

Journeying together with God

Bramley St Peter's C of E (VA) Primary School

SAFER RECRUITMENT POLICY

*Ratified by the Governing Board on 18th September 2025.
To be reviewed annually
Review due September 2026*

Safer recruitment policy and checklist for Bramley St Peter's

Please note that this policy is appendix one of the 'Recruitment and Selection Policy for School Based Staff' and should be used in conjunction with this document.

At Bramley St Peter's we are committed to ensuring a safe, child centred environment for all our children. One of the ways in which we achieve this is by making sure that the school recruits new staff in a safe way and then monitors the behaviours and attitudes of staff closely once they are in school. When seeking to employ new members at staff, at any level within school, these are the safeguarding parameters we work to.

1. Introduction

This Safer Recruitment Policy has been produced in line with the DfE guidance 'Keeping Children Safe in Education (Sept 25)'. This policy aims to ensure a safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

2. Recruitment and selection policy statement

- 2.1. Bramley St Peter's C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- 2.2. Bramley St Peter's C of E Primary School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.

3. Purpose

- 3.1. To ensure the recruitment of all staff is conducted in a fair, effective and economic manner.
- 3.2. To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

4. Scope

- 4.1. This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff.
- 4.2. The ultimate responsibility for recruitment and selection lies with the Governing Board. The Governing Board has delegated the responsibility to the Headteacher for appointing all staff.

5. Aims and Objectives

- 5.1. To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.
- 5.2. To ensure a consistent and equitable approach to the appointment of all school staff.

- 5.3. To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.
- 5.4. To ensure the most cost effective use is made of resources in the recruitment and selection process.

6. Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment.
- All applicant packs will include a job description detailing the post holder's responsibilities for safeguarding.
- Employees will be recruited on the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate Safer Recruitment Training as recommended by the LSCP.
- Selection will be based on a minimum of fully completed application form, shortlisting and interview, but, whenever possible, involve other assessments.
- Posts will normally be advertised on our school website, alongside other external sites e.g. E-Teach, and the advert will include reference to the school's commitment to safeguarding and promoting welfare of children and young people.
- The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

6. Equal Opportunities

Bramley St Peter's C of E Primary School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.

7. Safer Recruitment – Recruitment and Selection Training

It is a statutory requirement that at least one member of the interview panel has completed LSCP approved Safer Recruitment Training prior to the start of the recruitment process. The following staff have received Safer Recruitment Training: Ruth Esplin, Becky Linton and Dawn Leak.

The following Governors have completed Safer Recruitment Training: Jo Herbert, Julie Falkiner, Sadie Augier, Jason Askham.

8. Pre-recruitment Process

9.1 Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important; therefore the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants.

- Give successful applicants a clear understanding of the post and what is expected of them.
- Take reasonable actions to reduce the risk of an unsafe appointment recognising the potential cost and the school's commitment to safeguarding children and young people.

9.2 Application Form

A standard application form will be used to obtain a common set of data from all applicants. The application form will be adapted for different posts but will always include key information on safeguarding. As such, candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the declaration and follow instructions regarding the appropriate disclosure of relevant criminal convictions if shortlisted.

9.3 Job Description and Person Specification

A job description and where applicable a person specification will be issued for all posts. In the case of volunteers this will include a volunteer role profile. The job description/volunteer role profile will have a clear reference to an individual's responsibility to safeguard children and promote their welfare.

9.4 Criminal Self-Disclosure

All short-listed candidates will be asked to complete a self-disclosure form with their invitation to interview.

9.5 On-Line Searches

An online search will be conducted on all shortlisted candidates. (see appendix 3) This involves searching for information publicly available on-line. Candidates will be notified about the search when they are informed of being shortlisted.

9.6 References

- 9.6.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be requested directly from the referee using the standardised school form.
- 9.6.2 References will be sought on all short listed candidates and will be obtained, where possible, before interview so that any issues or concerns they raise can be explored further with the referee, and/or taken up with the candidate at interview.
- 9.6.3 The school will take reasonable steps to verify references received electronically.

10 Interviews

The interview will assess the merits of each candidate for the post, including at least one question exploring their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

10.2 Interview Panel

10.2.1 A minimum of two interviewers will form the interviewing panel.

10.2.2 The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (at least one member of interview panel will have undertaken Safer Recruitment Training).
- meet before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing;

- consider the issues to be explored with each candidate and who on the panel will ask about each of those.

10.2.3 Where a candidate is known personally to a member of the selection panel this will be declared before shortlisting takes place. It may then be necessary to consider changing the selection panel to ensure that there is no conflict of interest.

10.3 Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's values and attitudes toward children and young people;
- his/her ability to support the school's ethos for safeguarding and promoting the welfare of children;
- any gaps in the candidate's employment history;
- any concerns or discrepancies arising from the information provided by the candidate and/or a referee.

11 Conditional Offer of Appointment: Pre Appointment Checks

11.1. An offer of appointment to the successful candidate will be conditional upon:

- verification of the candidate's identity
- verification of eligibility to work in the UK
- appropriate overseas check, and references from any overseas education employer after this date.
- verification of the candidate's mental and physical fitness to carry out their role
- the receipt of at least two satisfactory and verified references
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted)
- a check of the appropriate Barred List
- a satisfactory DBS Enhanced Disclosure, with the certificate seen and verified by the school. (for Volunteers a written risk assessment in relation to the undertaking of a Barred List Check should be completed. An enhanced DBS Disclosure should be undertaken for volunteers.)
- a check using the Employer Access Online Service to see if a prohibition order issued by the Secretary of State for Education or GTCE sanction exists against the individual (for posts carrying out 'teaching work')
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999) unless the successful candidate is an ECT undertaking their statutory induction (for teaching posts).
- Any additional checks as deemed appropriate

11.2 All checks will be appropriately documented and retained on the individual's personnel file with information recorded on the school's Single Central Register in line with the statutory requirements set out in Keeping Children Safe in Education (Sept 2025). Where information is unsatisfactory or there are discrepancies in the information provided this will be followed up.

11.3 Where:

- the candidate is found to be on the relevant barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children,

The facts will be reported to the Local Authority Designated Officer (LADO).

11.4 If an individual's enhanced DBS certificate is not completed a member of staff would only be able to commence work if the school is satisfied that:

- appropriate supervision is in place.
- other checks (references etc) have been completed satisfactorily.
- the DBS barred list check has been completed

11.5 The following personnel should have their details entered on the School Central Register

- Staff in regulated activity
- Regular and/or unsupervised Volunteers, including Governors
- Supply Staff
- Regular visiting professionals in regular contact with children – e.g. coaches
- Contract staff in regular contact with children

All leavers will be deleted off the school central register immediately.

12 Post Appointment Induction

There will be an induction programme for all staff which includes the arrangements for Child Protection and Safeguarding, Keeping Children Safe in Education (Part 1 (or Annex A as appropriate) and Annex B) and Safer Working Practice Guidance.

13 Supply Staff

When the school needs to use the services of a supply agency we will ensure the agency operates a safer recruitment process and provides confirmation that the following have been checked and judged as satisfactory:

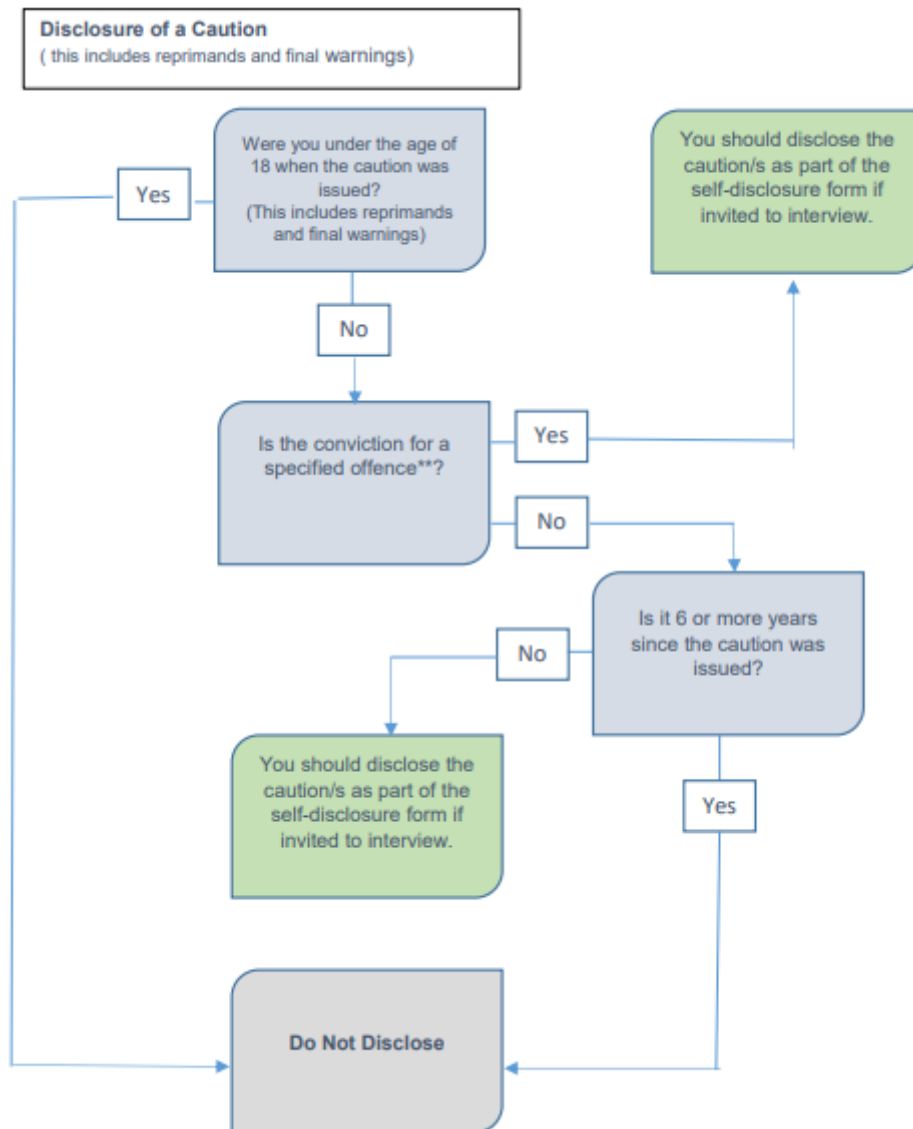
- Identity
- Enhanced DBS Disclosure
- Right to work in the UK
- The DBS Barred List
- Any Prohibition Order, Interim Prohibition Order or GTCE sanction for those undertaking 'teaching work'
- Qualifications (where applicable)
- Overseas Checks, including and EEA check where applicable

When the supply member of staff arrives at the school, their identity will be checked and it will be confirmed that they are the same person on the documentation from the agency. The supply staff's details will be entered on the Single Central Register (SCR).

A copy of the Safer Recruitment Checklist (Appendix 2) will be completed with supporting evidence and placed in the file of successful candidates.



Information regarding disclosures of cautions and convictions



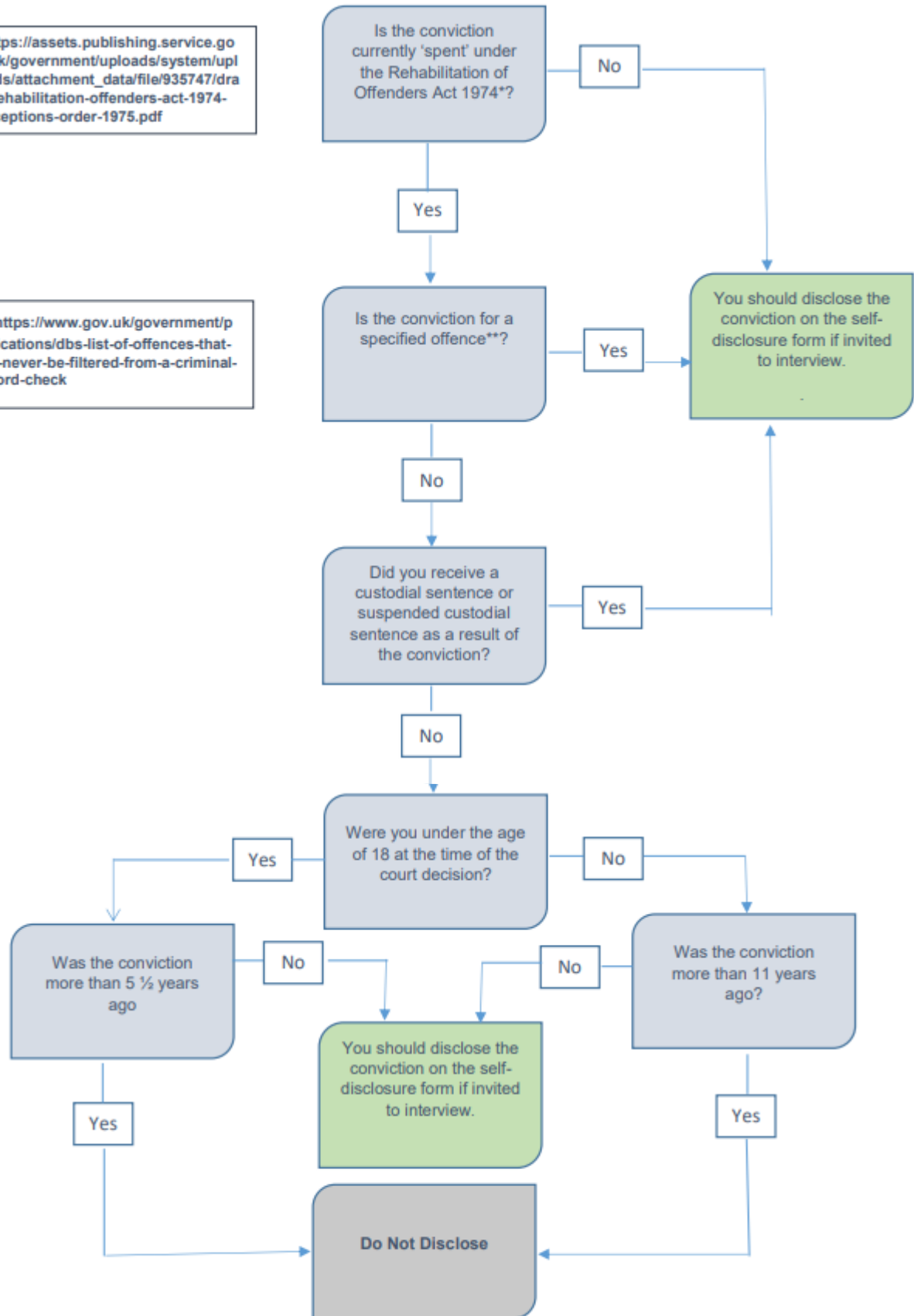
**<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction

Please work this through for each conviction you have separately even if they were part of the same legal proceedings

[*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf)

[**https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)



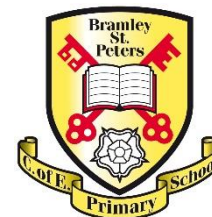
Recruitment and Selection Checklist

Job advertised:

Pre-interview:	Initials	Date
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		
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		
Applications on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing		
Short-list prepared Based on person specification from advert		
References – seeking Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy		
References – 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		
Invitation to interview - Includes all relevant information and instructions and the self disclosure form		
Interview arrangements - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards Safer Recruitment trained person: Governor:		
Online checks Exploring any content publicly available online that might compromise their professional role so this can be discussed with candidates at interview – findings noted on separate proforma		
Self-Disclosure – Completed self-disclosure is submitted and seen by the member of the panel who is safer recruitment trained.		
Interview - Explores applicants' suitability for work with children as well as for the post		
Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure. Photocopied documents of unsuccessful candidates shredded after the interview.		
Conditional offer of appointment: offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and, for non-teaching posts, a probationary period.		

References before confirmation of appointment: (if not obtained and scrutinised previously)		
Identity At interview preferably – timing to be noted – evidence added to HR file		
Qualifications Timing and qualifications seen to be noted – evidence added to HR file		
Permission to work in UK, if required UK passport seen? Evidence added to HR file		
DBS certificate Satisfactory enhanced DBS certificate – date noted when certificate seen		
DBS Barred list Person is not barred from working with children (this must be completed before the applicant commences work)		
Childcare (Disqualification) Regulations 2009 Letter – 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.		
Health The candidate is medically fit – Medical Pre-Employment Questionnaire		
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.		
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 (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body		
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)		
Induction meeting		
Staff handbook and key policies Child Protection policy, Safer Working Practice document, Keeping Children safe in Education document, Online Safety policy, Acceptable Use policy, Behaviour policy, Data Protection policy, Whistleblowing procedures		
Training Child Protection Safer Working Practice Prevent (this should be undertaken online and a certificate given to the Headteacher on completion)		
Statutory induction (for teachers who obtained QTS after 7 May 1999 and are not employed as NQTs/ECTs) Completed 3 terms/6 terms as NQT/ECT satisfactorily		
Risk Assessment – for Volunteers a written Risk assessment in relation to undertaking an Enhanced DBS		

Online search for shortlisted candidates



Name of candidate	
Search performed by	
Date search performed	
Search engine used	
Aspects found	
Information shared with interview panel <i>(note name of person and date)</i>	
Interview panel to complete	
Next steps	No further action Questions to be asked at interview Advice sought from LADO
Signed	



Safer Recruitment process at Bramley St Peter's C of E Primary School



Create advert – include statement about safeguarding and probation period applicable if this is the case.

Put advert out – include letter to applicant, correct application form for role and job description. Job description should include safeguarding.

Create panel for process. Minimum of two people. Majority of recruitment requires a governor. One person on the panel, at least, to be in receipt of up to date safer recruitment training.

Application forms returned and collated for panel.
Shortlisting grid created from person specification.

Shortlisting – application forms scrutinised.
Aspects to focus on: current employment and reason for leaving, employment history (review gaps), qualifications, meeting of personal specification aspects (add to shortlisting grid) and referees.
From shortlisting grid, candidates to be invited to interview determined.
Timetable and details of tasks/questions confirmed.

For shortlisted candidates – prior to interview.

<p>Letter sent to invite to interview. Advise online search will be undertaken.</p> <p>Job description, self disclosure form, recruitment of ex-offenders policy and flow chart for cautions and convictions.</p> <p>Add statement if referees do not include current employer or appropriate person e.g. the Head.</p>	<p>Reference requests sent off. Request must include name of candidate as per application form, name of role applied for and job description.</p>		
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<p>Candidates confirm attendance and return completed self disclosure form. Print self disclosure form.</p>	<p>Contact referees to check reference request received and confirm identity.</p>	<p>Online search completed for each candidate (name of candidate and Leeds). Google search printed off (number of pages as required) and retained. Form completed and passed to lead panel member along with print out.</p>	
<p>Completed form checked by lead panel member. Checks to be made as to relevancy of any noted cautions and/or convictions (see flow chart). Lead panel member to note any questions to be asked at interview.</p>	<p>Print copy of reference as received. Also print front part of e-mail when received electronically and highlight e-mail address received from.</p>	<p>Completed form checked by lead panel member. Lead panel member to note any questions to be asked at interview.</p>	<p>Lead panel member to review application forms. Specific questions to be asked at interview noted e.g. gaps in employment.</p>
	<p>Aspects to check on references – annotate printed copy of reference as appropriate:</p> <ul style="list-style-type: none"> • Reason for leaving current role. • Ensure electronically received references are from legitimate source e.g. using work e-mail. • Same name on completed reference form as on application form – candidate and referee. • Check reason for agreed reference e.g. part of agreement, bankrupt company. <ul style="list-style-type: none"> • If not worked before where reference has come from and content. • Written reference verified by senior member of staff e.g. Head but written by another member of staff. 	<p>Completed form checked by lead panel member. Lead panel member to note any questions to be asked at interview.</p>	

For shortlisted candidates – at interview.

<p>Checks made and noted on verification list.</p> <ul style="list-style-type: none">• Identity – photo ID, address, National Insurance number and marriage/divorce certificate (evidence of name change).• Actual signature on application form and self disclosure form.<ul style="list-style-type: none">• Ability to work in Britain e.g. British passport.• Qualifications – see originals of any noted on application form e.g. GCSEs, degree, QTS.	<p>Panel observe appropriate tasks and ask agreed questions.</p> <p>Question sheets should include name of candidate, name of panel member and an 'SR' to indicate if safer recruitment training has been undertaken.</p> <p>Notes to be made on sheets when candidate completing task and responding to questions.</p> <p>Lead panel member to ask any additional questions appropriate for individual candidate based on application form and self disclosure form.</p>
<p>Verification list to be passed to lead panel member.</p>	<p>Upon completion of all interviews, panel to score candidates. Lead panel member to note this on their sheet.</p> <p>Panel to then deliberate and make decision if to appoint and, if so, who this will be.</p>
<p>Photocopies of documents e.g. ID shredded for unsuccessful candidates.</p>	<p>Question sheets to be collected from all panel members. Retained for all candidates, along with application forms and references received, for six months.</p> <p>Candidates rung to be informed of panel's decision. The successful candidate should be rung first and told decision is subject to suitable references being returned (if not so already) and necessary checks being undertaken including a successful enhanced DBS.</p>
	<p>Letter of confirmation of offer of post to be sent.</p> <p>Specify again decision is subject to suitable references being returned (if not so already) and necessary checks being undertaken including a successful enhanced DBS.</p> <p>DBS consent, health declaration and disqualification forms to be sent too.</p>

For successful candidate – pre-employment checks.

<p>DBS consent form returned by candidate.</p>					<p>Disqualification form returned.</p>	<p>Health declaration form returned.</p>
<p>DBS application set up online and link sent to candidate.</p> <p><i>NB if a person will be working in the same role (as previous) and has had no break in service or one of less than 3 months, a new DBS is not needed. We have taken the decision to complete one for all new members of staff.</i></p>	<p>DBS barred list checked for candidate.</p> <p><i>NB person cannot start working until this has been completed.</i></p>	<p>Check prohibition list for teachers.</p> <p>Note any concerns.</p>	<p>Ensure candidates for teacher posts have QTS or are due to gain within timescale prior to starting work.</p>	<p>Right to work in the UK checked.</p> <p>If British passport seen, note on SCR. Photocopy of passport retained in personnel file.</p>	<p>Any concerns noted.</p> <p>Completed form retained in personnel file.</p>	<p>Any aspects noted by candidate to be discussed further if appropriate.</p> <p>Completed form retained in personnel file.</p>
<p>Once DBS has been completed, the disclosure number should be noted on the SCR.</p> <p>Full certificate should be checked – paper copy from candidate must be shown. Date should be noted on SCR and initials of person added. A photocopy of this should only be</p>				<p>If no British passport seen, necessary checks are made with appropriate authorities.</p> <p>Evidence noted on SCR and in personnel file.</p>		

taken if something is noted on the certificate and this should only be retained for 6 months.						
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Confirmation letter sent to candidate along with new starter pack.
Letter includes role, start date, starting pay scale, working hours and probation period if this is applicable.

Induction of member of staff.

Payroll information organised.	Set up school e-mail address. Add to appropriate distribution lists. Share e-mail address with member of staff.	Set up log in for school network.	Add to SIMS. Set up log in for SIMS if appropriate to role.	Set up log ins for relevant websites (see below).	All relevant documents sent that require signatures.	Organise safeguarding briefing for first day (or as soon after as possible). Set up building access with QR code and fob.	Add to CPOMS.	Ensure personnel file is up to date and information is added to SCR.	Teachers – claim on DfE website.
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					Alert to documents on CPOMS.	Ascertain current level of training for CP, Prevent and Safer Working Practice. Book on courses as required.		SCR to be checked.	
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Log ins for staff			
Teachers	TAs	Other support staff (will vary on role)	Lunchtime staff/cleaners
CPOMS School network Photocopier EVOLVE SIMS Seesaw School website Class Dojo Little Wandle Accelerated Reader White Rose Maths Kapow KS History Odizzii Charanga Purple Mash Complete PE Language Angels Teacher ipad	CPOMS School network Photocopier EVOLVE SIMS? Seesaw Class Dojo? Little Wandle? Accelerated Reader?	CPOMS School network Photocopier EVOLVE SIMS? Seesaw? School website?	CPOMS School network Photocopier EVOLVE