



CASTLEFIELD SCHOOL

SAFER RECRUITMENT POLICY

2025-2028

Signed (HT):

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Date agreed: Term 1 2025

Signed (Chair of GB):

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Review date: Term 1 2028

1. INTRODUCTION

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies;
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies;
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people.

Safer recruitment means thinking about and including issues to do with child protection, safeguarding and promoting the welfare of children at every stage of the recruitment process.

2. SCOPE

This policy applies to governors, all staff, contractors, service providers and volunteers.

3. LEGISLATION

This policy is written and updated in line with Keeping Children Safe in Education and Childcare Disqualification Regulations (2018).

4. GENERAL PRINCIPLES

4.1. Definitions

- Unless indicated otherwise, all references to “teacher” include the headteacher;
- Unless indicated otherwise, all references to ‘staff’ include teaching, support and shared services staff.

4.2. Consistency of Treatment and Fairness

The School is committed to ensuring consistency of treatment and fairness and will abide by all relevant employment and equality legislation.

4.3. Monitoring and Evaluation

The Headteacher will monitor the operation and effectiveness of the school’s safer recruitment policy and may be required to provide feedback to the Governing Body or the Local Authority Designated Officer where appropriate.

5. RESPONSIBILITIES

5.1. Responsibilities of the Governing Body

It is the responsibility of the Governing Body to ensure that the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements and the relevant Local Authority’s Safeguarding Children’s Board procedures and to monitor the school’s compliance with them.

5.2. Responsibilities of the Headteacher/ School

- To ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance;

- To ensure that all appropriate checks have been carried out on staff and volunteers in the school;
- To ensure that appropriate staff and governors have completed safer recruitment training, that it is logged and updated where appropriate and that every recruitment panel has at least one member safer recruitment trained;
- To monitor any contractors and agencies compliance with this document;
- To promote the safety and well-being of children and young people at every stage of this process.

5.3. General Responsibilities

- 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 safer recruitment pre-employment checks;
- The responsibilities of Ofsted, within inspection and regulation work, also include identifying safeguarding concerns such as inadequate recruitment checking processes.

6. OVERVIEW

Castlefield School is committed to using procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

We are under a duty to refer any allegation of abuse made against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- acted in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

Under certain circumstances, we have a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following investigation, is either dismissed or resigns prior to the completion of disciplinary procedures, because of conduct or action towards a pupil that has placed that pupil at harm or risk of harm.

7. INVITING APPLICATIONS FOR A ROLE

All advertisements for posts, paid or unpaid, will include the following statement:

"Castlefield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced check. Castlefield School is an Equal Opportunities employer".

Where the post involves working directly with children or young people, the following statements will be included in the advertisement:

This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 because it is a post which involves working directly with children or young people and the applicant is required to declare any criminal convictions (or cautions or bind-overs) including those which are "spent". The amendments to the Exceptions Order 1975 (2013, 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into

account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#)
It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

It is expected that all vacant posts will usually be advertised externally so as to encourage as wide a field of potential candidates as possible. In certain circumstances there may be justification for an internal advertisement only.

All applicants will receive a pack or link to a website containing the following when applying for a post:

- Job description and person specification;
- An application form;
- A recruitment monitoring form
- Details of the selection procedure for the post;
- The contact details of any person who will be able to provide additional information about the post;
- A statement about access to the school for applicants who may wish to see it or who may wish to speak with the Headteacher before making an application.

Prospective applicants must complete, in full, an application form, the school uses the standard Bucks Council application forms for Teachers and support staff. A curriculum vitae will not be accepted in place of a completed application form although may be submitted as additional evidence. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed. Written information about previous employment history will be requested and will be checked to ensure that it is not contradictory or incomplete.

By completing and submitting an application form, applicants are deemed to have provided a signed declaration that the information given is factually correct and that they possess the qualifications, skills and experience that they have stated on the form.

8. IDENTIFICATION OF THE RECRUITMENT PANEL

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

Shortlisting and References

Candidates will be short listed against the person specification for the post. A minimum of two people should carry out the short-listing process, one of whom should have completed appropriate safer recruitment and selection training.

The School will carry out online searches on short listed candidates. Searches carried out will be done so in accordance with current GDPR legislation on the basis of public task for the purposes of safeguarding. Information which is found to suggest the person is unqualified for the role, poses a safeguarding risk or risks damaging the reputation of the School will be investigated through discussion with the applicant and will form part of the overall information on which to base the hiring decision.

References for shortlisted candidates will normally 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 confirmed offer of employment being made. One reference will be sought prior to interview wherever possible. In all cases references will be reviewed and any

discrepancies probed either during the selection process or prior to an offer of employment being confirmed.

References will be sought directly from the referee, and where necessary, the referee will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Any such reference checks will be discussed with the candidate before contact is made with a previous employer.

References should include the applicant's current of most recent employer and the relevant employer from the last time the applicant worked with children (if not currently working with children and previous experience was in childcare/education). Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people;
- Their relationship to the candidate;
- Any substantiated allegations;
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people;
- The candidate's suitability for the post.

Reference requests will also include the following factual information:

- Applicant's post and salary for the period in question;
- Disciplinary record.

All appointments will be subject to satisfactory references, vetting procedures and DBS clearance.

9. THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the post, but all vacancies will require an interview of short-listed candidates.

A robust selection process should not rely solely on an interview and a range of selection activities should be designed in order to help assess who is the most suitable candidate for the job. Interviews should be conducted face to face in person, wherever possible. In exceptional circumstances, interviews may be conducted remotely over a video platform. In such a situation the candidate and recruitment panel must be visible to each other; a telephone only interview will not be sufficient.

Panels of at least 2 people should always be involved in interviews so as to allow observation of the candidate and notes to be taken and to minimise the risk of any allegation of bias.

Candidates will be required to:

- Explain any gaps in employment of more than one month;
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel;
- Declare any information that is likely to appear on the DBS disclosure;
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

To assess the suitability of a candidate to work in a school the interview may examine:

- The candidate's attitude and motivation to work with children;
- Their ability to support the school's agenda for safeguarding and promoting the welfare of children;
- Their attitudes in managing discipline and towards authority.

10. EMPLOYMENT CHECKS

An offer of appointment will be conditional, and all successful candidates will be required to:

- Provide proof of identity, address and National Insurance number;
- Complete an enhanced DBS application with document verification (including barred list check for those in regulated activity) and receive satisfactory clearance;
- Undergo appropriate checks to ensure that they are not disqualified under the Childcare Disqualification Regulations 2018 and Childcare Act 2006;
- Provide proof of professional status and actual certificates of relevant qualifications;
- Confirm completion of an induction period if joining in a teaching role, unless starting as an ECT;
- Complete a confidential health questionnaire to verify their mental and physical fitness to carry out their work;
- Provide proof of eligibility to live and work in the UK;
- Request overseas police check or letter from a professional regulating authority, if applicable, where the individual has lived or worked outside the United Kingdom in the last 5 years;
- Have at least two satisfactory references.

Additional checks will be carried out depending on the role such as:

- Verification that anyone employed as a teacher is not subject to a prohibition order or restrictions from overseas;
- Confirmation that anyone taking up a managerial position (i.e. in the SLT) is not subject to a prohibition from management (Section 128) direction made by the Secretary of State

All checks will be:

- Confirmed in writing;
- Documented and retained on the personnel file;
- Recorded on the school's Single Central Record;
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will commence subject to all checks and procedures being satisfactorily completed.

It is strongly recommended that all efforts are made to obtain all pre-employment checks prior to the commencement of employment, particularly in relation to references and DBS checks. Where this is not possible, appointments should be delayed until satisfactory checks are received, or arrangements made for supervision of the staff member until such time that they are received.

Documented evidence of the checks made- e.g. eligibility to work, notification of the DBS certificate number (although not the certificate itself), references etc. – should be kept on the individual's personnel file in the school.

11. RECRUITMENT OF EX-OFFENDERS

The School will not unfairly discriminate against any applicant for employment based on conviction or other details disclosed. The School makes appointment decisions based on merit and ability. If an applicant has a criminal record this will not automatically bar them from employment. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within our schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence. It is unlawful for the School to employ anyone in regulated activity who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position in regulated activity. The School will make a report to the Police and / or the DBS if:

- it receives an application from a barred person;
- it is provided with false information in, or in support of a candidate's application;
- it has serious concerns about an applicant's suitability to work with children.

Assessment criteria in the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the applicant

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

Assessment procedure in the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Headteacher and Chair of Governors.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Retention and security of disclosure information

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information and in accordance with the School's GDPR policy. In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in locked storage, access to which will be restricted;
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months.
- keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding;
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

If a DBS Certificate reveals any convictions, the person concerned will be invited to attend a meeting to discuss the conviction(s) and circumstances. Following this meeting a risk assessment will be carried out and a decision made and communicated back to the person concerned. For safer recruitment purposes, until this decision has been made the applicant should not commence employment.

12. INDUCTION

All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures, guidance on safe working practices which would include guidance on acceptable conduct/behaviour and a copy of part one of the latest '[Keeping Children Safe in Education](#)' guidance from the Department for Education. These expectations will form part of new staff members' induction training.

All successful candidates will undergo a period of induction and will:

- Meet regularly with their line manager;
- Attend any appropriate training including generalist child protection training.

13. SUPPLY STAFF

Castlefield School will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.

Castlefield School will carry out identity checks when the individual arrives at school and keep a record on the school's single central record of the checks contained in the letter of assurance received from the agency

14. PERIPATETIC STAFF

Castlefield School will require and seek confirmation that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

Castlefield School will carry out identity checks when the individual arrives at school and keep a record on the school's single central record of the checks carried out or contained in a letter of assurance.

15. SINGLE CENTRAL RECORD

In line with DfE requirements, the school will keep and maintain a single central record 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, those who provide additional teaching or instruction for pupils but who are not staff members

16. VOLUNTEERS

As a school we commit to:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaged in regulated activity
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations or Childcare Act 2006.

17. CONTRACTORS

As a school we will:

- Ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check;
- Ensure that any contractor who has not been subject to an appropriate check will not be allowed to work unsupervised or engage in regulated activity under any circumstances;
- Check the identity of all contractors and their staff on arrival at the school.

18. TRAINEE/STUDENT TEACHERS

Where applicants for initial teacher training are salaried by the School, we will ensure that all necessary checks have been carried out. Where trainee teachers are fee-funded we will obtain written confirmation from the training provider that necessary checks have been carried out and log the letter of assurance on the school's single central record.