KENNET VALLEY PRIMARY SCHOOL

SAFER RECRUITMENT POLICY

Status: Safeguarding Supporting Policy

Approved by: Governing Body

Review Frequency: Annually

Responsible Officer: Headteacher

Review Date: June 2027

1. **Purpose**

Kennet Valley Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, governors, volunteers, contractors and visitors to share this commitment.

Safer recruitment forms an essential part of the school's safeguarding culture. The purpose of this policy is to ensure that robust recruitment, selection and vetting procedures are in place to help deter, identify and reject unsuitable applicants and to ensure that all adults working in the school are suitable to do so.

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Managing Allegations Policy
- Low-Level Concerns Policy
- KCSIE (current edition)
- Disciplinary Policy

2. **Principles**

The school will ensure that:

- Safeguarding is embedded throughout the recruitment process.
- Recruitment decisions are based on merit, suitability and safeguarding considerations.
- Appropriate pre-employment checks are completed before employment commences.

- Recruitment processes are fair, transparent and compliant with employment law.
- The welfare of children remains paramount throughout all recruitment and selection activity.

3. Roles and Responsibilities

The Governing Body is responsible for:

- Monitoring the effectiveness of safer recruitment arrangements.
- Ensuring appropriate policies and procedures are in place.
- Ensuring at least one member of every recruitment panel has completed recognised safer recruitment training.
- Monitoring compliance through safeguarding and Single Central Record checks.

The Headteacher is responsible for:

- Implementing this policy.
- Ensuring safer recruitment procedures are followed consistently.
- Ensuring all required pre-employment checks are completed.
- Maintaining oversight of the Single Central Record.
- Ensuring staff involved in recruitment understand their safeguarding responsibilities.

Recruitment panel members are responsible for:

- Conducting recruitment processes fairly and consistently.
- Exploring safeguarding issues through application scrutiny, references and interview questions.
- Identifying and challenging any concerns relating to a candidate's suitability to work with children.

4. Recruitment and Selection

All recruitment processes will:

- Include safeguarding responsibilities within job descriptions and person specifications.
- Include a safeguarding statement within advertisements.
- Require applicants to complete an application form. CVs alone will not be accepted.
- Require a full employment history and explanation of any gaps.
- Seek references prior to appointment wherever possible.
- Explore any concerns identified through applications, references or interviews.
- Include safeguarding-focused interview questions.

The school will scrutinise applications carefully and investigate any inconsistencies, anomalies or gaps in employment history.

5. Online Searches

In line with Keeping Children Safe in Education, the school may carry out online searches on shortlisted candidates as part of its due diligence process.

Candidates will be informed that online searches may be undertaken.

Online searches will only consider information that is publicly available and any information identified will be considered fairly, proportionately and in line with safeguarding responsibilities.

Any concerns arising from an online search will be discussed with the candidate during the recruitment process.

6. Pre-Employment Checks

The school will complete all required pre-employment checks before confirming an appointment.

These may include:

- Identity checks.
- Enhanced DBS checks.
- Children's Barred List checks where appropriate.
- Right to work checks.
- Verification of qualifications.
- Prohibition from teaching checks.
- Section 128 checks where required.
- Overseas checks where applicable.
- Childcare disqualification checks where applicable.
- Medical fitness declarations.

Appointments will remain conditional until all required checks have been completed satisfactorily.

7. Single Central Record

The school will maintain an accurate and up-to-date Single Central Record in accordance with statutory requirements.

The record will include all required checks for:

- Employees.
- Governors.
- Supply staff.
- Agency workers.
- Regular volunteers.
- Contractors where appropriate.

The Single Central Record will be monitored regularly by the Headteacher and Governing Body.

8. Agency Staff, Contractors and Volunteers

The school will obtain appropriate assurances that safer recruitment checks have been completed for agency staff, contractors and other adults working within the school.

Appropriate risk assessments and supervision arrangements will be implemented where required.

Volunteer checks will be undertaken in accordance with statutory guidance and the nature of the role being undertaken.

9. Equal Opportunities

The school is committed to equality, diversity and inclusion.

Recruitment decisions will be based solely on suitability for the role and safeguarding considerations.

The school will make reasonable adjustments where required throughout the recruitment process.

10. Record Keeping and Confidentiality

Recruitment documentation will be stored securely and retained in accordance with data protection legislation and the school's records retention schedule.

Information obtained through recruitment checks will be treated confidentially and only accessed by those with a legitimate need to do so.

11. Monitoring and Review

This policy will be reviewed annually or sooner if required by changes to legislation, statutory guidance or local safeguarding arrangements.

The Governing Body will monitor compliance through safeguarding monitoring, recruitment audits and review of the Single Central Record.