

POULTON-LE-SANDS C.E. PRIMARY SCHOOL



School Vision

As a sanctuary of Christian love, we forge futures in our community. We inspire a joy of learning and a delight in one another. In faith, we are refined through challenge, growing with God, together.

The light shines in the darkness and the darkness shall not overcome it.

John 1 v.5

Safer Recruitment Policy

1. Policy Statement

Poulton-le-Sands CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors and governors to share this commitment. The safe recruitment of staff and volunteers is the first step in creating a safe and supportive environment for pupils. This policy supports the school's overarching commitment to safeguarding, equality and inclusion.

2. Legal and Regulatory Framework

This policy is underpinned by statutory guidance and legal requirements, including:

- Keeping Children Safe in Education (KCSIE) (latest version, September 2025).
 - Education Act 2002, Section 175, which requires maintained schools to safeguard and promote the welfare of children.
 - Disclosure and Barring Service (DBS) checks as required by KCSIE and Academy Trust Handbook (if applicable).
 - Other relevant legal requirements, such as the Immigration, Asylum and Nationality Act 2006 (right to work checks), and the Rehabilitation of Offenders Act 1974 (applicants' declaration of convictions).
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3. Principles of Safer Recruitment

1. **Commitment to Child Safety:** We will only appoint people who are suitable to work with children.
 2. **Equality and Diversity:** Recruitment will be conducted in a way that promotes equality of opportunity and values diversity. We will not discriminate on grounds of age, sex, sexual orientation, marital status, disability, race, religion or other protected characteristics.
 3. **Transparency and Accountability:** Recruitment decisions will be documented, fair and justifiable.
 4. **Training:** School staff involved in recruitment will receive appropriate safer recruitment training. As required by KCSIE, at least one member of every interview panel must be trained in safer recruitment.
 5. **Ongoing Vigilance:** Safer recruitment does not end with appointment — the school will continue to assess and monitor staff and volunteers.
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4. Responsibilities

Governing Body

- Ensure the school has effective safer recruitment policies and procedures in place in line with DfE guidance.
- Monitor compliance with these policies.

Headteacher / Senior Leadership Team

- Ensure safe recruitment procedures are followed and that all required checks are completed.
- Promote the welfare of children at all stages of recruitment.
- Oversee contractors, volunteers and agencies to ensure they meet the school's safeguarding standards.

Recruitment Panel

- At least one member must have completed accredited safer recruitment training.
- Conduct interviews and assessments fairly, including questions relating to safeguarding.

All Staff, Volunteers, Contractors

- Comply with this policy.
 - Report any concerns or changes (e.g., convictions) to the Headteacher.
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5. Recruitment Procedures

5.1 Advertising & Application

- All job adverts will include a safeguarding statement, emphasising the school's commitment to child safety. [NSPCC Learning](#)
- Use a standard application form for all roles (paid and voluntary). CVs alone will not be accepted.
- Applicants must explain any gaps in employment history. Discrepancies will be addressed during interview.

5.2 Shortlisting & References

- Shortlisting will be done against clearly defined criteria based on the job description and person specification.
- Obtain at least two written references for each shortlisted candidate, including the most recent employer.
- References will specifically seek information about suitability to work with children (e.g., past disciplinary actions, safeguarding concerns).

5.3 Self-Disclosure of Convictions

- Shortlisted candidates must complete a self-declaration form covering all convictions, cautions or pending prosecutions (spent or unspent).
- The form will be submitted in a sealed envelope marked 'Strictly Confidential' to the Chair of the selection panel/Headteacher.
- Declarations will be discussed at interview; they do not automatically disqualify a candidate but will be assessed carefully.

5.4 Interview

- All candidates will be interviewed face-to-face (or via a safe, secure video call) and asked safeguarding-related questions.
- At interview, verify:
 - Identity (including right to work in the UK, per Immigration, Asylum and Nationality Act 2006)
 - Qualifications and professional status (originals or certified copies)
 - For overseas qualifications, obtain a certified comparability check.
 - Professional registration, where required (e.g., QTS for teachers).

5.5 Pre-Employment Checks

Before a formal offer is made, the school will carry out:

1. **Enhanced DBS check**, including barred list as appropriate (regulated activity).
2. **Verification of identity** (passport, driving licence, etc.).
3. **Right to work in the UK** checks.
4. **List 99 / Prohibition List checks** (or equivalent).

5. **Verification of qualifications.**
6. **Online searches**
7. **Verification of professional registration**, e.g., Qualified Teacher Status (QTS).
8. **Confirmation of successful completion of induction**, for those gaining QTS after 7 May 1999 (as required).
9. **Where employment begins before DBS is returned**, conduct a risk assessment and ensure List 99 (or equivalent) check is completed.

5.6 Offer of Employment

- A conditional offer will only be made once all relevant pre-employment checks are completed satisfactorily.
- The contract must be issued within 8 weeks of the employment start date, once checks are cleared.

6. Single Central Record (SCR)

Poulton-le-Sands CE School will maintain a Single Central Record (SCR) of all recruitment and vetting checks, consistent with DfE requirements. The SCR will include:

- Identity checks
- Right to work in the UK
- Enhanced DBS disclosures
- Prohibition / List 99 checks
- Check of professional qualifications
- Overseas checks (if applicable)
- Who completed each check and when

For agency or supply staff, the school will obtain written confirmation from the agency that all required checks have been made and the school will verify the person's identity on arrival.

7. Employment Terms & Conditions

- Staff must inform the Headteacher in writing if they are convicted or cautioned for any offence during their employment.
 - Contractors and agencies will be required contractually to follow the school's safer recruitment procedures and to comply with all checks.
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8. Record Retention & Data Protection

- Interview notes, application forms, and references for unsuccessful applicants will be retained for 6 months, then securely destroyed. This retention period allows for handling any data access requests or employment tribunal claims.
 - Successful candidates' personal files will include:
 - Application form
 - References
 - Self-declaration of convictions
 - Proof of identity
 - Qualifications
 - Medical clearance (if applicable)
 - DBS clearance certificate
 - The school will comply with data protection legislation (e.g., UK GDPR) when handling personal data during recruitment.
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9. Induction and Ongoing Safeguarding

- All new staff and volunteers will receive a safeguarding induction, which includes child protection training, school safeguarding policies, and safer working practices. [NSPCC Learning](#)
 - Supervisory and performance-monitoring processes will include safeguarding considerations.
 - Staff are expected to participate in regular safeguarding training updates.
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10. Monitoring & Review

- The Headteacher and the Governing Body will monitor compliance with this policy.
 - This policy will be reviewed annually (or more frequently if guidance/laws change).
 - Any serious safeguarding incident or recruitment issue will trigger a review of recruitment practices.
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11. References & Related Documents

- **Keeping Children Safe in Education (KCSIE)** – statutory guidance.
- **Working Together to Safeguard Children** – cross-agency safeguarding guidance.
- **Safer Recruitment Training** – accredited training for staff on recruitment panels.
- **Single Central Record (SCR)** guidance from DfE.
- **Equal Opportunities Policy** (school).
- **Disciplinary / Staff Conduct Policy** (school).
- **Children Acts 1989 and 2004**
- **Education Act 2002 and 2011**
- **School Staffing Regulations 2009**

- **Education Regulations 2012**

Date reviewed: November 2025

Signed:

Mrs Laura T. Gardner
Acting Headteacher

Next review date: November 2026