

OUR LADY IMMACULATE CATHOLIC ACADEMIES TRUST

ST JOHN RIGBY PRIMARY SCHOOL

God's will be done through work and play, as we follow Jesus day by day



Safer Recruitment Policy Statement

Status: Within Child Protection & Safeguarding Policy
Date of Review: Autumn 2025
Approved by: LAC (Governing Body) Date: Autumn 2025
Date of Next Review: Autumn 2026 (or sooner in line with KCSIE)



St John Rigby Catholic Primary is committed to safeguarding and promoting the welfare of children and young people, and expects all employers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment and selection process in line with this commitment. Successful appointment will be subject to an enhanced Disclosure and Barring Service (DBS) check.

Table of Contents

God's will be done through work and play, as we follow Jesus day by day

RATIONALE

What are our Key Principles and Aims? 1

POLICY INTO PRACTICE

What is Safer Recruitment? 1

What is our Collective Role & Responsibility? 2

What Safer Recruitment Procedures are in Place for Staff Employed by SJR? 2

• Recruitment & Selection Process 2

• Vetting, Disclosure & Barring Checks 4

• Personnel File & Single Central Record 5

• Pre-employment Checks 6

What Safer Recruitment Procedures are in place for Staff NOT Employed by SJR? 6

How do we create a Positive Safeguarding Culture at SJR? 7

How is this policy monitored and Reviewed? 7

OTHER POLICIES

What key information supports this policy? 7

APPENDIX:

Appendix 1: Safer Recruitment Checks 9

Appendix 2: Online Searches of Shortlisted Candidates Guidance 12

Appendix 3: Safer Recruitment Checklist 15

Appendix 4: Personnel File Checklist 17

WHAT ARE OUR KEY PRINCIPLES AND AIMS?

John Rigby is a community based upon the strong Catholic values of Faith, Hope, Forgiveness, Love and Trust. The ethos of our school is that it promotes inclusion and the valuing of each individual, encouraging self-esteem, self-discipline, and mutual respect.

Our mission statement lies at the heart of all we do and underpins our overarching core aims:



- To ensure **God's will** is achieved by empowering our children to develop as happy, safe, confident and successful learners who are able to make informed choices that are in their own and others best interests.
- To enable children to **work** with a joy and love for learning, acquiring the knowledge, skills and behaviours needed to make a positive contribution to society.
- To enable children to **play** with an inquisitive and exploratory mind as they imagine, collaborate and create. They will take ownership of their learning journey and know that limitations are also opportunities for growth, showing courage to sometimes be wrong.
- To inspire children to grow, **day by day**, in their knowledge and understanding of the virtues to live by, reflecting our Gospel values of Faith, Hope, Forgiveness, Love, and Trust, whilst continuing to flourish and discover their unique God given potential.

At St John Rigby Catholic Primary School, the happiness, safety and well-being of every child is our paramount concern. We are fully committed to Safeguarding and Promoting the Welfare of Children, and expect all staff, volunteers and visitors to share this commitment.

This safer recruitment policy statement sets out our commitment to recruiting staff and volunteers who are suitable to work with children and should be read in conjunction with our OLICAT Safeguarding & Child Protection Policy.

This policy sets out the school's approach to safer recruitment in order to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people

This policy applies to the recruitment of all school staff, including volunteers, agency staff and contractors. It is the responsibility of the Headteacher, Governing Body and HR Manager to ensure that this policy is implemented effectively.

The Key principles that underpin our Safer Recruitment Process are:

- **Equality and Fairness:** We will uphold non-discriminatory practices as stated under the Equality Act 2010.
- **Transparency:** Our process should always be fair, clear, and consistently applied.
- **Identifying the Best Candidate:** We will focus on suitability for the role and ability to safeguard and promote the welfare of children.
- **Preventative Measures:** We will adhere to the processes aimed at preventing unsuitable individuals from working with children.

WHAT IS SAFER RECRUITMENT?

Safer recruitment is a set of practices to help make sure our staff and volunteers are suitable to work with children and young people. It's a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm.

We are committed to:

- safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children and young people
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role
- ensuring all new staff and volunteers participate in an induction which includes child protection

WHAT ARE OUR COLLECTIVE ROLES & RESPONSIBILITY?

The Local Academy Committee (Governing Body) will:

- Ensure the school has effective policies and procedures in place for safer recruitment
- Monitor the school's compliance with safer recruitment procedures
- Ensure that appropriate staff have undertaken safer recruitment training

The Headteacher will:

- Lead the recruitment process and make final decisions about appointments
- Ensure that the school operates safe recruitment practises at all times
- Ensure that relevant staff have undertaken safer recruitment training
- Provide advice and support to recruiting managers on safer recruitment practises

The Office Manager will:

- Manage the end-to-end recruitment process, including advertising, shortlisting, interviewing and pre-employment checks
- Maintain accurate and up-to-date recruitment records

All Staff Involved in Recruitment will:

- Understand their role and responsibilities within the safer recruitment process
- Attend appropriate safer recruitment training as required
- Implement the school's safer recruitment procedures at all times

WHAT SAFER RECRUITMENT PROCEDURES ARE IN PLACE FOR STAFF EMPLOYED BY SJR?

St John Rigby have established clear written procedures in order to make sure everyone who is involved with any form of recruitment knows how to follow them. This also ensures that staff and volunteers are recruited safely and fairly, and that children's safety is being considered at every stage of the process (see Appendix 1: Safer Recruitment Check Guidance)

1. RECRUITMENT AND SELECTION PROCESS (SCHOOL STAFF)

Define the role: For any role working with children and young people, both the role description and the person specification will highlight the safeguarding responsibilities.

Advertising the role: The advertisement is our first opportunity to send out a clear safeguarding message. Every advert for a role that includes work with children includes a statement about our commitment to keeping children safe. If the role requires a criminal records check (DBS), this will be included in the advert.

The advert will include the level of DBS check required depending on the role being recruited for and whether the role will involve regulated activity.

Applicant information pack: Providing an application pack ensures that people interested in applying for a role have all the information they need about our organisation and the advertised vacancy, including an overview of our safer recruitment process so that candidates understand what information will be sought from them and why, and what will be expected of them at each stage of the process.

All applicants for all vacant posts will be provided with:

A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the School

A person specification which will also include a statement on behalf of the governing body of their commitment to safeguarding and promoting the welfare of children and young people

An application form (CVs will not be accepted)

Information for each role with reference to DBS and other pre-employment checks required

Self-disclosure form: A self-disclosure form gives shortlisted or successful candidates the opportunity to tell you confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record. We only ask for the information we are entitled to know about as a potential employer.

The form:

- ensures applicants are aware that we are entitled to ask for this information
- provides us with an opportunity to discuss and consider relevant information before findings from vetting and barring checks are received
- helps deter unsuitable candidates and shows that we take safer recruitment seriously.

The self-disclosure form does not replace the need for a criminal record check, which is always carried out as appropriate to the role.

References: The application pack provides information about how and when we will request references. Applicants are requested to provide the details of at least two referees, who will be contacted as part of our vetting checks.

Reference requests will ask the referee to confirm:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any substantiated allegations or concerns relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

Online checks: In accordance with Keeping Children Safe in Education & Trust Policy guidance, the school will consider carrying out an online search, for any information that is publicly available online, as part of the due diligence on shortlisted candidates. (see Appendix 2: Online Searches of Shortlisted Candidates Guidance)

Where an online check will be carried out, this will be indicated in the advert and/or recruitment pack.

Selecting applicants for interview: Shortlisting is carried out by at least two people. They should each be clear about what their role involves and should assess each application form according to how well it meets the criteria set out in the person specification.

Preparing for interview: All applicants are assessed on their ability to carry out the role, based on justifiable and objective criteria. Dependent on the role, a range of selection methods are used that are clearly related to the person specification. Any questions that arise from assessing applications, e.g. gaps in employment history, can be raised as additional questions within interview for clarification.

Interview Panel: Interviews to recruit people to work with children should always, where possible, be conducted face-to-face. At least two people will be on the interview panel, one of whom has received current safer recruitment training.

Questions are planned in advance and will relate to items in the person specification in order to explore the candidate's suitability to work with children, their attitude and their motivations for applying for the role. Every interview will include a question focus on Safeguarding children, with candidates comments clearly noted.

The interview process will explore a candidate's ability to:

- establish and maintain professional boundaries and professional integrity
- establish and maintain relationships with children
- take action to protect/safeguard children.

Checking identity: Candidate's identity must be checked during the recruitment process. The first opportunity to do this is usually when the candidate attends interview and on appointment (See Vetting, disclosure and barring checks).

Making an offer: When contacting a successful candidate, it must always be made clear that the offer is still subject to satisfactory completion of all the vetting processes that need to be undertaken. An offer letter will always be sent to confirm the conditions of successful vetting and verification checks.

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to:

- Verification of identity and right to work in the UK
- Proof of relevant qualifications
- Satisfactory DBS Enhanced Disclosure
- Barred list check
- Teacher prohibition (if applicable)
- Section 128 check (if applicable)
- Pre-employment medical screening
- Satisfactory references
- Disqualification under the Childcare Disqualification Act 2006, as amended

The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks. Unsuccessful candidates will be notified.

2. VETTING, DISCLOSURE and BARRING CHECKS

A full range of processes and checks are carried out to ensure the right person is employed to work or volunteer in roles that have contact with children.

Verifying references: References can support an informed decision about an applicant's suitability to work or volunteer with children. References ask about the candidate's:

- suitability and ability to work with children and young people
- knowledge and understanding of child protection and safeguarding.

Criminal records checks: Criminal records checks ensure that people aged 16 or over have nothing on their record that makes them unsuitable to work or volunteer in roles that have contact with children.

The Disclosure and Barring Service (DBS) helps employers and voluntary organisations in England and Wales make safer recruitment decisions. A criminal records check is only valid on the date stated on the certificate but, in England and Wales, individuals who have a new DBS check can subscribe to the update service, which means they can keep their certificate up to date and take it with them to a new employer.

There are different types of criminal record checks depending on the nature of the work being carried out. Checks can be:

- **Basic DBS check** – any school can obtain a basic DBS check for their staff. The basic check is the lowest level of check, but will confirm if the staff member or volunteer has any unspent criminal convictions or cautions.
- **Standard DBS check** – reveals more details regarding an individual's past or present. These include convictions, cautions, reprimands, or warnings held on the Police National Computer, regardless of whether they are spent or unspent
- **Enhanced DBS check** – this includes the same information as a standard check, but also any additional information held by local police that's considered relevant to the role the individual is being considered for.
- **Enhanced DBS with barred list check** - This is the highest level of check and includes the same information as the enhanced check. It also checks whether an individual is on either of two DBS 'barred lists' of individuals who are unsuitable for working with children or vulnerable adults.

DBS checks for education: For the majority of the roles in schools, an enhanced DBS check is often required due to the frequency and nature of contact that the individual would have with children. It's mandatory for schools to complete DBS checks, as well as for them to keep a track record of DBS checks for staff members, volunteers, contractors, and governors working in schools who have the potential for regular contact with children or young adults. This information will be kept and maintained on the single central record (SCR) as referred to in 'Keeping children safe in education' guidance.

In England, Northern Ireland and Wales, the enhanced with barred list check should be requested for anyone doing "regulated activity".

What is regulated activity/regulated work?

Regulated activity with children, in England, means carrying out any of the activities below frequently or with intensity (more than 3 days in a 30-day period or overnight):

- Unsupervised activities: teaching, training, instructing, caring for or supervising children; providing advice or guidance on wellbeing, or driving a vehicle only for children.
- Working for a limited range of specified places with the opportunity for contact with children and young people, for example schools, children's homes, childcare premises (excluding work done by supervised volunteers).

Some activities are always regulated activities, regardless of how often they take place and whether or not they are supervised. These include:

- engaging in intimate or personal care of children.
- health care by, or under the supervision of, a registered health care professional.

For more information about the definitions of regulated activity and regulated work, please see the [Regulated Activity in Relation to Children Legislation](#) documents

Other checks: There are a range of other checks you should carry out, including

- Birth certificates: It is best practice to check the successful candidate's birth certificate, to find out whether they have changed their name since birth. Vetting and barring checks must be carried out for all names the person has used.
- Right to work in the UK checks: Even if the role is not paid, it is necessary to carry out a right to work check. [The Home Office has published guidance on right to work checks \(Home Office, 2021a\).](#)
- Overseas checks: If a candidate has been resident outside the UK for three months or more over the past five years, the candidate's criminal record would need to be checked in that country. [The Home Office provides guidance on applying for criminal records checks for overseas applicants \(Home Office, 2021b\).](#) Any documents not in English should be accompanied by a certified translation.
- Disqualification from working with children: Organisations are responsible for making sure the people they employ as staff and volunteers have not been disqualified from working with children. [The Department for Education \(DfE\)](#) has published statutory guidance to help organisations comply with their responsibilities (DfE, 2018).

3. PERSONNEL FILE and SINGLE CENTRAL RECORD

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with the School including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References – minimum of two
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant qualifications
- Evidence of medical clearance from the Occupational Health service
- Offer of employment letter
- Disqualification under the Childcare Disqualification Act 2006, as amended
- Acceptance of Offer
- Signed contract of employment

The DfE Statutory Guidance for Schools and Colleges, 'Keeping Children Safe in Education, requires all schools to produce and maintain a Single Central Record of Recruitment and Vetting Checks (SCR). Evidence of key documents and information are regularly updated to include all safer recruitment and vetting checks

The Single Central Record is an online 'live' document and key element of safer recruitment for:

- All staff employed by the school – e.g. teachers, teaching assistants, cleaners, administrative staff etc
- Trainee teachers on salaried routes
- Supply teachers / casual workers – either employed through the school or through an agency
- All those in regular contact with children including volunteers

- All Governors
- Contractors who visit the school frequently or intensively**
- All people brought into school to provide additional teaching / training / instruction e.g. sports coaches and music teachers

** Definition of frequent and intensive:

- Frequently is defined as once a week or more often
- Intensively is defined as four or more times in a month or overnight

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

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Checks of right to work in the United Kingdom
- List 99 checks
- DBS Enhanced Disclosure
- 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. However identity checks must be carried out by the school to check the person arriving is the person the agency intends to refer to them.

4. PRE-EMPLOYMENT CHECKS for schools and colleges (see Appendix A: Safer Recruitment Checks)

Teachers: Teachers can be prohibited from teaching children and young people for various reasons, including unacceptable professional conduct or a conviction of a relevant criminal offence.

Before appointing teachers, qualifications, as well as qualified teaching status and their eligibility to work as a teacher must be checked. [The Department for Education \(DfE\) has provided information about this in its Keeping children safe in Education guidance \(DfE, 2023\).](#)

Non-teaching staff: Non-teaching staff, support staff, school managers and governors should also undergo vetting and barring checks.

WHAT SAFER RECRUITMENT PROCEDURES ARE IN PLACE FOR STAFF NOT EMPLOYED BY SJR?

It is just as important to ensure recruitment of **Temporary/agency staff, third part providers volunteers and visitors** undergo the same safer recruitment processes to ensure they are suitable to work with children – please also refer to the SJR Visitors & Volunteers in School Policy

Documentation and written confirmation that relevant safer recruitment vetting checks have been made for each temporary staff member or visitor are managed in the school office via a Letter of Assurance

Letter of Assurance - A letter of assurance is the term used when schools request confirmation from a partner organisation that all safer recruitment checks have been undertaken e.g supply staff or sports coaches, cleaning contractors. These details should be recorded on the school's Single Central Register.

All temporary/agency/supply staff/volunteers and visitors who arrive on site are requested to sign in and ID checked.

Contractors: Where schools use contractors to provide services, they should set out the safeguarding requirements in the contract/service level agreement between the organisation and the school. An organisation letter is obtained to advise of staff member's DBS number and all other safeguarding checks that have been undertaken, including confirmation of the date checks were carried out.

External Clubs: Where pupils from the school are attending the club, the school follows the third-party provider guidance. However, clubs run for pupils or adults not connected to the school will be asked to sign a service level agreement and provide documentation regarding safeguarding procedures, training and lead etc..

Supply teachers, student teachers in schools are all in regulated activity if they work in schools for more than three days in a 30-day period, or overnight.

Visitors: Visitors running an activity with children in school, must also have undergone the necessary checks. As a school, we only engage people to work with children if they come from an agency or organisation that has robust safer recruitment policies and procedures. All visitors are required to

Volunteers: Volunteers who are wholly supervised and who do not work frequently i.e. more than 3 times a month with children do not need to be added to the SCR e.g. a parent accompanying children on a school visit.

Volunteers who are unsupervised and work frequently or intensively and are therefore working in Regulated Activity must have an Enhanced DBS Check with a Children's Barred List Check in place and must be added to the SCR in the same way as other members of staff.

For volunteers not engaged in "regulated activity" a written risk assessment should be undertaken to determine whether an Enhanced DBS Check (excluding a Barred List Check) should be obtained. The completed Risk Assessment should be kept in a school's local personnel records.

Governors: Legislation requires that ALL governors will be required to have a DBS check.

Further checks, as the chair considers appropriate, will be undertaken where, by reason of the individual's living or having lived overseas, obtaining an enhanced DBS check is not sufficient to establish an individual's suitability to work in a school

HOW DO WE CREATE A POSITIVE SAFEGUARDING CULTURE AT SJR?

The commitment to safeguarding children is an ongoing process and has a high profile within the school. All staff and volunteers should feel responsible for helping to make a safer culture and empowered to speak out if they have concerns.

Induction

To help develop a safe environment for speaking out, safeguarding and child protection is a key part of our induction process for new staff and volunteers. This ensures everyone fully understands and knows how to follow our safeguarding policies and procedures.

All new staff and volunteers receive induction to ensure they:

- have read and understand our safeguarding and child protection policies and procedures
- know how to spot the signs that a child may be experiencing abuse
- know how to respond appropriately if a child makes a disclosure about abuse
- know what to do if they have concerns about a child's wellbeing.

All staff complete child protection training as part of their induction and it is an ongoing process to ensure everyone has up-to-date knowledge and skills and understands how child protection works in our school.

Training

Staff are regularly updated with Safeguarding training, via online CPD or INSET days, including any key contextual safeguarding concerns in relation to the school cohort.

Termly newsletters are shared and information posted on the Safeguarding Noticeboard in the staff hub

HOW IS THIS POLICY MONITORED & REVIEWED?

Record keeping and recruitment information (e.g., DBS checks, training logs etc) will be securely stored and, in line with, compliance auditing, periodic checks will be made by the Headteacher and Safeguarding Governor.

There will also checks within an external Safeguarding Audit (bi-annually) to ensure there is full adherence to policies and procedures.

WHAT KEY INFORMATION SUPPORTS THIS POLICY?

Across the UK, statutory guidance highlights the responsibility of those in the education, community and care sectors to have policies and procedures in place that ensure they only employ suitable people to work or volunteer with children. This policy and procedures have been supported through the following guidance:

[Working together to safeguard children \(PDF\)](#) This highlights the responsibility of all organisations working with children to have safe recruitment practices in place.

[Keeping children safe in education: Statutory guidance for schools and colleges](#) This gives school governing bodies the responsibility to ensure safer recruitment practices are put into place. Part 3 gives guidance on safer recruitment.

The Department for Education (DfE) [statutory guidance about disqualification under the Childcare Act 2006](#) for local authorities, maintained schools, academies and free schools.

[Rehabilitation of Offenders Act 1974](#) sets out what you can ask applicants about their previous cautions or convictions. The Ministry of Justice has produced [guidance about the Rehabilitation of Offenders Act 1974](#) for **England** and **Wales**, which explains which convictions must be declared when applying for a role and what the exceptions are (Ministry of Justice, 2020).

The Disclosure and Barring Service (DBS) has produced [guidance about filtering](#) (DBS, 2020).

See attached: Appendix 1: Safer Recruitment Checks Guidance
Appendix 2: Online Searches of Shortlisted Candidates Guidance
Appendix 3: Safer Recruitment Procedure & Process Checklist
Appendix 4: Personnel File Checklist

APPENDIX 1: Safer Recruitment Check Guidance

Staff Recruitment: Pre – appointment Check

At interview

- Identity- Birth Certificate/Passport/Driving Licence
- Self-Declaration – Criminal Convictions Form
- Two References (see above)
- Qualifications.
- Status: QTS etc.
- Eligibility to work in the UK. Passport/Birth Certificate (+ proof of NI) **(NOT DRIVING LICENCE)**
- Overseas applicants – overseas criminal record check
- Online search (from September 2022)

After interview

- Letter proving address details
- DBS including Barred List Check (where appropriate)
- S128 (where applicable)
- Prohibition Order checks (where applicable)
- Overseas criminal record checks
- Letter of Professional Standing (overseas teachers)
- Medical Clearance
- Childcare Disqualification Check (where applicable)

All information must be added the school's Single Central Record.

Volunteers / Governors

- Take up references (volunteer policy)
- Volunteer risk assessment (volunteer policy)
- Depending on whether supervised or unsupervised access to children would depend on whether enhanced DBS with or without a barred list
- Check identity - Passport/Birth Certificate/Address
- Childcare Disqualification Form completed (where applicable).

Volunteers and governors should be placed on the school's Single Central Record.

Agency/Supply Staff/Visitors

- Must get notification in the form of a letter that all of the appropriate checks have been undertaken e.g. DBS, ID, references etc. It is also part of our process to ask for ID evidence when they visit the school.
- Keep the letter as evidence of the checks.
- For them to become our employee, normal recruitment processes will be followed eg. application form, references etc.....

Agency/Supply Staff should be added onto the Single Central Record

Academies, independent schools and free schools – must see their DBS

Maintained schools – only see their DBS if there is something recorded on it

Independent schools and non-maintained special schools should also include the date on which any certificate was obtained.

All information must be added the school's Single Central Record.

University Students (for example fee funded)

- University undertakes the checks.
- Universities must supply a letter confirming the checks that have been undertaken.
- The letter is kept as evidence of the checks and information added to the Single Central Record

Teachers Salaried Route

Checks as normal and added onto the Single Central Record

Contractors

Examples of contractors are plumbers, builders, electrician.

- Check appropriate level of DBS required
- Request letter from the organisation with their staff member's DBS number and a blanket letter confirming that all other safeguarding checks have been undertaken, including confirmation of the date the check was carried out.

When contractors arrive at school:

- Check their identity
- Record that their identity has been checked on the single central record and proof provided.

The above checks are mandatory.

In the Education (Independent School Standards) (England) (Amendment) Regulations 2014 which applies to academies, free schools and independent schools it states that staff are classed as those under a contract of services and should be added onto the single central record. For maintained schools we advise that these roles should be placed on your single central record.

There is no need to add contractors if you use them as a one off such as in an emergency e.g an emergency plumber.

External Clubs

- Ensure that you have an agreement/SLA/contract in place.
- Who is attending the Club? Is it your pupils? When is the club?
- If it is your pupils that are attending the club then you should follow the third party supply guidance. If it is an adults Zumba class for example their should be a contract/SLA in place regarding the arrangements which includes your safeguarding expectations.

The above checks are mandatory.

In the Education (Independent School Standards) (England) (Amendment) Regulations 2014 which applies to academies, free schools and independent schools it states that staff are classed as those under a contract of services and should be added onto the single central record. For maintained schools we advise that these roles should be placed on your single central record.

Organisations/individuals represented on the LSCB

- Where you have organisations/individuals represented by the LSCB/Council visiting your school, they will be provided with a letter from their employer confirming that a DBS check has been carried out. This letter is acceptable as confirmation that all appropriate checks have been carried out. You do not need to ask for their DBS number or their certificate. You do need to ensure that you keep the letter on file, and check their work ID when they visit your school.

Governors

In March 2016, the DfE implemented a piece of legislation which means that ALL governors will be required to have a DBS check. It states: "where a governor has been elected or appointed before 1st April 2016 and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor by 1st September 2016."

Where a governor is elected or appointed on or after 1st April 2016 and does not hold an enhanced DBS, the governing body must have applied for such a certificate in respect of that governor within 21 days after his or her appointment or election."

Further checks, as the chair considers appropriate, should be undertaken where, by reason of the individual's living or having lived overseas, obtaining an enhanced DBS check is not sufficient to establish an individual's suitability to work in a school.

Standalone Academies - Chair of Governors

an enhanced DBS check which has been countersigned by the Secretary of State; (either including or not including barred list information as appropriate)

- checks confirming the individuals' identity; and
- checks on the individual's right to work in the UK.
- S.128 check
- the Standards also set out that where an individual is applying for the position of Chair and they have lived outside of the UK, the enhanced DBS check may not be sufficient to identify the individual. If that is the case, the Secretary of State may require additional checks to be carried out.

Standalone Academies - Other governors

- an enhanced DBS check (with or without a barred list, as appropriate)
- S.128 check
- checks confirming the individuals' identity
- checks on the individual's right to work in the UK.

Multi-academy trust ('MAT')

- The same checks as set out above are required at board (director) level.
- Academy trusts must also check that members are not disqualified from taking part in the management of the school as a result of a section 128 direction
- where an academy trust delegates responsibilities to any delegate or committee (including a local governing body) the trust must require an enhanced DBS check on all members of such a committees.
- A governor on any governing body that retains or has been delegated any management responsibilities.

APPENDIX 2: Online Searches of Shortlisted Candidates Guidance

Scope and Purpose of the Search:

- Online searches are carried out to look for anything that causes concerns in terms of safeguarding issues or risk of reputational damage.
- Online Searches should be carried out for all **shortlisted** candidates for **all** school vacancies.
- The obligation is to search only information that is “publicly available” – if someone’s profile is private then it is *not* “publicly available”. There is no requirement to ask candidates for their user names/handles as this information would not normally be available to others – therefore outside of scope.
- Searches should only be carried out once the candidate has accepted the invitation to interview (in order to comply with data protection law). Explicit permission is not required from candidates as they agree to this on their application form.
- Searches should be carried out by someone who is not involved in conducting the interviews or making decisions about recruiting for that vacancy (to lessen the chance of any unconscious bias).
- The same process/search parameters should be applied to all shortlisted candidates to ensure consistency.
- Only information that suggests the candidate:
 - Is unqualified for the role
 - Poses a potential safeguarding risk
 - Risks damaging the reputation of the Trust/school should be recorded. No irrelevant personal information should be included.
 - Candidates will be given the chance to address any issues that come up during the search at interview.

Process

1. Applicants shortlisted by recruiting panel in the normal way.
2. List of shortlisted applicants passed to HR lead to invite to interview via MNT.
3. Once shortlisted applicant has accepted the invite to interview, online searches to be carried out and the Search Record completed. Record action on MyNewTerm
4. Completed Search Record passed to recruiting panel for review.
5. Any concerns must be raised with the candidate during the interview.
6. Record the results of any discussions on the Search Record and retain with the recruitment paperwork.
7. The date of the online search to be recorded on the SCR for successful candidates.

SJR Pre-Interview Online Search Record (v1. Sept 2022)



NB - Not to be completed by the interviewing manager/panel members

Candidate name*:

Vacancy:

Name of person undertaking searches:

Date and time of online search:

**Searches must ONLY be carried out on shortlisted candidates once invitation to interview has been accepted*

PART A. PRE-INTERVIEW – ONLINE SEARCHES RECORD

PLATFORM SEARCHED	CONCERNS RAISED
<i>(NB - attach screen shots/print outs of any salient information to this checklist)</i>	
<p>Google</p> <p>Consider searching the following terms (looking at the first page of results):</p> <ul style="list-style-type: none"> ● 'Candidate name' ● 'Candidate name' + 'current school/employment' ● 'Candidate name' + 'previous school/employment' ● 'Candidate name' + 'educational institution' ● 'Candidate name' + 'job title' 	
<p>Facebook</p> <p>Enter the candidate's name into the search function (review the top 10 results)</p> <p><i>[Will need to use a personal fb account]</i></p>	
<p>Twitter (use generic login)</p> <p>Enter the candidate's name into the search function (review the top 10 results)</p>	
<p>YouTube (no login required)</p> <p>Enter the candidate's name into the search function (review the top 10 results)</p>	
<p>LinkedIn (use generic login)</p> <p>Enter the candidate's name into the search function (review the top 10 results)</p>	
<p>Instagram (use generic login)</p> <p>Enter the candidate's name into the search function (review the top 10 results)</p>	
<p>Tiktok (use generic login)</p> <p>Enter the candidate's name into the search function (review the top 10 results)</p>	

PART B. FOR COMPLETION BY THE INTERVIEWING MANAGER/PANEL

ACTION	COMPLETED	DATE
Online search results reviewed	<input type="checkbox"/>	

DECISION (TICK ONE ONLY)	
A. No adverse information found. Proceed to interview with no restrictions. <input type="checkbox"/>	B. Minor cause for concern found. Proceed to interview to discuss further*. <input type="checkbox"/>

***Where box B has been ticked, please provide details of the nature of any concerns/follow up requirements/responses etc:**

Recruiting Manager name:

Recruiting Manager signature:

Date:

This checklist and any accompanying paperwork to be retained as follows:

- Successful candidate(s) – in HR file with recruitment paperwork and securely destroyed as per standard retention periods (date of resignation + 6 years).
- Unsuccessful candidates - for 6 months prior to being securely destroyed.



SJR SAFER RECRUITMENT PROCEDURE & PROCESS CHECKLIST

Post:

Date:

Recruitment and selection checklist	Initials:	Date:
<p>Pre-interview Planning - Timetable decided Job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc</p>		
<p>Vacancy advertised (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked Documents included: Right to Work and Self-disclosure form</p>		
<p>Applications on receipt – Scrutinised Any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing</p>		
<p>Short-list prepared (always by a panel of two minimum) Completed self-disclosure is submitted and seen by the member of the panel who is safer recruitment trained.</p>		
<p>References – Seeking Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy</p>		
<p>References – Checked on receipt Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible) (If received by email – accompanying email to verify authenticity. If not from professional email address, follow up to ensure authenticity)</p>		
<p>Qualified Teacher Status (QTS) Check For teaching posts in maintained schools - the teacher has obtained QTS or is exempt from the requirement to hold QTS</p>		
<p>Statutory Induction Completed For teachers who obtained QTS after 7 May 1999 and are not employed as NQTs</p>		
<p>Invitation to interview Includes all relevant information and instructions</p>		
<p>Interview arrangements At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards</p>		
<p>Conditional offer of appointment Pre-appointment checks. Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and, for non-teaching posts, a probationary period</p>		
<p>References before confirmation of appointment References received and in Personnel File</p>		
<p>Health Check Medical Pre-Employment Questionnaire confirms candidate is medically fit to work</p>		
<p>Note: Scrutiny of original documents continued</p>		
<ul style="list-style-type: none"> • Identity of successful applicant verified, copied & filed 		
<ul style="list-style-type: none"> • Qualifications of successful applicant verified, copied and filed 		
<ul style="list-style-type: none"> • Permission to work in UK, if required, verified, copied and filed 		
<ul style="list-style-type: none"> • School record sight of DBS certificate - where appropriate satisfactory DBS certificate 		

	Initials:	Date:
DBS Barred list check Applicant is not barred from working with Children (this must be completed before the applicant commences work)		
Childcare (Disqualification) Regulations 2009 Statement For any staff who work in childcare provision or who are directly concerned with the management of such provision as defined in the statutory guidance.		
Prohibition from Teaching Work Check For those carrying out teaching work (see below) the teacher has not been included in the prohibition list or interim prohibition list or has a GTCE sanction		
Overseas Checks For individuals who have lived or worked abroad in the last 5 years. (For those carrying out teaching work within the EEA area this will include an EEA prohibition order check through Employer Access until Jan 21, after this date it will include a reference from any education employer overseas in the same period)		
Single Central Record Updated Relevant information is recorded within the SCR		
Induction: Policy Shared Child Protection and Safeguarding: KCSiE & Annexe A Online Safety & ICT Acceptable Use Policy H&S Safe Working Practice / code of staff Whistleblowing procedures Behaviour Policy		
Induction Programme initiated by Induction Lead for Safeguarding Training		
Each of the following activities is teaching work: *planning and preparing lessons and courses for pupils, *delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils. * “delivering” includes delivering lessons through distance learning or computer aided techniques. The activities specified above are not teaching work for the purposes of the Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher (2) or other person nominated by the head teacher to provide such direction and supervision.		

HR8 - PERSONNEL FILE CHECKLIST

EMPLOYEE NAME:

ACADEMY/SCHOOL NAME.....

APPOINTMENT

DOCUMENT	RECEIVED & FILED	COPY TO TRUST HR/PAYROLL
Offer letter		
Job Description & Person spec		
Acceptance letter		
HR2 - Appointment form <i>(Triggers pay and contract to be produced by HR)</i> <i>(Forward to Payroll & Trust HR)</i>		
Right to Work ID checks <i>(confirm on HR2)</i>		
DBS clearance received <i>(Enhanced with barred list check)</i> <i>(confirm on HR2)</i>		
Barred List (Section128) <i>(confirm on HR2)</i>		
2 Satisfactory Refences <i>(confirm on HR2)</i>		
Pre-employment Medical questionnaire <i>(satisfactory receipt)</i> <i>(confirm on HR2)</i>		
Online search check completed <i>(confirm on HR2)</i>		
Teacher Service checks (QTS status, prohibitions etc) <i>(confirm on HR2)</i>		
HR6 - Bank Mandate Form <i>(Forward to Payroll only)</i>		
P45 or HMRC New Starter Form <i>(Forward to Payroll only)</i>		
HR7 – Employee Details Form <i>(Forward to Payroll & Trust HR)</i>		
Contract of Employment signed and returned by Employee		

RECRUITMENT

DOCUMENT	RECEIVED & FILED	COPY TO TRUST HR
Application Form		
Advert and/or Candidate pack		
Invite to interview letter		
Recruitment monitoring form		
Rehab of offenders' form		
Reference x 1 <i>(confirm on HR2)</i>		
Reference x 2 <i>(confirm on HR2)</i>		
Priest Reference <i>(if required)</i>		
Copies of Qualifications <i>(confirm on HR2)</i>		
Entry on Single Central Record		

DOCUMENTS TO RETAIN (EMPLOYMENT) & DURATION OF RETENTION BEFORE DESTRUCTION

DOCUMENT	RETAIN THEN DESTROY AFTER No? YEARS
Any Variation to Contract, Letters and payroll forms (hours, increments, etc.) <i>(Forward to Payroll & HR)</i> Performance Management/Appraisal records Disciplinary/Grievance/Capability/Complaints	Retain in file DO NOT DESTROY
Medical certificates/Self Certificates (Record on Edupay) <i>(Forward to Payroll & Trust HR)</i> Maternity/Paternity/Adoption documents (Notifications, MatB1s, KIT leave etc) <i>(Forward to Payroll & HR)</i>	3 Years
Training documents (applications, conferences, certificates, staff development) Leave (annual, compassionate, special, jury)	1 Year