

# Old Clee Primary Academy

*'Inspired to Believe, Learning to Succeed'*

## Safer Recruitment Policy



**Approved by:** Finance & Personnel **Date:** Autumn 2025

**Last reviewed on:** October 2025

**Next review due by:** Autumn 2026

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children.

Old Clee Primary Academy is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and competent in their roles.

The academy recognises the value of, and seeks to achieve a diverse workforce comprising of different backgrounds, skills and abilities. As such it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

## Introduction

The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to Old Clee Primary Academy.

It also sets out the minimum requirements to:

- Attract the best possible applicants to vacancies,
- Deter prospective applicants unsuitable for work with children;
- Identify and reject applicants unsuitable for work with children.

This policy is also linked to the Safeguarding policy [Safeguarding policy 2025](#) – appendix 2 pages 30-35.

## Practices

The academy will ensure that at least one member of the appointment panel has successfully completed Safer Recruitment Training.

The following procedures and practices are in place to ensure the safe recruitment of staff:

### Stage 1: Advertising and Inviting Applications

All advertisements for all posts will clearly stipulate the stance adopted by the academy by the inclusion of the following statement:

*“The academy is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service check.”*

*The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children*

*Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed, and if they are disclosed, we cannot take them into account*

## Stage 2: Pre-application Pack

Prospective applicants may be supplied with the following:

- Application form  
Our application forms will:
  - Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
  - Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders
- Job Description if different to standards outlined in Teachers Standards and Teaching Assistant Standards and grading job descriptions
- Academy website address for academy information including Safeguarding and Safer Recruitment Policy

All applicants must complete the application form in full. CVs will only be accepted as an additional, accompanying document.

The academy requires candidates to account for any gaps or discrepancies in employment history on the application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

## Stage 3: Applicant short-listing

In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Head teacher to lead in all appointments outside of the Senior Leadership Team. However, subject to availability, academy governors may be involved in other staff appointments.

Candidates for the post who are suited to the job description and/or person specification following analysis of their applications will be shortlisted following consultation between the Head teacher and others involved in the process.

The Head teacher may delegate the selection process of staff outside the leadership group to other leaders in the academy, but remains responsible for the decision to appoint.

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

## Stage 4: Interview

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and significantly in terms of safer recruitment practices will explore attitudes towards working with children.

Candidates selected for interview will have to provide:

- Proof of identity
- Certificates of qualifications
- Eligibility to work and live in the UK

Candidates will always be required:

- To explain satisfactorily any gaps in employment;
- To explain satisfactorily any anomalies or discrepancies in the information available to the interviewers;
- To declare any information that is likely to appear on a DBS check;
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

References are sought directly from the referee. References or testimonials provided by the candidate are never accepted instead of signed reference from a referee.

Applicants will be invited into the academy for interview. References will usually be taken up after the shortlisting stage, where permission is given. Where permission is not given, successful applicant appointments would be made subject to satisfactory references.

Reference requests will specifically ask:

- About the referee's relationship with the candidate
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, ask for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicants current post, salary and attendance record
- Performance history and conduct
- Any disciplinary procedures in which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns
- Attendance record information will be requested

References will be completed to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

Self-declaration of convictions by job applicants:

The academy's policy requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and also include any cautions and pending prosecution.

Online searches may be conducted, including platforms such as social media before the interviewing process, or once a candidate has been selected for the role.

When seeking references, we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

## **Stage 5: Successful Candidate Pre-Employment checks**

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

Further to those checks at the point of interview the candidate will be required to provide all of the following prior to taking up the post being undertaken:

- Receipt of at least 2 satisfactory references
- Verification of the candidate's identity
- An enhanced DBS check - including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verification of the candidate's medical fitness
- Verification of professional qualifications, as appropriate
- Verification of professional status where required or qualified teacher status (QTS)
- The production of evidence of the right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
  - For all staff, including teaching positions: criminal records check for overseas applicants
  - For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach
- Check that candidates taking up a management position\* are not subject to a prohibition from management (section 128) direction made by the secretary of state
- We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.
- Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

## **Stage 6: Induction**

All newly appointed staff will, either prior to or at the point of taking up the post, undergo a programme of induction appropriate to their post. The induction will specifically address issues concerning the safeguarding of children and young people as well as matters directly related to the operation of the post.

## **Single Central Record**

In line with requirements, the academy keeps and maintains a single central record of recruitment and vetting checks. The central list records all staff who are employed at the academy, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors, and those who provide additional teaching or instruction for pupils but who are not staff members e.g. specialist coach.

## **Rehabilitation of Offenders Disclosure**

All posts with Old Clee Primary Academy are exempt from the Rehabilitation of Offenders Act 1974. Applicant will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have DBS checks made under the Disclosure and Barring Service.

## **Record Retention/Data Protection**

The academy will retain all interview notes on all applicants for a 6-month period, after which time the notes will be destroyed (i.e. shredded). The 6-month retention period will allow the academy to deal with any data access requests, recruitment complaints or to respond to any complaints made to the employment tribunal.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the academy using the SAR form available online within 6-months of interview date. Any unsuccessful applicants will have their details securely disposed of after the 6-month period. The academy is unable to provide a copy of their references as part of the SAR due to the data belonging to the person/establishment giving the reference.

## **Personal File Records**

The academy will retain the following information which will make up part of the personal file for the successful candidate:

- Application form
- References
- Disclosure of convictions form
- Proof of identification
- Proof of academic qualifications
- Evidence of medical clearance
- Right to work

## Ratification

**Date ratified by the Governing Board:** Autumn 2025

**Date of last review:** November 2024

**Next review date:** Autumn 2026

**Signed by Chair of Governors** R Claridge

**Date:** 27<sup>th</sup> November 2025