

Policy: Safer Recruitment Policy
SAC approval: July 2026
Ratified FGB: July 2026
Review: July 2027

Holy Trinity Church of England Primary School



Believe • Achieve • Inspire •

SAFER RECRUITMENT POLICY

SCHOOL VISION

Our vision is for our pupils to flourish in an inclusive, inspirational place of learning where we are happy, respectful, kind and safe.

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live."
Ecclesiastes 3:12.*

- we facilitate opportunities so every child can flourish in a place where they feel **safe, happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, **inspire** others and experience personal **fulfilment**.
- the school provides facilities that enables our pupils to reach their potential in an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to **safeguard** all children.

*'I know that there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12*

The aim of the Safer Recruitment Policy is to;

- ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- ensure that all job applicants are considered equally and consistently;
- ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education – September updated 2021, the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS);
- ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

PURPOSE

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. Holy Trinity CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation 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, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure and Barring Service check (DBS).

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

The school will:

- ensure that appropriate staff who undertake recruitment have received safer recruitment training and successfully completed safer recruitment training.
- work towards every appointment panel to include one member who has received safer recruitment training.
- 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.
- keep and maintain a single central record (SCR) of recruitment and vetting checks in line with Department for Children, Schools and Families (DCSF) requirements.

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Ecclesiastes 3:12

- ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
- 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 satisfactory DBS clearance
- 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

The school has a number of staff and Governing Board members trained by RBWM or The National College in safer recruitment

- **Jo Steel (Chair of the Governing Board)**
- **David Gingell (Safeguarding Governor)**
- **Tim Fettes (Vice Chair of Governing Board)**
- **Andrea Williamson (Admissions Chair of Governing Board)**
- **Joanne Griffith (Headteacher)**
- **Carmel Barnes (Assistant Headteacher)**
- **Stacey Harding (Assistant Headteacher)**
- **Wendy Poulter (Finance Officer)**

It is the responsibility of the Governing Board to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DCSF 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
- To monitor contractors' and agencies' compliance with this document
- Promote welfare of children and young people at every stage of the procedure

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

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

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It is the responsibility of the school's Finance Officer to:

- Deal with the administration of the disclosure system for the school
- Maintain an up to date Single Central Record of all staff, Governors, club providers and volunteers at the school

In accordance with the School Staffing Regulations, the Governing Board has delegated responsibility to the Headteacher to lead in all appointments outside of the leadership group.

School Governors may be involved in staff appointments but the final decision will rest with the Headteacher. The Headteacher may delegate the selection process of staff outside of the leadership group to other managers in the school, but remains responsible for the decision to appoint.

RECRUITMENT PROCEDURES

Advertising

All advertising for a vacant post in school will clearly show that we take safeguarding seriously and that DBS checks will be carried out on all successful applicants.

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 an external advertisement. 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 may be considered appropriate. Volunteers in school are also welcome to apply to internally advertised posts.

The school also works in partnership with various universities and the RBWM Schools Direct service. Trainees in the final year of their teaching practice or on professional graduate programmes such as Schools Direct are placed in the school via these services. These trainees are welcome to apply to the school. The school will identify good candidates and consider them for a vacant position.

Absences due to short and long term sickness are usually covered using staff from teacher supply agencies in the first instance until it is known how long the member of staff is likely to be absent. Temporary positions will then be advertised for long term absence positions.

Applications

The school uses a standard application form from the local authority. CVs will not be accepted as an application for a post.

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these 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).

Where the applicant has provided an electronic signature, they will be required to provide a physical signature on a hard copy of their application should they be shortlisted.

References

References for shortlisted candidates will be sent for immediately after shortlisting.

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

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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:

- The applicant's current post, salary and attendance record
- Performance history and conduct
- Any disciplinary procedures in which the sanction is 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 issues details of any allegations or concerns that have been raised 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 if short listed.

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.

Overseas checks

The School, in accordance with the UK Visas and Immigration (UKVI) will, if applicable, sponsor new foreign nationals (see Certificate of Sponsorship section). In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

Certificates of Sponsorship (CoS)

If an appointed applicant is a national of a EEA or non-EEA country a CoS **may** be required. Before any offer of employment is made, the Interviewing team should consult with the Human Resources Department to establish whether a CoS is required and if the school has any unallocated Sponsorship Certificates.

Criteria for issuing a CoS is:

- The job is in a "designated shortage" occupation, or
- It passes the Resident Labour Market Test (RLMT)
- The job is at NQF6 Level or above
- Minimum salary levels as stated by the UKVI are met.

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Only the Human Resources Department will be able to issue a CoS. In addition to the CoS the applicant must apply for entry clearance/leave to remain through the UKVI and comply with the UKVI requirements.

The process can take up to three months and staff cannot, under any circumstances, be employed until permission is given. Detailed advice on the above is available from the Human Resources Department and the Home Office [here](#).

Self-declaration of convictions by job applicants

The school's policy requires shortlisted applicants for all posts (including volunteers and Governors) to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.

Such declarations will be made on an appropriate form and should be submitted in a sealed envelope, marked strictly private and confidential to the Chair of the Governing Board/ Headteacher, prior to the interview. The Chair/Headteacher will discuss relevant, positive declarations confidentially with the applicant at interview if shortlisted.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Interviews

The selection process will always include the following:

- Face to face interview/professional interview,
- Pupil panel/ activity
- Clarify with the candidate if there are any possible pending issues on DBS.
- Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status.
- Shortlisted applicants for all posts will be required to provide proof of identity 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 Disclosure and Barring Service check on the preferred candidate.
- 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 Headteacher Commencement of Employment prior to DBS check being received

In unusual circumstances it is permitted to commence employment prior to receiving a cleared DBS check. However a List 99 check by HR at RBWM must be completed.

Employment Offer

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks detailed above must all be completed BEFORE a person's

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appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment.

Once all pre-employment checks have been received and complete, an offer of employment will be made 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.

Record Retention/Data Protection

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

Under the GDPR, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the Headteacher within 6 months of the interview date. Please see GDPR Policy.

Personal file records

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

- Application form
- References
- Disclosure of convictions form
- Proof of identification
- Proof of academic qualifications
- Proof of registration with General Teaching Council (for teaching staff)
- Evidence of medical clearance
- Evidence of the DBS clearance
- Single Central Record of Recruitment Vetting Checks

In line with DCSF requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The single central record will list 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 single central record will indicate whether or not the following have been completed:

- Identity checks
- Prohibition checks for any qualifications legally required for the job
- Additionally for those applying for teaching posts, registration check with the National College for Teaching and Leadership.
- Asylum and immigration checks of right to work in the United Kingdom
- Start date of commencement of employment with the school and RBWM
- List 99 DBS Enhanced Disclosure
- Medical check date
- The date on which the check was completed or the relevant certificate obtained
- Agency supply staff
- At least two satisfactory references have been obtained

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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 and photographic evidence of the supply teacher.

Probation/Induction Period

All paid staff, which are new to the employment of the Governing Board, will be subject to the school's probationary period of 6 months. This will include monthly review meetings with a line manager.

The school adopts a culture of vigilance where all concerns are listened to and taken seriously. The school will follow DCSF and RBWM Safeguarding Children Board allegations procedures and refer any allegation for initial consultation with the Local Authority Designated Officer (LADO). The LADO for Achieving for Children is Mandy Burrows. (contactable on 020 8891 7370 or 07774332 675)

Induction

All newly appointed staff will, either prior to or at the point of taking up the post, undergo a programme of induction appropriate for their post. The induction will specifically address issues concerning the safeguarding of children and young people as well as matters directly related to the operation of the post.

School staff will be inducted on the DCSF guidance on Safeguarding (working together to safeguard children updated 2018 and KCSIE 2021) and the [Teacher Standards](#). They will be asked to sign a declaration that they have read and understood the KCSIE document and will follow the policy required to maintain professional boundaries at all times. The school has a specific safeguarding related Whistleblowing Policy which is available to all staff, Governors and other volunteers.

Ongoing Employment

Holy Trinity CE Primary School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff.

Leaving Employment at Holy Trinity CE Primary School

Despite the best efforts to recruit safely there might be occasion when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid),
- or has resigned prior to being removed, because they have harmed, or pose a risk of harm to a child.

If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the National College for Teaching and Leadership.

Contractors and Agency Staff

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the contractor can commence work at the School.

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Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School. The School will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the School.

Visiting Speakers (and Prevent Duty)

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised. The School is not permitted to obtain a DBS disclosure or Children's Barred List 99 information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"'Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the school does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Rehabilitation of Offenders Disclosure

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

Monitoring and Evaluation

The Headteacher and a Governing Board member will be responsible for ensuring that this policy is monitored and evaluated throughout the school. This will be undertaken thorough formal audits of job vacancies and a Safer Recruitment Evaluation audit which will be presented to the school Bursar and the School Governing Board.(See Appendix 1).

This policy was adopted by Holy Trinity CE Primary School and agreed by the Finance and Resource Committee and ratified by the Full Governing Board.

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....

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Holy Trinity CE Primary School		APPENDIX 1		
Safer Recruitment Checklist – March 2026				
Policy and Procedure	In Place	Not in Place	In Progress	Notes
Safer Recruitment Policy updated and monitored on a regular basis	Y			policy updated annually
Consistency in recruitment procedures applied to all categories of employment	Y			
Use of RBWM application Form	Y			
Use of Job Description & Person Specification	Y			
Advert references DBS and safeguarding checks will be undertaken	Y			
Referees asked to specifically comment on suitability of applicant	Y			
Two written references taken up	Y			see SCR
One member of panel to examine references prior to interview	Y			Headteacher/Bursar
References followed up by a telephone reference (if necessary)	Y			If uncertain or need clarification
References to be obtained for volunteers/supply/agency staff	Y			
Questions asked on applicants child protection awareness	Y			List of interview questions consistent
Explanation of gaps in employment	Y			Mind maps also completed
Proof of identity sought – originals not copies	Y			see SCR
Academic qualification checked – originals not copies	Y			RBWM complete and finance officer checks on intranet system
Medical clearance prior to employment	Y			Online toolkit for confidentiality
DBS Certificate has been completed and original disclosure received	Y			see SCR
Above checks applied as appropriate to Overseas staff, supply/agency staff/gap/volunteers	Y			See SCR
Formal induction programme undertaken	Y			See Induction Policy and Pack
Panel interviews undertaken	Y			Regularly includes a Governor
Child Protection training, issue of Child Protection policy, Code of Conduct and Part One of KCSIE to new employee, staff induction	Y			See Induction File

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