



“Loving and Learning Together, for Life, as Jesus taught us.”

Leonard Stanley C of E Primary School

Safer Recruitment Policy

Title: Safer Recruitment Policy

Person(s) who created policy: Headteacher

Date approved : May 2025

Review Frequency: Annual

Date for next review: Sep 2026

At Leonard Stanley C of E C of E, we are committed to ensuring the safety and well-being of all our students. This policy outlines our procedures and guidelines for the safer recruitment of staff in accordance with the Keeping Children Safe in Education (2025) guidelines. It aims to create a safe and secure environment by carefully screening, selecting, and appointing individuals who are suitable to work with children. The policy is reviewed annually in line with publication of KCSIE.

Scope and Applicability

This policy applies to all individuals employed or engaged in any capacity at Leonard Stanley C of E, including teaching staff, support staff, volunteers, and third-party agencies involved in the recruitment process. All recruitment panel members will have completed safer recruitment training, and the Single Central Record (SCR) will be maintained and monitored in accordance with statutory guidance. This includes identity, right to work, DBS, barred list, prohibition checks, overseas checks (where appropriate)

Safer Recruitment Process

Advertising and Job Descriptions:

- Advertisements will include information defining the role, including: skills, abilities, experience, attitude, and behaviours expected for the post.
- All job advertisements will include a statement indicating our commitment to safeguarding and promoting the welfare of children.
- Job descriptions will clearly outline the safeguarding responsibilities and expectations of the role. i.e. To what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children
- whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Application and shortlisting:

- All applicants will be required to complete an application form that includes: 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; qualifications, the awarding body, and date of award; details of referees/references; 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. (We use GCC standard teaching application form.)
- Shortlisting will be based on the person specification and the applicant's ability to meet the essential criteria.

Interviews and Selection:

- Interviews will be conducted by a panel consisting of at least two members, including a designated safeguarding lead or a trained representative.
- Questions will be designed to assess candidates' suitability for working with children, their commitment to safeguarding, and their knowledge of child protection issues.
- Applicants will be asked to provide original identification documents to verify their identity and right to work in the country.
- Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with

children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK

- This information should only be requested from applicants who have been shortlisted. The information should not be requested in the application form to decide who should be shortlisted.
- Applicants should be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.
- The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.
- Schools and colleges should:
 - ensure that at least two people carry out the shortlisting exercise (it is recommended that those who shortlist carry out the interview for a consistent approach)
 - consider any inconsistencies and look for gaps in employment and reasons given for them, and,
 - explore all potential concerns.
- In addition, 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 the interview.

References and background checks:

- Two professional references will be obtained and checked prior to the appointment; one should be the current employer. Overseas criminal checks will be conducted in line with Home Office guidance to ensure full compliance.
- A comprehensive employment history and any gaps in employment will be explored.
- An enhanced DBS check with barred list information will be obtained for all staff and volunteers engaged in regulated activity.
- Overseas checks and prohibition checks will be conducted for applicants who have lived or worked outside the UK. (see flowchart)

Identity and Right-to-Work Checks

Identity and right-to-work checks will be completed in accordance with strengthened KCSIE 2025 requirements, including Verification of identity will be completed using valid and acceptable documentation in line with Home Office and DBS guidance.

Selection

- Schools and colleges should use a range of selection techniques to identify the most suitable person for the post. Those interviewing should agree with structured questions.
- These should include:
 - finding out what attracted the candidate to the post being applied for and their motivation for working with children
 - exploring their skills and asking for examples of experience of working with children which are relevant to the role, and, probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.
- The interviews should be used to explore potential areas of concern and to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing include:
 - implication that adults and children are equal
 - lack of recognition and/or understanding of the vulnerability of children
 - inappropriate idealisation of children
 - inadequate understanding of appropriate boundaries between adults and children, and
 - indicators of negative safeguarding behaviours.
- Any information about past disciplinary action or substantiated allegations should be considered in the circumstances of the individual case. Pupils/students should be involved in the recruitment process in a meaningful way. Observing short listed candidates and appropriately supervised interaction with pupils/students is common and recognised as good practice.
- All information considered in decision making should be clearly recorded along with decisions made.

Induction and Probation:

- Successful candidates will receive a thorough induction, including information on our safeguarding policies and procedures. Please refer to the Induction Policy Induction will include reference to the school's safeguarding policy and procedures, and staff will be made aware of their responsibilities under KCSIE 2025.
- Newly appointed staff members will be subject to a probationary period, during which their performance, conduct, and suitability for the role will be assessed.

Ongoing Safeguarding Training:

- All staff members will receive annual safeguarding training in line with statutory requirements.
- Designated safeguarding leads and recruitment panel members will receive additional training on safer recruitment practices.

Whistleblowing:

- Staff members, volunteers, or any individuals associated with Leonard Stanley C of E are encouraged to report any concerns about the recruitment process or the behavior of staff members, in accordance with our Whistleblowing Policy.

Review and Monitoring:

- This policy will be reviewed annually, or sooner if there are significant changes to legislation or best practice.
- Compliance with this policy will be monitored and assessed regularly by the designated safeguarding lead and Head Teacher.

Communication and Accessibility:

- This policy will be readily accessible to all staff members, volunteers, parents, and other stakeholders through the school website or other appropriate means.
- Staff members will be made aware of this policy during their induction, and any updates or revisions will be communicated effectively.

Document Retention Requirements (DBS Certificates)

DBS certificates should **not** be kept for more than six months unless justified.

Agency/Supply Staff Due Diligence

KCSIE 2025 stresses that schools must have **written confirmation** from agencies confirming completion of mandatory checks.

Policy Adherence:

- Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or engagement.

Appendix A : Recruitment Checklist

Job Application		
Job Description		
Person Specification		
Job advert	Start Date	
	Reporting to	
	Summary of job / remuneration	
	Safeguarding	
	Offenders	
	Provide information regarding online checks	
	Closing Date / Interview Dates	
Send application Form	(cvs will not be accepted)	

Name of Candidate:

Date:

Shortlisting		
Use the Person Spec		
Ensure at least 2 people		
Invite for interview		
Seek references		
Perform on-line checks		
Interview - all information should be put in a file		
Ensure candidates sign their application form		
Check photo ID	Take a copy, sign and date it (file)	
Check Qualifications	This may be done at a later date, take a copy, sign and date (file)	

Candidates sign declaration	This may be used in interview to cross check results	
Interview	One interviewer must have safer recruitment qualification	
	Ask the same questions for all candidates	
	Take time to fill in career gaps	
	Ensure you keep question - FILE	
Decide who is the best candidate		
Phone Successful Candidate		
Phone unsuccessful candidates		
Job Offer letter	Put in FILE	
Send off for DBS	DBS portability may only be used where legally permitted and where all conditions are met.	
Send off for List 98		
Complete SCR	Ensure passport / birth certificate (right to work in UK)	
Individual File		
Copies of ID x 2	Signed and dated by admin	
References		
Application Form	Signed by applicant	
Copies of qualification	Signed and dated by admin	
Copy of declaration		
Induction Checklist		

TO BE COMPLETED BY SHORTLISTED CANDIDATES ONLY

Confidential

Declaration of Criminal Record and Other Relevant Information

Positions Exempt from the Rehabilitation of Offenders Act 1974

As stated on your application form when you originally applied for your post, because of the nature of the duties the post holder is expected to undertake, you are required to disclose details of any criminal record. The position in which you are working is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, court orders, reprimands and final warnings on your record need to be disclosed.

Only relevant convictions and other information will be taken into account so disclosure need not be a bar to continuing in your position.

If you declare your criminal record and / or other information and we believe this to have a bearing on the requirements of the post, we shall arrange to discuss the matter with you before any final decision is taken in relation to your role.

If you have any concerns or queries about filling in this declaration please contact the Headteacher.

You should be assured that the information you give will be kept securely and in accordance with the requirements of the Data Protection Act (ie once no longer required your Self-Disclosure form will be confidentially destroyed). Only the people directly responsible for making the decision will be informed of disclosed information on a need-to-know basis.

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1. Have you ever been released under investigation, arrested, cautioned, convicted or reprimanded ?

Yes / No *(please delete as applicable)*

If yes, please give details

1a. Is your name included on the 'Disclosure and Barring Service (DBS) Barred List' or the equivalent Welsh, Northern Irish or Scottish Lists as someone unsuitable to work with children?

Yes / No *(please delete as applicable)*

If yes, please give details.

1.b. Is your name included on the teacher Prohibition list?

Yes / No *(please delete as applicable)*

If yes, please give details.

1.c. Are you prohibited from taking part in the management of an independent school, including academies and free schools?

Yes / No *(please delete as applicable)*

If yes, please give details.

1.d. Are you known to any police force or children's social care?

Yes / No *(please delete as applicable)*

If yes, please give details.

2. Have you received any convictions, cautions, court orders relating to the care of children, reprimands or warnings or other grounds for disqualification from the appointment under the Childcare (Disqualification) Regulations 2009? NB – disqualification is not the same as being barred by the DBS and includes:-

- being cautioned for or convicted of certain violent and sexual criminal offences against children and adults;
- grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering;

Yes / No *(please delete as applicable)*

If yes, please give details

3. Have you ever lived or worked overseas?

Yes / No *(please delete as applicable)*

If yes, please give details

Country	Dates: to and from	Purpose

3.a. Have you ever committed any criminal offences in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where convicted?

Yes / No *(please delete as applicable)*

If yes, please give details.

I certify that the information given by me on this self-disclosure form is true to the best of my knowledge and I understand that if subsequently I am found to be materially incorrect, my employer will be entitled to terminate my employment without notice.

Name (please print clearly):

Signed:

Dated:

(nb if you have signed this electronically, you will be required to sign a hard copy of this form at point of interview)

Please return your completed declaration in a sealed envelope to the Headteacher or Chair of Governors (if appointment is for the position of Headteacher) marked Private and Confidential.