

# **Bentley CEVC & Copdock Primary Schools**

## **Recruitment Policy**

Bentley CEVC and Copdock Primary Schools are committed to providing the best possible education for our pupils and to safeguarding and promoting their welfare. Our schools are also committed to providing a supportive and flexible working environment for all members of staff. We recognise that in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. It is important that our robust recruitment procedures deter and prevent people who are unsuitable to work with children from applying for or securing employment or volunteering opportunities.

The aims of our Safer Recruitment Policy are as follows:

- to ensure that the best possible staff are attracted to vacancies and recruited on the basis of their merits, abilities and suitability for the position;
- deter prospective applicants who are unsuitable to work with children;
- identify and reject applicants who are unsuitable to work with children;
- to ensure that all job applicants are considered equitably and consistently;
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) included in 'Keeping Children Safe in Education' and the code of practice published by the Disclosure and Barring Service (DBS);
- to ensure our schools meet their commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves and complying with the provisions of this policy and each recruitment panel will contain at least one person who has completed accredited safer recruitment training within the last three years. We will apply safer recruitment best practice principles and sound employment practice in general. By adhering to safer recruitment best practice techniques and a whole school safeguarding approach, we will ensure that there is an ongoing culture of vigilance within our school and staff team which will also minimise the opportunities for extremist views to prevail.

**This is also part of our Child Protection and Safeguarding Policy in Appendix 2.**

### **Recruitment and selection process**

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

### **Advertising**

When advertising roles, we will make clear:

- o Our school's commitment to safeguarding and promoting the welfare of children, using the statement below.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. It is also subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check and children's barred list check. Suffolk County Council - welcoming diversity.*

- o That safeguarding checks will be undertaken
- o The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- o 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 and therefore subject to an enhanced Disclosure and Barring Service (DBS) certificate. 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

The advert will also include the safeguarding responsibilities of the post as per the job description and person specification.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA 2018).

Prospective applicants will usually be supplied with a copy of the following:

- Job description and person specification
- The school's child protection and safeguarding policy
- The school's safer recruitment policy
- An application form (guidance notes for completing application forms may also be included)

All applicants will be made aware that providing false information is an offence and could result in the application being rejected, offer of employment withdrawn if the applicant has been selected or summary dismissal if the applicant has commenced employment and where appropriate a referral to the police and/or DBS and/or Teaching Regulation Agency (TRA).

## **Application forms**

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

All applicants must complete an application in full. CVs will not be accepted. Applicants must provide:

- o personal details, current and former names, current address and national insurance number;
- o details of their present (or last) employment and reason for leaving;
- o full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment (a gap is a period of four weeks or more);
- o qualifications, the awarding body and date of award;
- o details of referees/references (see below for further information); and
- o a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

The applicant should sign the application form to confirm that the information provided is true and accurate to the best of their knowledge and belief. If the application form is signed electronically the candidate should be asked to physically sign the form during the interview, if shortlisted. All applications will be acknowledged by email.

Completed application forms will be reviewed by at least 2 people, one of whom will be safer recruitment trained. The person specification will provide the shortlisting criteria for the post.

## **Shortlisting**

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

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

Once we have shortlisted candidates, an appropriate member of staff who is not directly involved in the shortlisting stage should undertake an online search of all shortlisted candidates. For example, they should carry out a google or social media search. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview. (Further information can be found in Appendix 1)

We will ask shortlisted candidates to:

- o Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
  - o If they have a criminal history
  - o Whether they are included on the barred list
  - o Whether they are prohibited from teaching
  - o Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
  - o Any relevant overseas information
  - o If they are known to the police and children's local authority social care and,
  - o If they have been disqualified from providing childcare
- o Sign a declaration confirming the information they have provided is true

### **Seeking references and checking employment history**

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- o Not accept open references
- o Not accept references from a family member
- o Liaise directly with referees and verify any information contained within references with the referees
- o 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 even if they were not in post when the applicant worked at that setting.
- o Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- o Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children. If the applicant has never worked with children, then ensure a reference is obtained from their current employer, training provider or education setting
- o Ensure electronic references originate from a legitimate source
- o Contact referees to clarify where information is vague or insufficient information is provided
- o Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed
- o Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- o Resolve any concerns before any appointment is confirmed
- o A standard reference pro-forma will usually be used

### **Interview and selection**

Candidates will be expected to bring with them to the interview evidence of their:

- Right to work in the UK; (see section 8.2)
- Proof of identity (see section 8.1); and
- Professional qualifications (see section 8.4).

A photocopy of the above evidence may be taken at the interview stage.

When interviewing candidates, we will:

- o Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this

- o Explore their reasons for applying for the role and their motives for working with children.
- o Their ability to safeguard and protect the welfare of children and young people.
- o Explore any discrepancies between information supplied on the application form and other information available such as references already received and qualifications.
- o Record all information considered and decisions made

When interviewing internal candidates, we are aware of the need to consider confirmatory bias. To avoid this we will always seek clear evidence from the candidate rather than making assumptions based on prior knowledge.

In making a decision about which candidate we wish to employ, a reflective and well thought-through conclusion will be drawn and recorded. This will have followed a detailed discussion, with input from all panel members which will support feedback to the candidates interviewed.

Any offer of employment will be subject to pre-employment checks.

### **Pre-appointment vetting 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.

#### **New staff**

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- o Verify their identity as outlined [here](#)
- o Obtain (via the applicant) an enhanced DBS certificate, 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
- o Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- o Verify their mental and physical fitness to carry out their work responsibilities
- o Verify their right to work in the UK as outlined [here](#). We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- o Verify their professional qualifications, as appropriate
- o Ensure they are not subject to a prohibition order if they are employed to be a teacher
- o Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK for more than 3 months in the last 10 years. These could include, where available:
  - o For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
  - o 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 work with children.

In accordance with the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and Childcare Act 2006, a childcare disqualification check will be required if the post:

- Involves working with children up to and including the school year in which they will have their fifth birthday. This typically includes those working with nursery and reception aged children, along with those working in breakfast and afterschool clubs and providing lunch time supervision for children in this age group.
- Involves providing later years provision to children up to and including the school year in which they will reach their eighth birthday, for example breakfast clubs and afterschool clubs.
- Anyone involved in the management of the above two groups of staff.

If a positive disclosure is made, the appointee will be required to apply and obtain a waiver from Ofsted before they will be able to commence employment.

### **Regulated activity** means a person who will be:

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

### **Existing staff**

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- o There are concerns about an existing member of staff's suitability to work with children; or
- o An individual moves from a post that is not regulated activity to one that is; or
- o There has been a break in service of 12 weeks or more

### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made. The agency worker is required to bring in the original DBS certificate either prior to starting or on the first day of an assignment. A DBS certificate should be provided by the agency or third-party organisation.

### **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- o An enhanced DBS check with barred list information for contractors engaging in regulated activity
- o An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity, but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

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

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and Childcare Act 2006. Where we decide 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. This will include our evaluation of any risks and control measures put in place, and any advice sought.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and Childcare Act 2006.

## **Volunteers**

We will:

- o Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- o Determine whether to ask the volunteer to complete an application form (see appendix 2), attend an interview (which will include exploring their motives for volunteering to work with children and their ability to safeguard and protect the welfare of children and young people) and whether to take up references.
- o Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- o Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- o Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and Childcare Act 2006, if undertaking work as outlined in paragraph 8.6. Where the school decides that an individual falls outside of the scope of these regulations and they do not carry out such checks, they will undertake and retain a risk assessment. The risk assessment will include the evaluation of any risks and control measures put in place, and any advice sought.
- o Volunteers are always supervised by an appropriate member of staff and receive a full induction

## **Governors**

Volunteers wishing to be part of the Governing Board must complete the designated application form to express their interest and, two written references will be sought before their appointment. A full induction process is completed by the Headteacher and Chair of Governors and includes:

- Child Protection & Safeguarding Policy and procedures, including KCSiE (whole document)
- Governor Code of Conduct
- Acceptable use of ICT Policy, including mobile phones and social media use
- Confidentiality statement

All governors will have an enhanced DBS check with barred list information as they may work in regulated activity as part of their role.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

## **Staff working in alternative provision settings**

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

## **Induction and probation**

### **New support staff employees**

New employees without any continuous service will be subject to a probationary period as outlined in the school's probationary procedure. There will also be an effective local induction which includes ensuring that the employee is fully aware of the school's safeguarding policies and procedures, and they are able to apply these.

The induction and the probation procedure should assess the new employee is demonstrating safe behaviour, that appropriate boundaries are being maintained, and the employee can identify causes of concern and, know when to report them and to whom. If there are any concerns about their ability to follow safeguarding policies and procedures, the school must ensure the probationary policy is correctly applied and/or contact the Local Authority Designated Officer (LADO) if necessary.

### **Referral to the DBS**

The school is legally obliged to make a referral to the DBS where they remove an individual from regulated activity (or would have removed an individual had they not left), and they believe the individual has:

- engaged in relevant conduct in relation to children and/or adults,
- satisfied the harm test in relation to children and/or vulnerable adults; or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

### **Referral to the Teaching Regulation Agency (TRA)**

If there is a substantiated safeguarding allegation against someone undertaking teaching work or a volunteer who is a qualified teacher, the school must refer the employee to the TRA in accordance with statutory guidance.

### **Retention of records and the Single Central Record**

If an applicant is appointed, the school will retain any relevant information provided on their application form (together with any attachments and interview notes) on their personnel file. All recruitment information and vetting checks will be recorded on the Single Central Record which is regularly monitored by the Named Safeguarding Governor. If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed once the process is completed, unless an applicant specifically requests, in writing, that the school keeps their details on file, in which case they will be stored securely and reviewed as vacancies arise.

The single central record must show whether the following checks have been undertaken:

- An identity check, (identification checking guidelines can be found on the GOV.UK website);
- A barred list check;
- An enhanced DBS check requested/certificate provided; a prohibition from teaching check;
- Further checks on people who have lived or worked outside the UK;
- A check of professional qualifications, where required; and
- A check to establish the person's right to work in the United Kingdom

It is usual that checks undertaken on volunteers, governors and regular visitors are also recorded on the single central record.

### **Appointment**

Following a formal appointment, candidates will be involved in a structured induction process and, a mentor will be appointed to support their integration into the life of the school.

Induction will include a meeting with the Headteacher or designated senior member of staff and will discuss the following:

- Staff Handbook, including KCCSiE Part 1
- Child Protection & Safeguarding Policy and procedures, including PREVENT and safeguarding training
- Code of conduct for staff and children
- Confidentiality Policy
- Whistleblowing Policy
- Behaviour Policy
- Equalities Policy
- Health & Safety Policy
- Acceptable Use of ICT Policy
- Fire drill and emergency procedures
- Absence reporting
- Staff contact details and communication
- Dress code
- Day to day arrangements / timetable
- A mentor to support work role

A receipt of this induction process will be signed and kept as a record of training for the member of staff.

## Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm. We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

This policy should be read alongside the following policies:

- Child Protection & Safeguarding Policy
- Acceptable Use of ICT Policy
- Online Safety Policy
- Data Protection Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Behaviour Policy

Approved by the Governing Board at a meeting in Feb 2026 as part of the Child Protection and Safeguarding Policy.

Signed: *Laurie Page* Chair of Governors

## Appendix 1

### LA Guidance on Online Searches of Shortlisted Candidates

Keeping Children Safe in Education 2024 says at paragraph 226 'as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks.'

Schools should consider their obligations carefully under this paragraph. As this is statutory guidance, the advice is the checks should be undertaken unless there is a very good reason not to.

The requirement is only to undertake searches for shortlisted candidates - it is not necessary to do it for all applicants.

There is no statutory guidance as to what format the checks should take, many settings are choosing to simply put the shortlisted candidate's name in the search bar when doing a general internet search. Adding "media" "crown court" "magistrates court" "convicted" after a candidate's name may provide relevant information. The purpose is to help identify any issues or incidents which would either harm the reputation of the school or make the candidate unsuitable to work with children.

Schools should also be mindful that there are some names which are more usual than others, and so must ensure they are looking at the correct person online.

The guidance states "might want to explore with the applicant at interview". It is possible to determine that the content is so serious that you opt to bring the recruitment process to an end. If you continue, you put the content to them at interview in the same way you would any issues in a reference or adverse information on a DBS check.

When undertaking recruitment, it is important to ensure a fair and equitable process is followed for all candidates. If schools find information on one shortlisted candidate but not on the others, careful consideration should be given to what to do with this, including whether it is relevant to the post they are applying for. Advice from your HR provider should be sought.

## Appendix 2



*Working Together in Partnership*



**“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”**

### **School Volunteer Application Form**

#### **Personal details (please print)**

**Title:** **First Names:**

**Surname:**

<b>Address and Postcode:</b>	<b>Contact address (if different):</b>

**E-mail address:**

**Daytime telephone:** **Evening telephone:**

**Mobile:** **Date of Birth:**

#### **Other information**

How did you find out about volunteer vacancies (e.g. website, told by a friend etc.)?

Have you ever been or are you currently a volunteer? Yes  No

If yes please give details of the school, type of volunteering undertaken:

Have you ever been a teacher? Yes  No  teacher number:  
From: To:

Are you willing to attend training sessions or undergo online training? Yes  No

### **Reasons for applying:**

#### **Experience and personal skills**

Please give details of any experience (including voluntary or community work), skills, abilities and interests you have which you feel will help you as a volunteer.

### **Background check**

In the interest of safeguarding children, schools may ask you to apply for a Disclosure & Barring Service (DBS) certificate. If you are aware of any information which may be disclosed, you may wish to discuss its relevance with the Headteacher in advance of your application.

### **References**

Please provide details of two referees who will be able to provide supporting references for your application as a school volunteer. It would be helpful if at least one of these knew you professionally as an employee.

Name of referee:		Name of referee:
<b>Address and Postcode:</b>		<b>Address and Postcode:</b>

<b>E mail address:</b>  <b>telephone:</b>		<b>E mail address:</b>  <b>telephone:</b>

## Data Protection

The information that you provide on this form will be used by the school to process your application and to contact you. Your data will be used in accordance with the principles set out in the Data Protection Act 2018, which protects the right to privacy of individuals whose personal details are held by the Data Controller. Please see our Privacy Statement and Data Protection Policy for further information.

## Declaration

I have read the information above and confirm that there is no reason why I should not be a suitable person to work with children.

I agree to the information given on this form being recorded and used by the school in accordance with the Data Protection Act 2018. I confirm that the information is correct and complete to the best of my knowledge and belief.

**Signed:**

**Date:**

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## **REFERENCE FORM - SCHOOL VOLUNTEER**

APPLICANT'S NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

I have known the applicant for \_\_\_\_\_ years

Capacity known: \_\_\_\_\_

I believe the applicant will make a good school volunteer

Y

N

Please make comments on your knowledge of the applicant's:

Reliability *(must be completed)*

Confidentiality *(must be completed)*

Areas of potentially relevant experience *(must be completed)*

Ability to be an effective and efficient member of a team *(must be completed)*

Communication skills, both written and oral *(must be completed)*

As this role may have access to vulnerable people, it is essential that you let us know if for any reason, in your opinion, the applicant should not be employed to work with children, or you have any reservations about their ability to undertake the role of school volunteer.

Any other comments

**Overall, how would you grade your recommendation for this applicant for the post of school volunteer?**

(Please circle number)

1. Strongly recommend
2. Recommend with reservations stated above
3. Do not recommend

Name of Referee: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_