisfactory DBS clearance to be received before they commence employment (see section 8.3)
- Providing original certificates of relevant professional qualifications as required by the school (see section 8.4).
- Satisfactory medical clearance (see section 8.5)
- A childcare disqualification check, where necessary (see section 8.6)
- A clear prohibition from teaching check (for roles involving teaching work only) (see section 8.7)
- Overseas police check if they have lived and worked abroad (see section 8.8)
- Letter(s) of professional standing if they have taught abroad and are being appointed to a role involving teaching work (also see section 8.8).
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8.1 Proof of identity

All applicants will be required to bring in documentation which establishes the proof of their Identity as outlined here. It is best practise that this includes seeing a copy of the original birth certificate.

8.2 Proof of eligibility to work in the UK

The successful applicant will have to demonstrate they are eligible to work in the UK as outlined here.

8.3 DBS Certificates

Prior to commencing work, a satisfactory DBS clearance should be obtained. The successful applicant will be required to complete a DBS application, or provide the necessary information to enable their details to be checked using the DBS portable service.

All appointees are required to bring in their original DBS certificate to the school or college so the information on this can be verified against the information already on file. If the post involves working in regulated activity a separate check of the Children's Barred List will also be made.

If any information is disclosed on the DBS certificate, then a risk assessment must be completed to determine whether it is still appropriate to continue with the appointment process. This risk assessment will usually be completed by two people, one of whom will be the headteacher. The named safeguarding governor or another member of the leadership team may also assist with the completion of this risk assessment. A copy of the risk assessment must be retained on file.

To help schools and colleges comply with the requirements of the Data Protection Act 2018, when the school chooses to retain a copy of the DBS certificate, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed the school may keep a record of the fact

that vetting was carried out, the result and the recruitment decision taken if they choose to.

8.4 Professional Qualifications

The selection panel will determine what qualifications are deemed relevant for each post and the appointee is required to provide copies of proof of their qualifications prior to commencing employment.

8.5 Satisfactory medical clearance

All candidates will be asked to complete a pre-employment health questionnaire which will be reviewed by the occupational health providers used by the school. It may be necessary for the appointee to attend a consultation with an occupational health advisor or consultant and/or a medical report may also be required. It will be for occupational health providers to determine what additional information may be needed. The cost of any occupational health checks will be borne by the school.

8.6 Childcare Disqualification Checks

In accordance with the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendement) Regularyions 2018 and Childcare Act 2006, a childcare disqualification check will be required if the post:

- Involves working with children up to and including the school year in which they will have their fifth birthday. This typically includes those working with nursery and reception aged children, along with those working in breakfast and afterschool clubs and providing lunch time supervision for children in this age group.
- Involves providing later years provision to children up to and including the school year in which they will reach their eighth birthday, for example breakfast clubs and afterschool clubs.
- Anyone involved in the management of the above two groups of staff.

If a positive disclosure is made the appointee will be required to apply and obtain a waiver from Ofsted before they will be able to commence employment.

8.7 Prohibition Order checks

A prohibition order check is required for anyone appointed to a teaching position or support staff role which involves planning and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of when not being supervised by a qualified teacher. A person who is prohibited from teaching must not be appointed to undertake teaching work or work as a teacher.

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teacher Regulation Agency (TRA). An

interim prohibition order may be issued if it is considered in the public interest to do so.

8.8 Overseas Police Checks and Letters of Professional Standing

If the appointee has lived and/or worked outside of the UK they must undergo the same checks as all other staff. This includes obtaining (via the appointee) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK.

In addition, the school may make any further checks thought appropriate so that any relevant events that occurred outside the UK can be considered. Following the UK's exit from the EU, schools and colleges should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

These checks could include, where available:

- Criminal records checks for overseas applicants - Home Office guidance can be found on GOV.UK; and for teaching positions

- Obtaining a letter (via the appointee) from the professional regulating authority in the country (or countries) in which the appointee has worked, confirming that they have not imposed any sanctions or restrictions, and/or that they are aware of any reason why they may be unsuitable to teach.

  Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Appointees can also find more information on the government website Check which professions are regulated in the UK - GOV.UK (www.gov.uk).
  Where available, such evidence will be considered together with information obtained through other pre-appointment checks to help assess their suitability. Any costs incurred in obtaining additional checks will be met by the appointee and will not be reimbursed.

If this information is not available, schools should seek alternative methods of checking suitability and/or undertake a risk assessment which evidences how the school has tried to obtain this information whichsupports their decision making process on whether to proceed with the appointment. For further information refer to statutory guidance.

9. Existing Staff

In certain circumstances the school 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.

10. Checks on Other Trusted Adults

10.1 Agency and third-party staff

The school must obtain written notification from any agency, or third-party organisations that it has carried out the necessary safer recruitment checks, as required by the statutory regulations, that would otherwise have been undertaken by the school. The school will also check that the person presenting themselves for work is the same person on whom the checks have been made. The person will be expected to provide photo ID.

The agency worker is required to bring in the original DBS certificate either prior to starting or on the first day of an assignment. A DBS certificate should be provided by the agency or third-party organisation. Depending on the information disclosed, a risk assessment may need to be undertaken.

10.2 Contractors

A letter of assurance is required from any external third-party contractor or provider regarding confirmation of the pre-employment checks undertaken on their employees who attend the school site. This needs to be provided prior to or on arrival at the school and held on file for the duration of the contract.

The school should ensure that any contractor or employee of the contract who is to work at the school has had the appropriate level of DBS check. 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

The school will obtain the DBS check for self-employed contractors and the contractor will be expected to reimburse the school for any cost incurred when doing this.

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

The school will check the identity of all contractors and their staff each time they arrive at the school.

For self-employed contractors such as music teachers or sports coaches, working with children, as covered in paragraph 8.6, the school will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the

Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and Childcare Act 2006.

Where the school decides that an individual falls outside of the scope of these regulations and does not carry out such checks, they will retain a record of their assessment. This will include the school's evaluation of any risks and control measures put in place, and any advice sought.

10.3 Trainee/student teachers

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

Where trainee teachers are fee-funded, the school 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.

If the role involves working with pupils, as described in paragraph 8.6, whether the trainee is salaried by the school or fee-funded, checks will include ensuring that the individual is not disqualified under the
Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and Childcare Act 2006.

10.4 Volunteers

The school will:

- Never leave an unchecked volunteer unsupervised or allow them to work 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. This risk assessment will consider:
    - the nature of the work with children
    - what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers,
    - whether the volunteer has other employment or undertaken voluntary activities where referees can advise on their suitability and
    - whether the role is eligible for a DBS check and if so, at what level.
- Retain a record of this risk assessment on file
- Determine whether to ask the volunteer to complete an application form, attend an interview (which will include exploring their motives for volunteering to work with children and their ability to safeguard and protect the welfare of children and young people) and whether to take up references.

- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and Childcare Act 2006, if undertaking work as outlined in paragraph 8.6. Where the school decides that an individual falls outside of the scope of these regulations and they do not carry out such checks, they will retain a record of their assessment on the risk assessment they complete. The risk assessment will include the evaluation of any risks and control measures put in place, and any advice sought.

10.5 Additional check for governors

In addition to the checks above outlined for volunteers, all governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

The Local Authority will supply to the school confirmation that suitable checks including the completion of an application form and that references have been obtained for anyone appointed as a community governor at the school.

10.6 Pupils placed in alternative provision settings

Where the school places a pupil with an alternative provision provider, the school will obtain a letter of assurance from the provider that they have carried out the appropriate safeguarding checks on individuals working there.

10.7 Adults who supervise pupils on work experience (KS3- KS5 schools only)

When organising work experience, the school will ensure that policies and procedures are in place to protect children from harm.

The school will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

10.8 Pupils staying with host families

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), the school will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, the school will work with its partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

11. Single Central Record

All schools must maintain a record of pre-employment checks referred to in the School Staffing Regulations as the register and more commonly knowns as the single central record or SCR.

As a minimum all staff including trainees, agency and third-party staff must be included on the single central record– even if they work for one day

The single central record must show whether the following checks have been undertaken:

- An identity check, (identification checking guidelines can be found on the GOV.UK website);
- A barred list check;
- An enhanced DBS check requested/certificate provided; a prohibition from teaching check;
- Further checks on people who have lived or worked outside the UK;
- A check of professional qualifications, where required; and
- A check to establish the person's right to work in the United Kingdom

It is usual that checks undertaken on volunteers, governors and regular visitors are also recorded on the single central record.

12. Induction and, Probation

12.1 New support staff employees

New employees without any continuous service will be subject to a probationary period as outlined in the school's probationary procedure. There will also be an effective local induction which includes ensuring that the individual is fully aware of the school's safeguarding policies and procedures and that they are able to apply these.

The induction and the probation procedure should assess the new employee is demonstrating safe behaviour, appropriate boundaries are being maintained and they can identify causes of concern and, know when to report these and to whom. If there are any concerns about their ability to follow safeguarding policies and procedures the school must ensure the probationary policy is correctly applied and/or contact the Local Authority Designated Officer (LADO) if necessary.

12.2 Staff with continuous service

For staff with continuous service, the school will ensure there is an effective local induction which includes ensuring that the individual is fully aware of the school's safeguarding policies and procedures and that they are able to apply these.

12.3 Volunteers

There will also be a settling in period for volunteers, this again will include a local safeguarding induction. If the settling-in period reveals that the volunteer is not suited to a particular role, or there are any emerging safeguarding concerns, the volunteer can be asked to leave and stand down at any point.

12.4 Governors

If the volunteer is a governor then advice must be sought from an appropriate officer from the Local Authority if there are any emerging safeguarding concerns.

13. External Referrals

13.1 Referral to the DBS

The school is legally obliged to make a referral to the DBS where they remove an individual from regulated activity (or would have removed an individual had they not left), and they believe the individual has:

- engaged in relevant conduct in relation to children and/or adults,
- satisfied the harm test in relation to children and/or vulnerable adults; or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

13.2 Referral to the Teaching Regulation Agency (TRA)

If there is a substantiated safeguarding allegation against someone undertaking teaching work or a volunteer who is a qualified teacher, then the school must refer the individual to the TRA in accordance with statutory guidance.

Appendix 1

LA Guidance on Online Searches of Shortlisted Candidates

Keeping Children Safe in Education 2024 says at paragraph 226 '*as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks.'*

Schools should consider carefully their obligations under this paragraph. As this is statutory guidance, the advice is the checks should be undertaken unless there is a very good reason not to.

The requirement is only to undertake searches for candidates that are shortlisted- it is not necessary to do it for all applicants.

There is no statutory guidance as to what format the checks should take, many settings are choosing to simply put the shortlisted candidate's name in the search bar when doing a general internet search. Adding "media" "crown court" "magistrates court" "convicted" after a candidate's name may provide relevant information. The purpose is to help identify any issues or incidents which would either harm the reputation of the school or make the candidate unsuitable to work with children.

Schools should also be mindful that there are some names which are more usual than others, and so must ensure they are looking at the correct person online

.

The guidance states "*might want to explore with the applicant at interview*". It is possible to determine that the content is so serious that you opt to bring the recruitment process to an end. If you continue, you put the content to them at interview in the same way you would any issues in a reference or adverse information on a DBS check

When undertaking recruitment, it is important to ensure a fair and equitable process is followed for allcandidates.. If schools find information on one shortlisted candidate but not on the others, careful consideration should be given what to do with this, including whether it is relevant to the post they are applying for. It is advised that advice from your HR provider should be sought.

WORLINGHAM CEVC PRIMARY SCHOOL

SAFEGUARDING STATEMENT TO ACCOMPANY POLICY DOCUMENTS

Throughout this policy runs our commitment to safeguarding the wellbeing of all our pupils at Worlingham CEVC Primary School. The values, beliefs and ethos of Worlingham Primary School are shared by all members of staff and the adherence to the guidance as stated in the school's Safeguarding Policy is of paramount importance.

The wellbeing and safety of pupils has a positive impact on their attendance, behaviour, their own Health and Safety, learning within the school environment as well as on educational visits.

Throughout the curriculum children are taught how to manage risk and how to keep themselves safe. The children know that if they need help they can talk to a member of staff at school. Children are taught how to keep themselves safe whilst using ICT equipment and are instructed to report any inappropriate material to the member of staff leading the session.

Children who have an identified SEN which creates difficulties with communication may need additional support in expressing concerns to a member of staff. Staff will need to follow the guidance in the safeguarding policy when dealing with a disclosure, taking into account the ability of the individual.

A copy of the Safeguarding policy can be found on the school website, in the Headteacher's office and also the staff room. This policy provides comprehensive detail in identifying types of abuse and the procedures that need to be followed.

Within the Safeguarding Policy is a section on The Prevent Duty and what it means for our School.