POLICY DOCUMENT

Safer Recruitment Policy

Princess May Primary School's approach to recruiting staff and volunteers safely — 2026–2027

Governing Body Representative (GBR)	Kristofer McGhee (Chair of Governors)
Signed by (GBR)	
Date approved	4 September 2026
Next review due by	September 2027
Related policies	Safeguarding and Child Protection Policy; Volunteer Policy; Low-Level Concerns Policy; Whistleblowing Policy; Data Protection Policy; Hackney Education DBS Policy for Schools
Aligned to	Keeping Children Safe in Education 2026 (Part 3); Childcare (Disqualification) Regulations 2018; Teaching Regulation Agency guidance; UK GDPR and Data Protection Act 2018; Equality Act 2010

1. Introduction

Princess May Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Safer recruitment helps deter, reject or identify people who might abuse children or are otherwise unsuited to work with them. This policy follows Part 3 of Keeping Children Safe in Education 2026 (KCSIE).

2. Roles and responsibilities

- The **governing body** makes sure the school has effective safer recruitment procedures and that the single central record (SCR) is complete and accurate.
- The **Headteacher** is responsible for implementing this policy. At least one person on every recruitment panel has completed safer recruitment training [names: e.g. Kevin Reynolds, Hannah Blunden – confirm].
- The **School Business Manager / office team** carry out and record pre-appointment checks and maintain the SCR.

3. Advertising and information for applicants

All adverts and job information include:

- our commitment to safeguarding and a statement that the post is subject to an enhanced DBS check (with barred list check where relevant);
- the requirement to complete an application form (CVs alone are not accepted);
- a link to our Safeguarding and Child Protection Policy and this policy;
- a statement that online searches may be carried out on shortlisted candidates, and that the post is exempt from the Rehabilitation of Offenders Act 1974.

4. Shortlisting and references

- Applications are checked for gaps in employment and inconsistencies, which are explored at interview.
- Shortlisted candidates complete a self-declaration of any criminal record or information that would make them unsuitable to work with children.
- As part of due diligence, we carry out **online searches** on shortlisted candidates to identify any publicly available incidents or issues.
- **References** are requested before interview, including from the current or most recent employer. References must come from a senior person, not a colleague, and must answer specific questions about suitability to work with children and any disciplinary or safeguarding concerns. Open references or testimonials are not accepted, and references are verified with the referee.

5. Interviews

Interviews are face to face (or, exceptionally, by video) and include questions that explore the candidate's attitude towards children and safeguarding. Candidates bring proof of identity and qualifications.

6. Pre-appointment checks

Offers of employment are conditional on satisfactory completion of:

- verification of identity;
- an **enhanced DBS certificate**, with **barred list check** for those in regulated activity;

- a **prohibition from teaching** check for anyone carrying out teaching work;
- a **section 128** check for management positions;
- verification of **right to work** in the UK;
- verification of professional **qualifications** where required;
- verification of **mental and physical fitness** to carry out the role;
- satisfactory **references**;
- additional checks for anyone who has lived or worked **outside the UK**, including overseas criminal records checks or certificates of good conduct, and checks for teacher sanctions;
- for staff working with children in EYFS, or in before- or after-school care for children under 8, confirmation that they are **not disqualified** under the Childcare Act 2006.

DBS checks follow the Hackney Education DBS Policy for Schools. Where a candidate subscribes to the DBS Update Service, we carry out an online status check and see the original certificate. In exceptional circumstances, a person may start before the DBS certificate is received, but only after a separate barred list check and a risk assessment, and they will be supervised.

7. The single central record

We keep an SCR covering all staff (including supply and agency staff, and trainee teachers on salaried routes), governors and volunteers in regulated activity, recording the checks above, who carried them out and when.

8. Agency staff, contractors, trainees and volunteers

- For **agency and supply staff**, we obtain written confirmation from the agency that all checks have been carried out and check the person's identity on arrival.
- **Contractors** working on site are checked in line with their level of contact with children and are supervised where appropriate.
- **Trainee teachers** are checked by the school or the training provider, with written confirmation.
- **Volunteers** are recruited in line with our Volunteer Policy.
- **Governors** have an enhanced DBS check and a section 128 check.

9. Induction

All new staff and volunteers receive a safeguarding induction, including our Safeguarding and Child Protection Policy, Behaviour Policy, staff code of conduct, Low-Level Concerns Policy, the role of the Designated Safeguarding Lead, and Part 1 (or Annex A) of KCSIE 2026.

10. Ongoing safer culture

Safer recruitment is part of a wider culture of vigilance. Staff are required to tell the Headteacher of any change in circumstances that may affect their suitability to work with children. Concerns about staff are managed through our allegations and low-level concerns procedures, and referrals are made to the DBS and Teaching Regulation Agency where the legal criteria are met.

11. Data protection

Recruitment information is handled in line with UK GDPR and our privacy notice. DBS certificates are not retained beyond what is necessary; we record the certificate number, date and outcome on the SCR.

12. Monitoring and review

The Headteacher and the safeguarding governor review the SCR and recruitment practice at least annually. This policy is reviewed annually.