

## Safer Recruitment Policy



Written by	Harriet Carter	August 2025
Next review due by		August 2026

## **Statement of Intent**

Earley Springs School is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers, and visitors to share this commitment. We follow Safer Recruitment in Education principles, as set out in Keeping Children Safe in Education (KCSIE), to ensure that all staff and volunteers are suitable to work with children. Our recruitment procedures are designed to deter unsuitable individuals, identify safeguarding risks, ensure fairness, and maintain a fully compliant Single Central Record (SCR). All appointments are made with the best interests of pupils in mind.

## **Recruitment Principles**

All appointments are made on merit, following a fair and transparent process. We comply with employment law, the Equality Act 2010, and the statutory requirements of KCSIE. Safeguarding is at the forefront of all recruitment decisions. At least one member of every recruitment panel is trained in Safer Recruitment to ensure that processes are robust and compliant. Recruitment decisions are overseen by the Executive Board, who scrutinise safer recruitment practice as part of their governance responsibilities.

## **Advertising and Application**

All vacancies are advertised internally and/or externally to attract a diverse pool of applicants. Recruitment materials clearly state the school's commitment to safeguarding and safer recruitment. Applicants must complete a full application form; CVs alone will not be accepted. Any gaps in employment history or anomalies in applications are scrutinised and addressed during the selection process. All shortlisted candidates are required to complete a self-declaration of criminal history, including spent convictions, cautions and pending cases, and where applicable a disqualification declaration under the Childcare Act 2006. In line with KCSIE, online and social media checks are also carried out for all shortlisted candidates to help identify any potential safeguarding risks.

## **Shortlisting and Selection**

Candidates are shortlisted based on skills, qualifications, and experience relevant to the post. References are requested before interview where possible, and any discrepancies are followed up at interview. Selection panels assess candidates against the job description and person specification, with safeguarding suitability forming a core part of the decision-making process. Interviews include safeguarding-related questions or scenarios designed to test candidates'

awareness, attitude, and suitability to work with children. All recruitment is carried out in line with the school's commitment to equality, inclusion, and fairness.

### **Interview Process**

All shortlisted candidates are invited to interview. Interviews are structured to assess both professional competence and suitability to work with children. The process includes:

- A formal interview panel, with at least one member trained in safer recruitment.
- Questions based on the job description and person specification, alongside specific safeguarding and child protection scenario questions to test candidates' awareness, judgment, and attitudes.
- Discussion of any gaps in employment history or anomalies identified in the application or references.
- Verification of candidates' identity and original documentation (e.g. qualifications, right to work, DBS).
- Clear records of the interview process, including scoring against criteria, which are retained in line with GDPR.

All interview decisions are based on merit, safeguarding suitability, and alignment with the ethos and values of Earley Springs.

### **Pre-Employment Checks**

Before any appointment is confirmed, the following checks are completed as part of our safer recruitment process:

- Enhanced DBS check, including barred list check where applicable.
- Verification of the right to work in the UK.
- Prohibition from Teaching check for all teaching staff.
- Overseas checks for candidates who have lived or worked abroad.
- Two satisfactory references, including the most recent employer, verified where necessary.
- Confirmation of medical fitness to work.
- Verification of professional qualifications, as appropriate.

All checks are recorded on the Single Central Record (SCR), which is maintained by the Headteacher or nominated HR lead and monitored termly by the Executive Board. Checks must be verified and completed before the start date.

### **Induction and Probation**

All new staff receive a safeguarding-focused induction which includes training on child protection, KCSIE Part 1, the school's Safeguarding and Child Protection Policy, whistleblowing procedures, and the staff code of conduct. New staff are subject to a probationary period, during which their performance and suitability to work with children are closely monitored.

### **Volunteers, Agency Staff, Contractors and Others**

Volunteers undergo appropriate DBS checks and are supervised as required. Agency staff and contractors must provide written assurance from their employer that all safer recruitment checks have been completed before they can work unsupervised on site. Work experience students, fixed-term staff and supply teachers are subject to the same safer recruitment checks as permanent staff, to ensure consistency and compliance.

### **Recruitment of Ex-Offenders**

Earley Springs treats all applicants fairly and does not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. Having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the role, the circumstances and background of the offence(s), and whether they pose a safeguarding risk.

### **Record Keeping and GDPR**

Recruitment records, including application forms, interview notes and evidence of checks, are retained securely for six months for unsuccessful candidates before being confidentially destroyed, in line with GDPR. For successful candidates, recruitment records are kept securely on file in accordance with data protection legislation.

### **Monitoring and Review**

The Headteacher and Executive Board monitor recruitment processes to ensure they remain robust and compliant with KCSIE and safer recruitment standards. This policy is reviewed annually, or sooner if statutory guidance changes.