



St Peter's Anglican/Methodist V.C
Primary School

Safer Recruitment Policy

School Address	Bank Road Pilning South Gloucestershire BS35 4JG
School Contact Number	01454 631137

Signed (chair):	Name: Mike Ormond	Date: 6 November 2025
Signed (Head):	Name: Paul Smith	Date: 6 November 2025
Ratified by: Resources Committee		Next Review: October 2026

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Safer Recruitment	DATE:	1.11.22
EIA CARRIED OUT BY:	Clare Trayler	EIA APPROVED BY:	

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)	None identified	
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)	None identified	
Gender reassignment	None identified	
Marriage and civil partnership	None identified	
Pregnancy and maternity	None identified	
Race	None identified	
Religion and belief (practices of worship, religious or cultural observance, including non-belief)	None identified	
Gender identity	None identified	
Sexual orientation	None identified	

Any adverse impacts are explored in a Full Impact Assessment.

Introduction

St Peter's Anglican Methodist Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people.

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law and Keeping Children Safe in Education.

We will ensure that people are treated solely on the basis of their abilities and potential, in line with our Equalities Policy.

We will comply with the requirements of DfE Keeping Children Safe in Education.

Roles and Responsibilities

The Governing Board of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor the school's compliance with them
- ensure that appropriate staff and governors have completed safer recruitment training

The Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly
- reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors' and agencies' compliance with this document
- promote the safety and well-being of children and young people at every stage of this process.

Delegation of Appointments and Constitution of Selection Panel

The Governing Board delegates the power to offer employment for all posts (except a Headteacher/Deputy Headteacher (see Annexe 1 for details)) to the Headteacher. The Headteacher may not delegate the power to offer employment to any other senior manager or governor. The Headteacher will aim to involve at least one governor in the appointment of all teaching staff and also in the appointment of other posts, where possible. Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff

are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy. All advertisements for posts, paid or unpaid, will include the following statement:

“St Peter’s Primary school is committed to safeguarding children and young people, and all staff and volunteers are expected to share this commitment. All postholders are subject to a satisfactory Disclosure and Barring Service (DBS) check. Some roles may need to comply with the Childcare Act 2006, and the Childcare (Disqualification) Regulations 2018, where additional disclosure of information will be required”.

Information for Applicants

All applicants will be provided with:

- A Job Description, outlining the duties of the post, and a Person Specification
- An Application Form (CVs will not be accepted)
- A description of the school, relevant to the vacant post
- Reference to the Safeguarding & Child Protection Policy, DBS and other pre-employment requirements
- An outline of terms of employment including salary
- The selection procedure for the post
- The closing date for the receipt of applications
- Information on self-declaration and the recruitment of ex-offenders (for shortlisted candidates)

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

A CV will not be accepted in place of a completed application form.

Short Listing and Reference Requests

The selection panel (minimum of 2 members) will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

Two references, one of which must be from the candidate’s current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the selection process. Candidates are entitled to see and receive copies of their employment references and should request these from their referees.

References will be sought directly from the referee (no pre-written/dated references will be accepted) and, where necessary, s/he will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. It is an offence for anyone who is barred from working with children or young people, to apply for a post working with them.

The self-declaration form will be sent to all those candidates who will be called for interview. This process will take place after shortlisting, to prevent unintentional bias occurring at the shortlisting stage. The self-declaration form is in Annex 2. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records.

As part of the shortlisting process, the school may also carry out an online search as part of our due diligence on shortlisted candidates (as recommended in 2022 version of Keeping Children Safe in Education (paragraph 220). *“This may help to identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the candidate at interview.”*

If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate’s employment and his/her reasons for leaving.

Reference requests will ask the referee to confirm, in writing:

- confirmation of the post held
- specific verifiable comments about performance history and conduct
- any current disciplinary action
- details of any concerns that relate to the safety and welfare of children
- the candidate’s suitability to work with children and young people in this post

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials i.e. those provided by the candidate and/or marked ‘to whom it may concern’ will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview.

If the field of applicants is felt to be weak, the post may be re-advertised.

Interviews

Before the interviews, the selection panel will agree on the interview format.

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face where possible.

Candidates invited to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

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 selection panel
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

The recruitment documentation will be retained. In line with GDPR legislation, applicants have the right to request access to notes written about them. After 6 months, all information about unsuccessful candidates will be securely destroyed.

Pre-appointment checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks as laid out by Integra Schools HR.

When appointing new staff, we will:

- Verify a candidate's identity from current photo ID (originals) and proof of address (originals) except where, for exceptional reasons, none is available; the advice of HR will be sought if this is the case
- Obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity
- Obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS enhanced disclosure is available
- Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service
- Use the Employer Access Online Service to check information about any teacher qualifications held and whether induction has been passed
- Verify the candidate's mental and physical fitness to carry out their work responsibilities (a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role)
- Verify the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice given by HR)
- Make any further checks that we consider appropriate if the candidate has lived or worked outside the UK including information on sanctions or restrictions imposed by EEA professional regulating authorities.
- Verify professional qualifications (original certificates), as appropriate

All checks will be:

- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Offer of Employment by the Selection Panel

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

Personnel file and Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References – minimum of two
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
- Offer of employment letter and contract of employment.

The school will maintain a Single Central Record of employment checks in accordance with DfE guidance.

Start of Employment and Induction

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

All new employees will be provided with an induction programme which will cover all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing and guidance on safe working practices.

Adults working with children who are not employed directly by the school

Supply Staff

We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives at school.

Sports Coaches

We use staff employed by Bristol Sport who ensure and confirm that necessary checks and DBS requirements have been satisfactorily completed for sport coaches.

Peripatetic staff

We use staff engaged by Red Music who ensure and confirm that necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

Volunteers and Governors

We carry out DBS and pre-start vetting checks appropriate to the post.

It is not necessary for every adult who provides voluntary assistance within school to be subject to a DBS check, and this depends on the nature of the activity and whether this involves unsupervised engagement with pupils. Where a volunteer supports activities with pupils which are supervised and attended by school staff who themselves are in regulated activity, there is no requirement for a DBS check to be undertaken. However, under no circumstances will a volunteer for whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Barred list information must not be requested in relation to any person, including volunteers, who are not in, or seeking to engage in, regulated activity.

It is a statutory requirement for all current Governors to have an enhanced DBS certificate. A barred list check is not required unless they are also working in 'regulated' unsupervised activity, such as acting as an unsupervised volunteer.

Students on placement

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives at school.

Students on work experience

Students on work experience will always be supervised.

Contractors

We ensure that contractors, or any employee of the contractor, working at the school have been subject to the appropriate level of DBS check, if any such check is required.

Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children.

If a contractor working at school is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

We will check the identity of contractors and their staff on arrival at the school.

This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.

ANNEX 1

Procedure to be followed when a vacancy occurs for Head or Deputy Headteacher and advisory rights have been accorded to the Chief Education Officer.

Step 1

Notify vacancy to LA and Diocese

Step 2

Full governing body meets (including representatives from LA/Diocese) and agrees either

- That the whole governing body shall be involved in the selection process

or

- That a selection panel of at least three governors is appointed to carry out the selection process

Step 3

The governing body or panel agrees

- The text of the advertisement

- The person specification

- The job description

- The documents to be provided for applicants

- In consultation with the Diocese and the LA, the dates for short listing and interview.

Step 4

The post is advertised.

Step 5

Suitable applicants are selected for interview and copies of the application forms are supplied to the LA and the Diocese

Step 6

Short listed candidates are interviewed

Step 7

The decision to appoint is taken by a full meeting of the governing body

ANNEX 2

SELF DECLARATION OF CRIMINAL BACKGROUND FOR SHORTLISTED CANDIDATES

Pre interview self disclosure for shortlisted candidates

Surname:		First name:	
Post applied for:			
NI Number:		DfE Number: (If applicable)	
Date of QTS: (If applicable)			
This school is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff to share this commitment. We will undertake statutory safeguarding checks on shortlisted candidates for all posts in the school. Please answer all questions set out below and sign the declaration.			
Do you have any unspent conditional cautions or convictions?	Yes ☐	No ☐	
Do you have any adult cautions or convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?	Yes ☐	No ☐	
Have you ever been subject to any employment restrictions or sanctions imposed by a regulatory body (e.g., DfE, barred list)?	Yes ☐	No ☐	
Have you ever been barred from working with children or disqualified from working in childcare?	Yes ☐	No ☐	
Are you or have you ever been prohibited from teaching?	Yes ☐	No ☐	N/A ☐
If you have answered yes to any of the questions above, please provide full details.			
Declaration: - I declare that the information I have provided in this disclosure is full and correct at the time of application, and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. - I understand that the recruitment panel may be made aware of any relevant information that I have disclosed, in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file.			
Signed:	Date:		