

Policy on Safer Recruitment



Next review: Autumn 2028

Bussage Primary School is a Church of England Voluntary Aided Primary School and this policy is written within the context of the Christian faith, practice and values which underpin our ethos, and which are in keeping with our Trust Deed.

Our school's Christian ethos is that all pupils, whatever their ability or talents, are created in the image of God, and are loved equally by Him.

Our school's mission is to provide a learning and development environment in which all pupils and staff can make the most of their God given potential and aspire to "be the best that they can be."

Our school vision is built upon the four cornerstones of WISDOM, HOPE, COMMUNITY and DIGNITY.

For children to learn effectively and to live life to its fullness they must be safe and secure and feel safe and secure. Child protection and safeguarding are always our highest priority.

Approved by:	FGB	Date: Autumn 2026
Last reviewed:	Autumn 2026	
Next review due:	Autumn 2028	

1. Purpose and scope

This policy sets out the school's arrangements for recruiting and appointing staff, volunteers and others safely and fairly. It applies to recruitment undertaken by or on behalf of the governing body and should be read alongside the school's Child Protection and Safeguarding Policy, Recruitment of Ex-offenders Policy, Equality Policy, Staff Code of Conduct, Volunteer Helpers Policy, Data Protection Policy and recruitment privacy notice.

The governing body and headteacher are committed to safeguarding and promoting the welfare of children. Safer recruitment is part of the school's wider safeguarding culture and continues after appointment through induction, supervision, professional conduct arrangements and ongoing vigilance.

The school will comply with the current statutory guidance Keeping Children Safe in Education (KCSIE), relevant provisions of the School Staffing (England) Regulations 2009 as amended, the Safeguarding Vulnerable Groups Act 2006 as amended, the Police Act 1997 and related regulations, the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975 as amended, the Childcare Act 2006 and Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2018, the Immigration, Asylum and Nationality Act 2006, the Equality Act 2010, UK GDPR and the Data Protection Act 2018, and other applicable employment and safeguarding legislation.

2. Principles

- Safeguarding will be central to every stage of recruitment and selection.
- Applicants will be treated fairly, consistently and with dignity, and unlawful discrimination will not be tolerated.
- Recruitment decisions will be based on the requirements of the post, the person specification, evidence obtained through selection and the outcome of required pre-appointment checks.
- All information considered in recruitment decision-making will be clearly recorded together with decisions made.
- No person will undertake work for which they are barred or otherwise legally prohibited.
- The school will determine the appropriate checks for each role and will not request barred-list information where it is not legally entitled to do so.

3. Regulated activity and DBS eligibility

The school will determine whether a role constitutes regulated activity with children in accordance with the Safeguarding Vulnerable Groups Act 2006, as amended, and current KCSIE. Most staff working in a primary school will be engaging in regulated activity, but not every role, visitor, contractor or voluntary activity automatically does so.

Where an individual will be engaging in regulated activity, the school will obtain an enhanced DBS check including children's barred-list information, subject to any applicable statutory exception. For other roles, the school will obtain only the level of DBS check for which the role is legally eligible. Children's barred-list information will not be requested where the person is not engaging in, or seeking to engage in, regulated activity.

4. Recruitment responsibilities and training

4.1 Governing body and headteacher

- Ensure safer recruitment procedures comply with current law and KCSIE.
- Ensure appropriate authority is delegated for recruitment decisions and that statutory governing-body responsibilities are retained.
- Ensure those involved in recruitment understand safeguarding, equality, confidentiality and data-protection requirements.
- Ensure mandatory checks are completed and the Single Central Record (SCR) is maintained accurately.

4.2 Safer recruitment training

The school will ensure that those involved in recruitment are appropriately trained and competent in safer recruitment. The governing body may set a local refresher cycle and will ensure practice remains current when legislation or statutory guidance changes.

5. Planning, job documentation and advertising

5.1 Planning and role information

Before advertising, the school will review the job description and person specification to ensure they accurately describe the duties, responsibilities, qualifications and safeguarding requirements of the post. The person specification will identify the skills, knowledge, experience and behaviours needed to safeguard and promote the welfare of children.

Recruitment information will make clear the school's commitment to safeguarding, whether the post is subject to an appropriate DBS check, the requirement for satisfactory references and other pre-employment checks, and that shortlisted candidates will be asked to complete a criminal-record and suitability self-declaration in accordance with KCSIE and Ministry of Justice guidance.

5.2 Advertising

Vacancies will normally be advertised in a manner appropriate to the post. Advertising and recruitment material will promote equality of opportunity and make clear that safeguarding checks will form part of the recruitment process. Where the governing body decides not to advertise a post, it will ensure that any statutory requirements are met and that the rationale is documented.

6. Applications

Applicants will be required to complete the school's application form. A curriculum vitae may be submitted alongside the application form but will not be accepted as a substitute for a completed application form.

The application process will obtain the information required by current KCSIE, including personal details and current/former names, current address and National Insurance number; present or last employment and reason for leaving; full history since leaving school including education, employment and voluntary work with reasons for gaps; qualifications, awarding bodies and dates; referees; and a statement explaining how the applicant meets the person specification and is suitable for the role.

Applicants will be required to confirm that the information supplied is true and complete. False or materially misleading information may result in withdrawal of an offer or disciplinary action if employment has commenced, subject to fair process and appropriate advice.

7. Shortlisting and self-declaration

7.1 Shortlisting

At least two people will carry out the shortlisting exercise. Wherever practicable, those who shortlist will also interview candidates to support a consistent process. Applications will be assessed against the agreed person specification. The panel will consider inconsistencies, identify gaps in employment and reasons given for them, and explore potential concerns.

7.2 Criminal-record and suitability self-declaration

After shortlisting, shortlisted candidates will be asked to complete a self-declaration of their criminal record and other relevant information that could make them unsuitable to work with children. This will not be requested on the application form for the purpose of deciding who should be shortlisted.

The self-declaration will be framed in accordance with KCSIE and Ministry of Justice guidance and may include, as applicable, relevant criminal history, children's barred-list status, prohibition from teaching, relevant overseas offences or information, whether the individual is known to the police and children's local authority social care, and childcare disqualification. Applicants will not be asked to disclose protected convictions or cautions which they are not legally required to disclose. Candidates will sign a declaration confirming that the information provided is true. Where an electronic signature is used, the shortlisted candidate will physically sign a hard copy of the application at interview in accordance with KCSIE. Relevant disclosures may be discussed at interview before a DBS certificate is received. The school's Recruitment of Ex-offenders Policy sets out how disclosed criminal-record information will be considered fairly and lawfully.

8. Online searches

As part of the shortlisting process, the school will consider carrying out a search via an online search engine as part of its due diligence on shortlisted candidates. Shortlisted candidates will be informed that online searches may be undertaken.

The purpose of a search is to identify publicly available incidents or issues that may be relevant to suitability to work with children and which the school may wish to explore at interview. Searches will be proportionate and focused on safeguarding and suitability. Information will not be treated as established fact solely because it appears online, and candidates will have an opportunity to explain or contextualise relevant information. A proportionate record of relevant due-diligence considerations and resulting decisions will be kept on the recruitment file in accordance with the school's data-protection and retention arrangements.

9. References and employment history

References will be sought before interview where possible so that any concerns can be explored with the referee and candidate. The school will not accept open references and will not rely on an applicant to obtain references.

- References should normally include the candidate's current employer and be completed by a senior person with appropriate authority. Where the referee is school or college based,

information about disciplinary investigations should be confirmed as accurate by the headteacher or principal.

- Where the applicant is not currently employed, the school will verify the most recent relevant period of employment. Where the applicant is not currently working with children, a reference will be sought from the relevant employer from the last time they worked with children; if they have never worked with children, a reference will be obtained from the current employer.
- The school will verify reference information with the person who provided it, confirm that electronic references originate from a legitimate source and contact referees where information is vague or insufficient.
- References will be compared with the application form, discrepancies will be explored with the candidate, reasons for leaving current or recent employment will be established and concerns will be resolved satisfactorily before appointment is confirmed.

When providing references, the school will give factual information about substantiated safeguarding concerns or allegations that meet the harm threshold and will not include concerns or allegations found to be false, unfounded, unsubstantiated or malicious, in accordance with KCSIE. Low-level concerns will be handled in accordance with current KCSIE and the school's relevant safeguarding procedures.

10. Selection and interview

The school will use a range of selection techniques appropriate to the post. A structured interview will normally be conducted in person. Interviewers will agree structured questions in advance while retaining scope for appropriate follow-up questions.

Selection will explore the candidate's motivation for working with children, relevant skills and experience, employment gaps or frequent changes of employment/location, and any potential safeguarding concerns. Relevant matters arising from references, self-declarations, application information or due-diligence checks will be explored fairly and appropriately.

Where appropriate to the role, pupils will be involved meaningfully in the selection process, for example through an observed activity, teaching task or appropriately supervised interaction. Pupil involvement will complement, not replace, the formal adult selection process.

All information considered in decision-making and the reasons for the decision will be clearly recorded.

11. Pre-appointment checks

All offers of appointment will be conditional until the mandatory pre-employment checks applicable to the role have been satisfactorily completed. The school will complete, as applicable:

- identity verification, with appropriate attention to current and former names;
- an enhanced DBS check, including children's barred-list information for those engaging in regulated activity, or another legally appropriate level of check;
- a separate children's barred-list check only in circumstances permitted by KCSIE;
- verification of the applicant's mental and physical fitness to carry out the responsibilities of the work, in accordance with the Equality Act 2010 and applicable health standards;
- right-to-work checks;
- further checks for individuals who have lived or worked outside the UK, as appropriate;

- verification of professional qualifications where required;
- for teaching work, confirmation that the individual is not subject to a teacher prohibition or interim prohibition order or relevant historic GTCE sanction/restriction, using the DfE Check a teacher's record service as appropriate;
- childcare-disqualification checks for relevant staff working in, or directly concerned with the management of, applicable early-years or later-years childcare provision;
- any other check required by law or KCSIE for the particular role.

11.1 Applicants moving from a previous school post

Where an applicant has worked in a school or other qualifying education setting in England within the period specified by KCSIE, the school will apply the statutory provisions concerning whether a new enhanced DBS certificate and overseas-event checks are required. The school will carefully consider whether an updated DBS check is appropriate and will complete all other required checks, including a separate children's barred-list check where required for regulated activity.

11.2 Starting before the DBS certificate is available

Where KCSIE permits an individual to start regulated activity before the enhanced DBS certificate is available, the school will only do so after all other required checks have been satisfactorily completed, including a separate children's barred-list check where applicable, and following a written risk assessment with appropriate supervision arrangements. Where the work falls within provision subject to the Early Years Foundation Stage, the school will comply with the stricter requirement that the individual must not begin work in that provision until the required enhanced DBS certificate including children's barred-list information has been received.

12. Checks for people who have lived or worked outside the UK

Individuals who have lived or worked outside the UK will undergo the same checks as other staff. In addition, the school will make such further checks as it considers appropriate so that relevant events occurring outside the UK can be considered. Depending on the circumstances and availability of information, these may include overseas criminal-record information and, for teaching positions, evidence from the relevant professional regulating authority. Where information is unavailable, the school will consider alternative checks and undertake a recorded risk assessment to support an informed appointment decision.

13. Agency and third-party staff, contractors and trainees

13.1 Agency and third-party staff

The school will obtain written notification from the agency or third-party organisation that it has carried out the checks the school would otherwise be required to undertake and has obtained the appropriate certificates. The school will record the required confirmation on the SCR and will verify that the person presenting for work is the person on whom the checks were made. Where KCSIE requires the school to obtain a copy of a disclosed enhanced DBS certificate from the agency, it will do so.

13.2 Contractors

Safeguarding requirements will be specified in contracts where appropriate. Contractors engaging in regulated activity require an enhanced DBS check including children's barred-list information.

Where a contractor is not in regulated activity but has the opportunity for regular contact with children, the school will ensure the appropriate enhanced DBS check without barred-list information is in place. A contractor on whom appropriate checks have not been obtained will not be permitted to work unsupervised or engage in regulated activity. Identity will be checked on arrival.

13.3 Trainee/student teachers

For salaried trainee teachers, the school will ensure all necessary checks are carried out. For fee-funded trainees, the school will obtain written confirmation from the initial teacher training provider that the required checks have been completed and the trainee has been judged suitable to work with children.

14. Volunteers

The school will determine whether a volunteer role constitutes regulated activity in accordance with current law and KCSIE. Changes introduced by the Crime and Policing Act 2026 affect the circumstances in which volunteer activity involving teaching, training, instructing or supervising children constitutes regulated activity, including the relevant frequency and period conditions. Where a volunteer will engage in regulated activity, the school will obtain an enhanced DBS check including children's barred-list information. Where an existing volunteer became engaged in regulated activity from 1 September 2026 because of the legislative change, the school will ensure their children's barred-list status is checked in accordance with KCSIE.

For volunteers who are not engaging in regulated activity, the school will undertake and record a written risk assessment and use professional judgement when deciding what checks, if any, are appropriate. Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to undertake regulated activity. Barred-list information will not be requested where the school is not legally entitled to obtain it.

Volunteers working in provision subject to the Early Years Foundation Stage will not begin work within that provision until the school has received the required enhanced DBS certificate including children's barred-list information where KCSIE requires this.

15. Governors and associate members

Governors of this maintained school are required to have an enhanced DBS check. Governance alone is not regulated activity relating to children, so a children's barred-list check will not be requested solely because a person is a governor. Where a governor separately engages in regulated activity, the appropriate barred-list arrangements will apply.

The school will also carry out a section 128 check for school governors because a person subject to a section 128 direction is disqualified from holding or continuing to hold office as a governor of a maintained school. Associate members are not subject to the same mandatory enhanced DBS requirement merely by virtue of being associate members, unless another legal basis for a check applies, including where they separately engage in regulated activity.

16. Headteacher and deputy headteacher appointments

As a voluntary-aided maintained school, appointments to headteacher and deputy headteacher posts will be made in accordance with the applicable provisions of the School Staffing (England) Regulations 2009, as amended. The governing body will notify the local authority as required, determine appropriate advertising arrangements and appoint a selection panel consisting of at least three eligible governors. The selection panel will select candidates for interview, interview

those candidates and, where appropriate, recommend a candidate to the governing body for appointment. The school will also have regard to any applicable provisions concerning local-authority advice and the school's Church of England character and Trust Deed.

17. Conditional offer, appointment and written particulars

The successful candidate will receive a conditional offer subject to satisfactory completion of the required checks. No offer will become unconditional until the school is satisfied that all mandatory conditions relevant to the appointment have been met.

The employer will provide the principal written statement of employment particulars no later than the beginning of employment and any wider written statement within the statutory timescale. Appointment documentation and contractual arrangements will be issued in accordance with employment law and any applicable national or local terms and conditions.

18. Induction and ongoing safeguarding vigilance

All new staff and relevant volunteers will receive safeguarding induction appropriate to their role, including the school's Child Protection and Safeguarding Policy, Staff Code of Conduct, procedures for reporting concerns about adults, whistleblowing arrangements and other information required by KCSIE. The school will maintain ongoing safeguarding vigilance after appointment and carry out new checks on existing staff or volunteers where KCSIE or law requires them, including where a person moves into regulated activity, following a relevant break in service or where concerns arise about suitability.

19. Single Central Record

The school will maintain a Single Central Record of pre-appointment checks in accordance with KCSIE and the School Staffing (England) Regulations. It will include all staff, including teacher trainees on salaried routes, and agency and third-party supply staff even if they work for only one day.

For staff, the SCR will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or obtained, as applicable:

- identity check;
- standalone children's barred-list check;
- enhanced DBS check, including children's barred-list information where applicable;
- teacher prohibition check;
- further checks for people who have lived or worked outside the UK;
- professional qualifications where required; and
- right to work in the UK.

For agency and third-party staff, the SCR will record whether written confirmation has been received that the supplying organisation completed the relevant checks and obtained the appropriate certificates, the date confirmation was received and whether details of any enhanced DBS certificate were provided. The school may record additional relevant information permitted by KCSIE, such as checks on volunteers and governors, safer-recruitment training dates and the name of the person who completed each check.

Details of individuals will be removed from the SCR when they no longer work at the school, in accordance with KCSIE. The SCR may be maintained electronically or on paper.

20. Records, confidentiality and data protection

Recruitment information, including special-category and criminal-offence data, will be processed lawfully, fairly, securely and confidentially in accordance with UK GDPR, the Data Protection Act 2018, the school's privacy notices and records-retention arrangements. Access will be limited to those who require it for recruitment, employment or safeguarding purposes.

Copies of documents used to verify the successful candidate's identity, right to work and required qualifications will be retained on the personnel file in accordance with current guidance and the school's retention schedule. The school does not need to retain a copy of a DBS certificate in order to maintain the SCR. If a copy of a DBS certificate or criminal-record information is retained, there must be a valid reason and it will not normally be kept for longer than six months. The school may retain a record that vetting was undertaken, the outcome and the recruitment decision.

Recruitment records for unsuccessful candidates will be retained only for the period justified by the school's retention schedule and then securely destroyed.

21. Review and related documents

This policy will be reviewed at least every two years, and earlier where there is a significant change to legislation, KCSIE, DBS arrangements or local safeguarding procedures.

Related school documents include:

- Child Protection and Safeguarding Policy
- Recruitment of Ex-offenders Policy
- Staff Code of Conduct / Staff Behaviour Policy
- Equality Policy
- Volunteer Helpers Policy
- Data Protection Policy and recruitment privacy notice
- Whistleblowing Policy
- Records Retention Schedule

Key external sources include the current edition of Keeping Children Safe in Education, DBS guidance and Code of Practice, Ministry of Justice guidance on the Rehabilitation of Offenders Act 1974 and Exceptions Order, statutory childcare-disqualification guidance and the School Staffing (England) Regulations 2009 as amended.

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The school will comply with the current statutory guidance Keeping Children Safe in Education (KCSIE), relevant provisions of the School Staffing (England) Regulations 2009 as amended, the Safeguarding Vulnerable Groups Act 2006 as amended, the Police Act 1997 and related regulations, the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975 as amended, the Childcare Act 2006 and Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2018, the Immigration, Asylum and Nationality Act 2006, the Equality Act 2010, UK GDPR and the Data Protection Act 2018, and other applicable employment and safeguarding legislation.

2. Principles

Safeguarding will be central to every stage of recruitment and selection.

Applicants will be treated fairly, consistently and with dignity, and unlawful discrimination will not be tolerated.

Recruitment decisions will be based on the requirements of the post, the person specification, evidence obtained through selection and the outcome of required pre-appointment checks. All information considered in recruitment decision-making will be clearly recorded together with decisions made.

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The school will determine the appropriate checks for each role and will not request barred-list information where it is not legally entitled to do so.

3. Regulated activity and DBS eligibility

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4. Recruitment responsibilities and training

4.1 Governing body and headteacher

Ensure safer recruitment procedures comply with current law and KCSIE.

Ensure appropriate authority is delegated for recruitment decisions and that statutory governing-body responsibilities are retained.

Ensure those involved in recruitment understand safeguarding, equality, confidentiality and data-protection requirements.

Ensure mandatory checks are completed and the Single Central Record (SCR) is maintained accurately.

4.2 Safer recruitment training

The school will ensure that those involved in recruitment are appropriately trained and competent in safer recruitment. The governing body may set a local refresher cycle and will ensure practice remains current when legislation or statutory guidance changes.

5. Planning, job documentation and advertising

5.1 Planning and role information

Before advertising, the school will review the job description and person specification to ensure they accurately describe the duties, responsibilities, qualifications and safeguarding requirements of the post. The person specification will identify the skills, knowledge, experience and behaviours needed to safeguard and promote the welfare of children.

Recruitment information will make clear the school's commitment to safeguarding, whether the post is subject to an appropriate DBS check, the requirement for satisfactory references and other pre-employment checks, and that shortlisted candidates will be asked to complete a criminal-record and suitability self-declaration in accordance with KCSIE and Ministry of Justice guidance.

5.2 Advertising

Vacancies will normally be advertised in a manner appropriate to the post. Advertising and recruitment material will promote equality of opportunity and make clear that safeguarding checks will form part of the recruitment process. Where the governing body decides not to advertise a post, it will ensure that any statutory requirements are met and that the rationale is documented.

6. Applications

Applicants will be required to complete the school's application form. A curriculum vitae may be submitted alongside the application form but will not be accepted as a substitute for a completed application form.

The application process will obtain the information required by current KCSIE, including personal details and current/former names, current address and National Insurance number; present or last employment and reason for leaving; full history since leaving school including education, employment and voluntary work with reasons for gaps; qualifications, awarding bodies and dates; referees; and a statement explaining how the applicant meets the person specification and is suitable for the role.

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The self-declaration will be framed in accordance with KCSIE and Ministry of Justice guidance and may include, as applicable, relevant criminal history, children's barred-list status, prohibition from teaching, relevant overseas offences or information, whether the individual is known to the police and children's local authority social care, and childcare disqualification. Applicants will not be asked to disclose protected convictions or cautions which they are not legally required to disclose.

Candidates will sign a declaration confirming that the information provided is true. Where an electronic signature is used, the shortlisted candidate will physically sign a hard copy of the application at interview in accordance with KCSIE. Relevant disclosures may be discussed at interview before a DBS certificate is received. The school's Recruitment of Ex-offenders Policy sets out how disclosed criminal-record information will be considered fairly and lawfully.

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The purpose of a search is to identify publicly available incidents or issues that may be relevant to suitability to work with children and which the school may wish to explore at interview. Searches will be proportionate and focused on safeguarding and suitability. Information will not be treated as established fact solely because it appears online, and candidates will have an opportunity to explain or contextualise relevant information. A proportionate record of relevant due-diligence considerations and resulting decisions will be kept on the recruitment file in accordance with the school's data-protection and retention arrangements.

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Where the applicant is not currently employed, the school will verify the most recent relevant period of employment. Where the applicant is not currently working with children, a reference will be sought from the relevant employer from the last time they worked with children; if they have never worked with children, a reference will be obtained from the current employer.

The school will verify reference information with the person who provided it, confirm that electronic references originate from a legitimate source and contact referees where information is vague or insufficient.

References will be compared with the application form, discrepancies will be explored with the candidate, reasons for leaving current or recent employment will be established and concerns will be resolved satisfactorily before appointment is confirmed.

When providing references, the school will give factual information about substantiated safeguarding concerns or allegations that meet the harm threshold and will not include concerns or allegations found to be false, unfounded, unsubstantiated or malicious, in accordance with

KCSIE. Low-level concerns will be handled in accordance with current KCSIE and the school's relevant safeguarding procedures.

10. Selection and interview

The school will use a range of selection techniques appropriate to the post. A structured interview will normally be conducted in person. Interviewers will agree structured questions in advance while retaining scope for appropriate follow-up questions.

Selection will explore the candidate's motivation for working with children, relevant skills and experience, employment gaps or frequent changes of employment/location, and any potential safeguarding concerns. Relevant matters arising from references, self-declarations, application information or due-diligence checks will be explored fairly and appropriately.

Where appropriate to the role, pupils will be involved meaningfully in the selection process, for example through an observed activity, teaching task or appropriately supervised interaction. Pupil involvement will complement, not replace, the formal adult selection process.

All information considered in decision-making and the reasons for the decision will be clearly recorded.

11. Pre-appointment checks

All offers of appointment will be conditional until the mandatory pre-employment checks applicable to the role have been satisfactorily completed. The school will complete, as applicable:

- identity verification, with appropriate attention to current and former names;
- an enhanced DBS check, including children's barred-list information for those engaging in regulated activity, or another legally appropriate level of check;
- a separate children's barred-list check only in circumstances permitted by KCSIE;
- verification of the applicant's mental and physical fitness to carry out the responsibilities of the work, in accordance with the Equality Act 2010 and applicable health standards;
- right-to-work checks;
- further checks for individuals who have lived or worked outside the UK, as appropriate;
- verification of professional qualifications where required;
- for teaching work, confirmation that the individual is not subject to a teacher prohibition or interim prohibition order or relevant historic GTCE sanction/restriction, using the DfE Check a teacher's record service as appropriate;
- childcare-disqualification checks for relevant staff working in, or directly concerned with the management of, applicable early-years or later-years childcare provision;
- any other check required by law or KCSIE for the particular role.

11.1 Applicants moving from a previous school post

Where an applicant has worked in a school or other qualifying education setting in England within the period specified by KCSIE, the school will apply the statutory provisions concerning whether a

new enhanced DBS certificate and overseas-event checks are required. The school will carefully consider whether an updated DBS check is appropriate and will complete all other required checks, including a separate children's barred-list check where required for regulated activity.

11.2 Starting before the DBS certificate is available

Where KCSIE permits an individual to start regulated activity before the enhanced DBS certificate is available, the school will only do so after all other required checks have been satisfactorily completed, including a separate children's barred-list check where applicable, and following a written risk assessment with appropriate supervision arrangements. Where the work falls within provision subject to the Early Years Foundation Stage, the school will comply with the stricter requirement that the individual must not begin work in that provision until the required enhanced DBS certificate including children's barred-list information has been received.

12. Checks for people who have lived or worked outside the UK

Individuals who have lived or worked outside the UK will undergo the same checks as other staff. In addition, the school will make such further checks as it considers appropriate so that relevant events occurring outside the UK can be considered. Depending on the circumstances and availability of information, these may include overseas criminal-record information and, for teaching positions, evidence from the relevant professional regulating authority. Where information is unavailable, the school will consider alternative checks and undertake a recorded risk assessment to support an informed appointment decision.

13. Agency and third-party staff, contractors and trainees

13.1 Agency and third-party staff

The school will obtain written notification from the agency or third-party organisation that it has carried out the checks the school would otherwise be required to undertake and has obtained the appropriate certificates. The school will record the required confirmation on the SCR and will verify that the person presenting for work is the person on whom the checks were made. Where KCSIE requires the school to obtain a copy of a disclosed enhanced DBS certificate from the agency, it will do so.

13.2 Contractors

Safeguarding requirements will be specified in contracts where appropriate. Contractors engaging in regulated activity require an enhanced DBS check including children's barred-list information. Where a contractor is not in regulated activity but has the opportunity for regular contact with children, the school will ensure the appropriate enhanced DBS check without barred-list information is in place. A contractor on whom appropriate checks have not been obtained will not be permitted to work unsupervised or engage in regulated activity. Identity will be checked on arrival.

13.3 Trainee/student teachers

For salaried trainee teachers, the school will ensure all necessary checks are carried out. For fee-funded trainees, the school will obtain written confirmation from the initial teacher training provider that the required checks have been completed and the trainee has been judged suitable to work with children.

14. Volunteers

The school will determine whether a volunteer role constitutes regulated activity in accordance with current law and KCSIE. Changes introduced by the Crime and Policing Act 2026 affect the circumstances in which volunteer activity involving teaching, training, instructing or supervising children constitutes regulated activity, including the relevant frequency and period conditions.

Where a volunteer will engage in regulated activity, the school will obtain an enhanced DBS check including children's barred-list information. Where an existing volunteer became engaged in regulated activity from 1 September 2026 because of the legislative change, the school will ensure their children's barred-list status is checked in accordance with KCSIE.

For volunteers who are not engaging in regulated activity, the school will undertake and record a written risk assessment and use professional judgement when deciding what checks, if any, are appropriate. Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to undertake regulated activity. Barred-list information will not be requested where the school is not legally entitled to obtain it.

Volunteers working in provision subject to the Early Years Foundation Stage will not begin work within that provision until the school has received the required enhanced DBS certificate including children's barred-list information where KCSIE requires this.

15. Governors and associate members

Governors of this maintained school are required to have an enhanced DBS check. Governance alone is not regulated activity relating to children, so a children's barred-list check will not be requested solely because a person is a governor. Where a governor separately engages in regulated activity, the appropriate barred-list arrangements will apply.

The school will also carry out a section 128 check for school governors because a person subject to a section 128 direction is disqualified from holding or continuing to hold office as a governor of a maintained school. Associate members are not subject to the same mandatory enhanced DBS requirement merely by virtue of being associate members, unless another legal basis for a check applies, including where they separately engage in regulated activity.

16. Headteacher and deputy headteacher appointments

As a voluntary-aided maintained school, appointments to headteacher and deputy headteacher posts will be made in accordance with the applicable provisions of the School Staffing (England)

Regulations 2009, as amended. The governing body will notify the local authority as required, determine appropriate advertising arrangements and appoint a selection panel consisting of at least three eligible governors. The selection panel will select candidates for interview, interview those candidates and, where appropriate, recommend a candidate to the governing body for appointment. The school will also have regard to any applicable provisions concerning local-authority advice and the school's Church of England character and Trust Deed.

17. Conditional offer, appointment and written particulars

The successful candidate will receive a conditional offer subject to satisfactory completion of the required checks. No offer will become unconditional until the school is satisfied that all mandatory conditions relevant to the appointment have been met.

The employer will provide the principal written statement of employment particulars no later than the beginning of employment and any wider written statement within the statutory timescale. Appointment documentation and contractual arrangements will be issued in accordance with employment law and any applicable national or local terms and conditions.

18. Induction and ongoing safeguarding vigilance

All new staff and relevant volunteers will receive safeguarding induction appropriate to their role, including the school's Child Protection and Safeguarding Policy, Staff Code of Conduct, procedures for reporting concerns about adults, whistleblowing arrangements and other information required by KCSIE. The school will maintain ongoing safeguarding vigilance after appointment and carry out new checks on existing staff or volunteers where KCSIE or law requires them, including where a person moves into regulated activity, following a relevant break in service or where concerns arise about suitability.

19. Single Central Record

The school will maintain a Single Central Record of pre-appointment checks in accordance with KCSIE and the School Staffing (England) Regulations. It will include all staff, including teacher trainees on salaried routes, and agency and third-party supply staff even if they work for only one day.

For staff, the SCR will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or obtained, as applicable:

- identity check;
- standalone children's barred-list check;
- enhanced DBS check, including children's barred-list information where applicable;
- teacher prohibition check;
- further checks for people who have lived or worked outside the UK;
- professional qualifications where required; and

right to work in the UK.

For agency and third-party staff, the SCR will record whether written confirmation has been received that the supplying organisation completed the relevant checks and obtained the appropriate certificates, the date confirmation was received and whether details of any enhanced DBS certificate were provided. The school may record additional relevant information permitted by KCSIE, such as checks on volunteers and governors, safer-recruitment training dates and the name of the person who completed each check.

Details of individuals will be removed from the SCR when they no longer work at the school, in accordance with KCSIE. The SCR may be maintained electronically or on paper.

20. Records, confidentiality and data protection

Recruitment information, including special-category and criminal-offence data, will be processed lawfully, fairly, securely and confidentially in accordance with UK GDPR, the Data Protection Act 2018, the school's privacy notices and records-retention arrangements. Access will be limited to those who require it for recruitment, employment or safeguarding purposes.

Copies of documents used to verify the successful candidate's identity, right to work and required qualifications will be retained on the personnel file in accordance with current guidance and the school's retention schedule. The school does not need to retain a copy of a DBS certificate in order to maintain the SCR. If a copy of a DBS certificate or criminal-record information is retained, there must be a valid reason and it will not normally be kept for longer than six months. The school may retain a record that vetting was undertaken, the outcome and the recruitment decision.

Recruitment records for unsuccessful candidates will be retained only for the period justified by the school's retention schedule and then securely destroyed.

21. Review and related documents

This policy will be reviewed at least every two years, and earlier where there is a significant change to legislation, KCSIE, DBS arrangements or local safeguarding procedures.

Related school documents include:

Child Protection and Safeguarding Policy

Recruitment of Ex-offenders Policy

Staff Code of Conduct / Staff Behaviour Policy

Equality Policy

Volunteer Helpers Policy

Data Protection Policy and recruitment privacy notice

Whistleblowing Policy

Records Retention Schedule

Key external sources include the current edition of Keeping Children Safe in Education, DBS guidance and Code of Practice, Ministry of Justice guidance on the Rehabilitation of Offenders Act

1974 and Exceptions Order, statutory childcare-disqualification guidance and the School Staffing (England) Regulations 2009 as amended.

Bussage Primary School is a Church of England Voluntary Aided Primary School and this policy is written within the context of the Christian faith, practice and values which underpin our ethos, and which are in keeping with our Trust Deed.

Our school's Christian ethos is that all pupils, whatever their ability or talents, are created in the image of God, and are loved equally by Him.

Our school's mission is to provide a learning and development environment in which all pupils and staff can make the most of their God given potential and aspire to "be the best that they can be."

Our school vision is built upon the four cornerstones of WISDOM, HOPE, COMMUNITY and DIGNITY.

For children to be able to learn effectively and to live life to it fullness they must be safe and secure and they must feel safe and secure. In our school, Child Protection and Safeguarding is always our top priority.

Statutory	No
Web-Site	Optional
Owner	Headteacher
Principle Author	Headteacher
Committee	Resources (S)

Delegation and Review	
Max. Permitted	Not specified
Determined	Committee
Review	Not specified
Frequency	3 Years

Related Policies

Safeguarding and Child Protection

Equality

Staff Code of Conduct (Staff Behaviour Policy)

Policy for Dignity and Respect (Anti-Bullying, Anti-Harassment etc.)

Volunteer Helpers

Policy statement

Bussage Church of England (Aided) Primary school considers that all roles to which we recruit within our school, whether carried out by paid employees or volunteer helpers should be treated as Regulated Activities within our Regulated Establishment. For more detailed definitions of what these terms mean refer to the relevant UK Government Guidance which can be found here:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. The school is 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.

This school recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation (ref: Equality Act 2010 Protected Characteristics) nor those with criminal records although, to be clear, the school will not recruit individuals who have a disclosed conviction which the school considers would place its pupils or staff at risk.

This document provides a good practice framework to comply with the principles set down in the school's Equality Policy.

All posts within the school are considered to be exceptions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. More information can be found here:

<https://www.legislation.gov.uk/ukxi/1975/1023/schedule/1/made>

Therefore all applicants for paid or voluntary positions will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and will be required have an Enhanced Disclosure and Barring Service (DBS) check as part of the recruitment process.

Our school complies fully with the Disclosure and Barring Service (DBS) [code of practice](#). We undertake to treat all applicants for positions fairly, not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and to handle all data received in accordance with the Data Protection Act 1998.

The school will provide applicants with a copy of the DBS code of practice on request.

This policy includes our policy on the recruitment of ex-offenders.

A copy of this policy will be made available to all applicants **as part of the application pack**.

The school is committed to ensuring people who have been convicted of a criminal offence 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 at our school.

The school will:

1. ensure that appropriate staff who undertake recruitment have received safer recruitment training and successfully completed the accredited safe recruitment training assessment
2. ensure that every appointment panel includes at least one member who has received safe 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 the terms of any contract with a contractor or agency requires them to adopt and implement measures described in or equivalent to those described in this procedure. The school will monitor the compliance in this regard.
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.

The following pre-employment checks will be undertaken:

- receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- a list 99 check (teachers only)
- a satisfactory Enhanced DBS clearance (see above)
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional registration as required by law for teachers
- verification of successful completion of induction period (for those who obtained QTS after 7 May 1999)

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 guidance and legal requirements
- monitor the school's compliance with them

It is the responsibility of the Headteacher and other managers involved in recruitment to:

- ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- monitor contractors' and agencies' compliance with this document or ascertain that they have an equivalent policy of their own
- 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 safe recruitment pre-employment checks.

The school's Administrative Assistant, with support from the Headteacher, maintains the Single Central Record and organises all necessary DBS checks, providing the outcomes to the Headteacher for review.

In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Headteacher to lead in all appointments other than for the posts of Headteacher and Deputy Headteacher.

For the posts of Headteacher and Deputy Headteacher the Chair of Governors will lead the process but the final decision to appoint rests with the Full Governing Body, corporately (voted on if necessary in accordance with the Standing Orders of the Governing Body).

Other than for the posts of Headteacher and Deputy Headteacher the final decision will rest with the Headteacher. The Headteacher may further delegate the selection process of staff outside of the leadership group to other managers in the school, but remains responsible for the decision to appoint.

The Procedure

Panel Selection

A lead recruiter will be named either by the Headteacher or by the Chair of Governors (in the cases of the Headteacher or Deputy Headteacher). The lead recruiter who will also take the role of panel chair will be responsible for identifying the most suitable panel and for managing the recruitment process.

Prior to the recruitment process commencing, a suitable panel will be identified.

It is preferable, if at all possible, that the lead recruiter has themselves been SAFER RECRUITMENT trained either within the past 3 years or will have a certificate with a validity date which will remain current until the expected end of the recruitment process.

The most suitable panel will depend solely on the role to which the school is recruiting but any interview panel at this school will ALWAYS comprise:

- Not less than three persons
- At least one member will have been trained in SAFER RECRUITMENT either within the past 3 years or will have a certificate with a validity date which will remain current until the expected end of the recruitment process. It is preferable that more than one person involved in the process holds current SAFER RECRUITMENT training certification
- Permanent employees of the school, governors or professional advisors to the school
- At least one member to be a member of the Senior Leadership Team
- At least one school governor
- For recruitment of the post of Deputy Headteacher, the Headteacher must be on the panel
- For recruitment to the post of Headteacher, the Deputy Headteacher will normally be on the panel unless there is good reason for them not to be (for example, they are about to retire)

Job Description and Person Specification

Prior to advertising the post, the lead recruiter will ensure that an up to date Job Description and Person Specification is prepared for the post. It is good practice to review these documents whenever an existing post becomes vacant to ensure they continue to meet the needs of the school.

The lead recruiter should agree these documents with the other members of the panel (and if necessary with the Governing Body - e.g. for the post of Headteacher).

Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible. Normally this will entail both internal and external advertisements.

However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement (only) at least initially may be considered appropriate. All adverts will lay out the school's commitment to equality of opportunity (including for ex-offenders) and safer recruitment. They will also state that any offer of employment will be subject to satisfactory outcomes to appropriate pre-employment checks and, where applicable to the post, that a probationary period will apply.

Applications

The school uses a standard application form which must be fully completed. CVs will not be accepted.

The school requires candidates to account for any gaps or discrepancies in employment history on the application form. Where an applicant is shortlisted, any gaps will be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (e.g. General Teaching Council for England).

Short-listing

Short-listing should be carried out by the panel, not by any one individual.

Short-listing should be carried out against the criteria set out in the Person Specification **only**. Care should be taken to short-list using anonymised applications and to avoid any possibility of discrimination. If there is a huge number of applications for a post such that it is not considered practical to shortlist every single application against the Person Specification then professional HR advice should be sought to advise how to handle this situation.

Any applications that are incomplete, should be rejected or, exceptionally, returned to applicants for proper completion (where, for example, there may be only a few applicants for a post and it looks as if an applicant may just have missed completing a section or item on the form in oversight).

Every application form to be shortlisted must be afforded equal consideration during the shortlisting process.

All shortlisted candidates will be invited for interview **UNLESS** it is considered that there are too many to interview. In this case, once again professional HR advice should be sought but, for example, it may be necessary to carry out a second shortlisting process (perhaps immediately after or even in parallel with the first) to assess applications against the Job Description to better identify the most suitable candidates to invite for interview.

Online Safeguarding Searches

- **Target Audience:** An online search will be conducted **only for candidates who have been successfully shortlisted** for an interview. Searches will not be used as a filtering tool during the initial application screening phase.
- **Scope and Purpose:** The search is strictly limited to identifying publicly available information, data, or social media activity that directly impacts a candidate's suitability to work with children or indicates potential safeguarding risks.
- **Mitigating Bias:** To avoid unconscious bias or discrimination, the online check will be conducted by a designated staff member (e.g., SBM or Admin Assistant) **who is not part of the interview and selection panel**.
- **Reporting Structure:** Only information that raises verified safeguarding or suitability concerns will be flagged and documented. This relevant information will be passed to the interview panel so that the candidate can be given a fair opportunity to discuss and contextualise the findings during their interview.
- **Record Keeping:** The date, parameters, and initials of the staff member who conducted the check will be securely logged, and the outcome noted on the school's **Single Central Record (SCR)** where required.

References

A minimum of two references for candidates invited for interview will be sent for immediately after shortlisting. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. At least one reference will be sought prior to interview wherever possible.

References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable. The school will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

Reference requests will specifically ask:

- about the referee's relationship with the candidate
- whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- (from the current or most recent employer reference) the applicant's current (or most recent) post, salary and attendance record
- performance history and conduct
- any disciplinary procedures for which a sanction is still current
- any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those
- details of any known allegations or concerns that have been raised at any time in the past that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

When references are received, the school administrator will confirm the authenticity of the reference by telephoning the referee.

Self-declaration of convictions by job applicants

Following the implementation of the General Data Protection Regulation (GDPR), it is no longer acceptable to request that candidates self-declare convictions as part of the selection process. Nor is it legal to have a tick box or similar on the Application Form asking about spent and/or unspent

convictions. The only process that can be used to review such matters is the DBS checking process. See later.

Interviews

The selection process will always include the following:

- face to face professional interview
- at least one interview question related to Safeguarding Children (in line with NCSL Safer Recruitment Training)
- at interview, or in a separate discussion (if for some reason this is not possible at interview), the school will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position applied for. Failure to reveal information that is directly relevant to the position sought could lead to the subsequent withdrawal of any offer of employment
- the school will not ask candidates about protected convictions (i.e. any conviction which does not appear on the DBS check).

Proof of Identity, Right to Work & Verification of Qualifications and/or Professional Status.

Shortlisted applicants for all posts will be required to provide proof of identity and, where appropriate, right to work, by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a DBS check on any candidate to whom a job offer is made.

Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. The school will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, the school will require sight of a properly certified copy. Where candidates have obtained qualifications abroad, a certified comparability check by NARIC will also be required.

Proof of identity and other documentation will be verified by the chair of the panel / Headteacher.

Information about criminal records or convictions will **not** be requested (other than via the DBS Checking process).

DBS Checking

Governors require that all staff are DBS checked to the appropriate level appropriate to their role and in accordance with relevant guidance PRIOR to commencing employment. For the vast majority of positions in the school this will be an Enhanced DBS check.

In very, exceptional circumstances the Headteacher (but then only with the agreement of the Chair of Governors) may permit the commencement of employment prior to receiving a DBS check. However, as a minimum a List 99 check and risk assessment MUST ALWAYS be completed by the Headteacher prior to commencement of employment.

In the event that a DBS check results in anything other than a completely clear (i.e. positive) outcome. The DBS check will be reviewed by the lead recruiter supported if necessary by the

panel. A written risk assessment will be carried out which will involve discussion with the candidate to clarify any matters appearing on the DBS check so that the school is making a fully informed, fair decision as to whether or not to proceed with the offer of employment or withdraw it. Prior to withdrawing a conditional offer of employment on grounds of the DBS outcome the school will discuss with the candidate. An offer of employment, once made, may not be withdrawn without clear, recorded reasons for doing so which are agreed by the panel and without the reasons being clearly set down in writing to the candidate to whom the offer was made.

The revelation of convictions, cautions or pending cases will not necessarily prevent employment but will be clarified and risk assessed as above.

The school will comply fully with the Disclosure and Barring Service (DBS) [code of practice](#). We undertake to treat all applicants for positions fairly, not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and to handle all data received in accordance with the Data Protection Act 1998.

Employment Offer (Conditional Offer)

Any offer of employment must only be made in writing and "subject to the satisfactory outcome of all necessary pre-employment checks."

If a period of probation applies to the post, then this must set out clearly in the conditional offer.

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the possible exception of DBS disclosures, the checks detailed above **MUST ALL BE COMPLETED BEFORE** an appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment (but only in very exceptional circumstances - see above).

Confirmation of Offer, Acceptance and Commencement of Employment

Once all pre-employment checks have been satisfactorily completed / received, a confirmatory offer of employment will be made, the candidate's final acceptance sought and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

All staff will undergo Induction Training and familiarisation school's policy on Staff Induction (including Newly Qualified Teachers). Some staff may be required to serve a probation period (normally 6 months).

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 as confidential waste). The 6 month retention period will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints which might be made under Employment Law.

Under the Data Protection Act 1998, applicants have a right to request access to any 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.

Personal file records

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

- application form
- references
- proof of identification
- proof of right to work (if appropriate)
- proof of academic qualifications
- proof of registration with General Teaching Council (for teaching staff)
- certificate of Good Conduct (where applicable)
- evidence of medical clearance from Occupational Health (where applicable)
- evidence of the DBS clearance

Single Central Record of Recruitment Vetting Checks

In line with DFE requirements, the school will keep and maintain a Single Central Record (SCR) of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g. specialist sports coach or artist.

The SCR will indicate whether or not the following have been completed:

- identity checks
- qualification checks for any qualifications legally required for the job registration check with the GTC where appropriate for those applying for teaching posts,
- checks of right to work in the United Kingdom
- list 99 checks (teachers only)
- DBS Enhanced disclosure
- any 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 itself except where there is information contained within the disclosure when, unless the agency withdraws their offered member of staff, it is the school's responsibility to risk assess the information received (see section on DBS checking).

However identity checks must ALWAYS be carried out by the school to check the person arriving is the person the agency intended to refer to them.

Review

This policy will be reviewed every three years or earlier if necessary