



CHALKWELL HALL JUNIOR SCHOOL

Safer Recruitment Policy

Implementation Version Issued	October 2026
Governing Body Ratification	October 2027



**Tenacitas
Trust**

Safer Recruitment Policy

1. Statement of Commitment

Chalkwell Hall Junior School is committed to safeguarding and promoting the welfare of children and expects all staff, governors, volunteers, contractors and visitors to share this commitment.

The school recognises that safeguarding begins with the recruitment process. We are committed to ensuring that only suitable and safe individuals are recruited to work with children and that all recruitment procedures help to deter, reject or identify people who may pose a risk to children.

This policy should be read alongside the school's:

- Child Protection and Safeguarding Policy
 - Staff Code of Conduct
 - Whistleblowing Policy
 - Managing Allegations Against Staff Policy
 - Online Safety Policy
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2. Aims

The aims of this policy are to:

- Attract the best possible candidates to vacancies.
 - Deter prospective applicants who are unsuitable to work with children.
 - Identify and reject applicants who may pose a safeguarding risk.
 - Ensure recruitment practices comply with statutory requirements.
 - Promote a culture of vigilance throughout the recruitment process.
 - Ensure all checks are completed prior to appointment.
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3. Legal Framework

This policy is based upon:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- The Children Act 1989
- The Children Act 2004
- The Education Act 2002

- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Data Protection Act 2018
- UK GDPR

The school will ensure all recruitment practices comply with current safeguarding and employment legislation.

4. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure the school complies with statutory safeguarding requirements.
- Ensure appropriate recruitment and selection procedures are in place.
- Monitor safeguarding arrangements, including safer recruitment.
- Ensure at least one governor receives appropriate safer recruitment training.

Headteacher

The Headteacher will:

- Ensure recruitment procedures are implemented consistently.
- Ensure all required pre-employment checks are completed.
- Monitor the Single Central Record (SCR).
- Promote a strong safeguarding culture throughout recruitment.

Recruitment Panel Members

Recruitment panel members will:

- Follow safer recruitment procedures.
- Assess candidates' suitability to work with children.
- Explore safeguarding issues during interviews.
- Maintain confidentiality throughout the recruitment process.

At least one panel member involved in recruitment will have completed recognised Safer Recruitment training.

5. Recruitment and Selection Principles

The school will adopt recruitment procedures that:

- Promote safeguarding at every stage.
- Treat candidates fairly and consistently.
- Focus on safeguarding as well as professional competence.
- Ensure decisions are evidence based.
- Comply with equal opportunities legislation.

Safeguarding will be considered throughout:

- Advertising
 - Application
 - Shortlisting
 - Interviewing
 - Appointment
 - Induction
 - Probation
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6. Advertising Vacancies

All advertisements for employment will include the following statement:

Chalkwell Hall Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, online searches, qualification checks, reference checks and all other statutory pre-employment checks.

Advertisements will clearly state:

- The safeguarding responsibilities of the role.
 - The requirement for safeguarding checks.
 - The school's commitment to equality and inclusion.
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7. Application Process

Applications must be submitted using the school's application form.

The school will not accept a CV as the sole application document.

Applicants must provide:

- Full employment history.
- Explanations for gaps in employment.
- Details of qualifications.
- Details of referees.

- Declaration of any criminal convictions, cautions or investigations where legally required.

Incomplete applications will not normally be accepted.

8. Shortlisting

Shortlisting will normally be undertaken by at least two members of staff.

The panel will consider:

- Relevant qualifications.
- Experience.
- Supporting information.
- Employment history.
- Any inconsistencies requiring further exploration.

The panel will identify questions that need to be explored during interview.

9. Online Searches

In accordance with statutory guidance, online searches will normally be completed after shortlisting and before interview.

Any information identified that may be relevant to safeguarding, professional conduct or suitability to work with children will be discussed with the candidate during interview and recorded as part of the recruitment process.

The purpose of these searches is to identify:

- Incidents which may indicate a safeguarding concern.
- Publicly available information relevant to suitability to work with children.
- Issues which require clarification at interview.

Any concerns identified will be discussed with candidates during the recruitment process.

The school will only consider information that is relevant, lawful and proportionate.

10. References

References are an important safeguarding check.

The school will seek references for shortlisted candidates wherever possible before interview.

References will:

- Be obtained directly from the referee.
- Be scrutinised for inconsistencies.
- Be verified where necessary.
- Be compared against information provided by the candidate.

Referees will be asked:

- Whether the applicant is suitable to work with children.
- Whether there are any safeguarding concerns.
- Whether there have been any disciplinary matters involving children.
- Whether the referee is aware of any allegations or concerns regarding the applicant's behaviour towards children.

References will not be accepted from family members or friends.

11. Interview Process

Interviews will assess both professional suitability and safeguarding understanding.

Candidates will be asked questions designed to explore:

- Attitudes towards safeguarding.
- Professional values.
- Working with children.
- Motivation for working in education.

Interview panels will:

- Verify identity.
- Explore any gaps in employment.
- Clarify discrepancies.
- Discuss safeguarding scenarios.
- Assess suitability to work with children.

Notes will be retained in accordance with the school's retention schedule.

12. Conditional Offer of Employment

Any offer of employment will be conditional upon satisfactory completion of all required pre-employment checks.

No employee may commence work until appropriate checks have been completed and verified.

13. Pre-Employment Checks

The following checks will be completed as appropriate before appointment:

Identity

Verification of identity through official documentation.

Enhanced DBS Check

An Enhanced DBS certificate will be obtained where required. Where a DBS certificate contains information, a documented risk assessment will be undertaken before any appointment decision is confirmed. Any assessment will consider the nature, seriousness and relevance of the information disclosed, the position applied for and safeguarding responsibilities associated with the role.

Barred List Check

A Children's Barred List check will be undertaken where the role constitutes regulated activity.

Right to Work Check

The school will verify an individual's right to work in the United Kingdom.

Qualification Checks

Original qualification certificates will be checked where qualifications are required for the post.

Employment History

Employment history will be scrutinised and verified.

Professional References

Satisfactory references must be obtained.

Teacher Prohibition Check

A prohibition check will be completed for all teaching appointments.

Section 128 Check

Where required, a Section 128 direction check will be undertaken.

Overseas Checks

Where an applicant has lived or worked overseas, additional checks will be completed as appropriate.

Health Declaration

A pre-employment health declaration will be completed where required.

14. Single Central Record (SCR)

The school maintains a Single Central Record in accordance with statutory requirements.

The Single Central Record will include:

- Employees
- Supply staff
- Agency workers
- Salaried trainee teachers
- Regular volunteers
- Governors and trustees
- Contractors undertaking regulated activity where required

The SCR will record all mandatory checks including:

- Identity checks
- DBS checks
- Barred list checks
- Right to work checks
- Qualification checks
- Prohibition checks
- Section 128 checks where applicable

The SCR will be monitored regularly by the Headteacher and reported to governors through safeguarding monitoring procedures. The SCR will be reviewed termly by the Headteacher and annually by the safeguarding governor

15. Volunteers

The school will determine whether volunteers are undertaking regulated activity in accordance with current legislation and KCSIE.

Where a volunteer is undertaking regulated activity, the school will obtain:

- An enhanced DBS certificate.
- Children's barred list information.

Appropriate risk assessments and supervision arrangements will be implemented for volunteers who are not undertaking regulated activity.

16. Agency and Supply Staff

Before agency or supply staff begin work, the school will obtain written confirmation from the agency that all required checks have been completed.

The school will verify:

- Identity.
 - Suitability for the role.
 - Agency assurance documentation.
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17. Contractors

Contractors working on site will be subject to appropriate safeguarding arrangements.

The school will:

- Verify identity.
 - Determine whether DBS checks are required.
 - Ensure appropriate supervision where necessary.
 - Operate robust visitor management procedures.
 - Contractors/external providers/3rd party providers must provide letter of assurance.
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18. Induction

All newly appointed staff will receive a safeguarding induction.

This will include:

- Child Protection and Safeguarding Policy.

- Staff Behaviour Code of Conduct.
- Keeping Children Safe in Education 2026 Part One (full version), which all staff are required to read.
- Behaviour Policy.
- Whistleblowing Policy.
- Safeguarding reporting procedures.
- Details of the Designated Safeguarding Lead (DSL) and Deputy DSLs.

Induction will be completed before staff undertake unsupervised work with pupils.

19. Probation and Ongoing Vigilance

Safeguarding responsibilities continue after appointment.

The school will:

- Monitor professional conduct.
 - Provide safeguarding training.
 - Deliver regular safeguarding updates.
 - Operate robust supervision and support arrangements.
 - Address concerns promptly through appropriate procedures.
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20. Safeguarding Culture and Recruitment

The school recognises that safer recruitment is part of a wider safeguarding culture.

Applicants are expected to demonstrate:

- Commitment to safeguarding.
- Professional curiosity.
- Positive attitudes towards children.
- Appropriate professional boundaries.
- Understanding of their safeguarding responsibilities.

All staff share responsibility for creating a culture where children are safe, respected and listened to.

21. Equality and Diversity

The school is committed to equality of opportunity and welcomes applications from all suitably qualified candidates.

Recruitment decisions will be based on:

- Merit.
- Suitability.
- Qualifications.
- Experience.

The school will not discriminate unlawfully on any protected characteristic under the Equality Act 2010.

22. Record Keeping and Data Protection

Recruitment records will be:

- Stored securely.
- Retained in accordance with statutory requirements.
- Processed in accordance with UK GDPR and data protection legislation.

Access to recruitment records will be restricted to authorised personnel.

23. Monitoring and Review

The Governing Body will review this policy annually, or sooner if required by changes in legislation, guidance or local procedures.

The Headteacher will be responsible for ensuring effective implementation and compliance.

Approval

Headteacher: _____

Date: _____

Chair of Governors: _____

Date: _____

Review Date: September 2027

This policy should sit alongside your Safeguarding Policy and KCSIE annual update procedures and is suitable for publication on the Chalkwell Hall Junior School website as part of statutory safeguarding documentation.

APPENDIX 1

Safer Recruitment Checklist

Position: _____

Candidate: _____

Recruitment Lead: _____

Recruitment Stage	Yes	No	Date Completed
Vacancy approved	☐	☐	
Job description reviewed	☐	☐	
Person specification reviewed	☐	☐	
Safeguarding responsibilities included in JD	☐	☐	
Safeguarding statement included in advert	☐	☐	
Application form completed	☐	☐	
Employment history scrutinised	☐	☐	
Gaps in employment identified	☐	☐	
Shortlisting completed by at least two people	☐	☐	
Online search completed	☐	☐	
References requested	☐	☐	
References received and scrutinised	☐	☐	
Safeguarding questions included at interview	☐	☐	
Identity verified	☐	☐	
Enhanced DBS obtained	☐	☐	
Children's Barred List check completed (if applicable)	☐	☐	
Right to work verified	☐	☐	
Qualifications verified	☐	☐	
Teacher prohibition check completed	☐	☐	
Section 128 check completed (where applicable)	☐	☐	
Overseas checks completed (where applicable)	☐	☐	
Health declaration completed	☐	☐	
SCR updated	☐	☐	
Induction arranged	☐	☐	
Online search recorded	☐	☐	
Outcome documented	☐	☐	
Any concerns explored at interview	☐	☐	
Conditional offer issued	☐	☐	
Offer letter includes safeguarding conditions	☐	☐	
Start date approved following completion of checks	☐	☐	

Recruitment Lead Signature: _____

Date: _____

APPENDIX 2

Recruitment Panel Interview Record

Post Title: _____

Date: _____

Candidate: _____

Safeguarding Questions

Question	Key Evidence from Candidate Response
Why do you want to work with children?	
What would you do if a child made a disclosure to you?	
How would you respond if you had concerns about a colleague's conduct?	
How do you maintain professional boundaries with pupils?	
What does safeguarding mean to you?	

Employment History Clarifications

Issue Raised	Candidate Response
Employment gaps	
Career changes	
Reference discrepancies	
Other concerns	

Panel Assessment

Area	Strong	Secure	Developing
Safeguarding understanding	☐	☐	☐
Professional conduct	☐	☐	☐
Suitability to work with children	☐	☐	☐
Overall recommendation	☐	☐	☐

Panel decision:

APPENDIX 3

Pre-Employment Checks Matrix

Check	Teachers	LSAs	Admin Staff	Volunteers undertaking	Governors
Identity Check	✓	✓	✓	✓	✓
Enhanced DBS	✓	✓	✓	Risk assessed	✓
Barred List Check	✓	✓	Where applicable	Where applicable	No
References	✓	✓	✓	Where appropriate	No
Right to Work	✓	✓	✓	No	No
Qualification Check	✓	✓	Where applicable	No	No
Teacher Prohibition Check	✓	No	No	No	No
Section 128 Check	Leadership roles	No	Leadership roles	No	Chair/lead governance roles where applicable
Online Search	✓	✓	✓	No	No
Overseas Checks	Where applicable	Where applicable	Where applicable	Where applicable	No

APPENDIX 4

Single Central Record Monitoring Checklist

To be completed termly by the Headteacher or Safeguarding Governor.

Staff

- ☐ All staff listed
- ☐ DBS dates recorded
- ☐ Barred list checks recorded
- ☐ Qualification checks recorded
- ☐ Right to work recorded
- ☐ Identity checks recorded
- ☐ Prohibition checks recorded
- ☐ Section 128 checks recorded
- ☐ Supply staff recorded
- ☐ Trainee teachers recorded
- ☐ Contractors recorded where required
- ☐ Governor checks recorded

Volunteers

- ☐ Regular volunteers listed
- ☐ Risk assessments completed
- ☐ DBS status recorded

Agency Staff

- ☐ Agency confirmation obtained
- ☐ Identity verified

Governance

☐ Governor checks complete

☐ Safeguarding governor review completed

General

☐ No missing information

☐ Evidence available

☐ Recruitment files complete

SCR Reviewed By: _____

Date: _____

Actions Identified:

APPENDIX 5

Recruitment File Audit Form

To be completed following each appointment.

Requirement	Complete
Application form retained	☐
Advert retained	☐
Job description retained	☐
Person specification retained	☐
Interview notes retained	☐
References retained	☐
Online search evidence retained	☐
Identity evidence retained	☐
Qualification evidence retained	☐
DBS evidence recorded	☐
SCR updated	☐
Induction checklist completed	☐

Audit Completed By: _____

Date: _____

APPENDIX 6

Safeguarding Declaration for Interviewees

All shortlisted candidates should sign:

I understand that Chalkwell Hall Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

I confirm that the information I have provided is accurate and complete to the best of my knowledge. I understand that deliberately providing false information may result in my application being withdrawn, any offer of employment being rescinded or disciplinary action being taken.

Candidate Name: _____

Signature: _____

Date: _____

Appendix 7 - Recruitment Panel Guidance

A one-page guide covering:

- Challenging unexplained employment gaps.
- Professional curiosity.
- Safeguarding questioning.
- Managing online search information.
- Recording decisions.

Appendix 8 - New Starter Safeguarding Induction Checklist

Including:

☐ Child Protection Policy

☐ KCSIE Part One

☐ Behaviour Policy

☐ Code of Conduct

- ☐ Whistleblowing Procedures
- ☐ DSL Contact Sheet
- ☐ Prevent Training
- ☐ Online Safety Expectations
- ☐ SCR Confirmed
- ☐ Safeguarding Training Complete