



Copnor Primary School

Safer Recruitment Policy

Governing Body approval gained in March 2025

Next review March 2026

Policy proposed for adoption by Matt Johnson, Headteacher

Headteacher's signature:

Chair of Committee signature:

Rationale

To ensure child safety, it is essential that we follow the most recent recommended practice for safer recruitment whilst acting within the most recent employment law legislation and equality guidance. Child protection must aim to prevent any issues from arising and it is essential that the following details are followed.

The policy was written to cover the guidance in "Keeping Children Safe in Education" and "The Prevent Duty".

Aims

To appoint an individual only if *all* members of the interview panel are entirely satisfied that all reasonable checks have been taken. At least one member of the panel must have undertaken their safer recruitment training before the panel can convene to appoint a person/persons. Were there to be absence, resulting in there being no one who is safer recruitment trained being available, interviews would be postponed.

Roles

Headteacher

The Headteacher is responsible for ensuring that they are fully up-to-date with safer recruitment procedures, and that the Clerk to the Governors is informed of upcoming interviews so that Governors can be involved if they wish to be.

However, where the role of Headteacher is being advertised, then a minimum of three governors must form the selection panel. This is also the case for the appointment of a Deputy Headteacher.

It is also the Headteacher's responsibility to ensure that at least one of the panel is fully trained in safer recruitment procedures.

Training Liaison Governor

They are responsible for ensuring that all governors are notified of available training in safe recruitment procedures.

Designated Safeguarding Lead (DSL)

The DSL is responsible for maintaining our Single Central Record of DBS checks, in liaison with the Headteacher.

If the Headteacher is the Designated Safeguarding Lead (DSL), then they will ensure that another member of the Senior Leadership Team (SLT) liaises with them and to double-check that the Single Central Record is monitored. Day-to-day management of the Single Central Record is undertaken by the Bursar. They will liaise with the DSL to ensure that the record is up-to-date.

Procedures

To support the completion of the Safer Recruitment process, the Safer Recruitment Checklist (Appendix 1) will be used. This is best practice from safer recruitment guidelines and includes guidance on specific areas to confirm such as gaps in employment.

When a vacancy arises a job description and person specification will be drawn up by the Headteacher and relevant senior staff and governors.

All vacancies will be advertised. Vacancies for the Headteacher will be advertised nationally and all other external vacancies will be advertised on the internet.

Internal vacancies will be advertised to all relevant staff in school. The Headteacher will ensure that all job adverts clearly state our commitment to safeguarding children and that the full procedures for safe recruitment are followed.

References will be requested for all applicants before short-listing. In line with the Equality Act of 2010 we may now only ask for medical and absence information for the successful candidate after interview.

We also send a list of documents that the candidate needs to bring to verify their right to work in the UK and also to process their DBS check. The initial offer is conditional on the feedback we receive, from these checks.

Short listing will take place as soon as possible after the closing date for applications. Short listing will be based on the applicant's suitability for the post in line with the job description and person specification.

Schools will only accept copies of a curriculum vitae alongside an application form. A curriculum vitae on its own will not provide adequate information. (KCSIE 24)

In addition, as part of the shortlisting process schools will carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview. (KCSIE 24)

As far as possible, the panel short-listing will be the same as those involved in the interview. Governors should be involved in all appointments. However, the Governors have agreed that in times where speed is essential in making an appointment, if the head teacher has tried to arrange for a Governor to be present but no-one is available then the process may go ahead without a Governor presence. In the case of appointing an Admin Officer, Deputy Headteacher or Headteacher, a Governor **must** be present. In the following list we have only named Governors for those appointments where their presence is absolutely essential, as they will be invited to all interviews. Where Governors are involved they will, where possible, have attended the Governor's interview training course. Before the interview, the interviewers will meet to draw up a list of questions. Decisions will also be made about the format of the interview process. Our interview – regardless of the position advertised - will always include a question directly focussed on child protection. If there are any radicalisation concerns, then we would clearly not appoint and would contact Multi-Agency Safeguarding Agency (MASH) for further advice. Throughout the whole appointment process, equal opportunities will be given to all candidates.

Single Central Record (SCR)

All candidates appointed to a post are appointed conditional on their sickness record and also on the results of a DBS check at enhanced level.

The successful candidate will have the DBS checking process started as soon as possible after the interview.

The Admin Officer records all DBS references for all new appointed personnel in the Single Central Register. The Single Central Register contains the following information on all staff, as appropriate:

Name, address and date of birth, DBS number and date, qualifications, GTC reference number, Prohibition to Teach check, Right to Work in the UK, Barred List check, Overseas Criminal check, Disqualification by Association. Any supporting documents are kept in the employee's personnel file.

The Single Central Record is a live document and is checked at least termly by the DSL. However, day-to-day responsibility for the maintaining of the SCR lies with the Bursar, although overall responsibility will still be with the Headteacher.