CHURCHAM PRIMARY SCHOOL

Safer Recruitment Policy

Approved by:	Full Governing Body
Reviewed:	14 July 2026
Date of Next Review:	July 2027

SAFER RECRUITMENT POLICY

Introduction

Staff and Governors of Churcham Primary School are committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children. The school is also committed to providing a supportive and flexible working environment to all its 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.

Aims

The aims of this policy are as follows:-

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- To ensure that all job applicants are considered equitably and consistently
- To ensure that no job applicant is treated unfairly on any grounds including race, nationality, ethnic or national origin, religion or religious beliefs, sex or sexual orientation, marital status, disability or age
- To ensure compliance with all relevant DFE recommendations and guidance including the recommendations of the Gloucestershire Safeguarding Children Partnership in the "The Gloucestershire Safeguarding Children Procedures Manual" https://www.glosfamiliesdirectory.org.uk/kb5/gloucs/glosfamilies/family.page?familychannel=2_" and to Keeping Children Safe in Education 2026
- To ensure that our school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Recruitment and Selection Procedure:

- All job advertisements will clearly state that "This school is committed to safeguarding and promoting the welfare of children and young people and that all staff are expected to share this commitment."
- All applicants for employment will be required to complete a Gloucestershire application form containing questions that form a common set of core data. This will also include supply staff who are employed on a regular basis.
- Incomplete application forms will not be accepted and will be returned to the applicant. Where the deadline for completed applications forms has not passed the applicant will be given the opportunity to complete and return their application; ensuring it is received by the deadline date
- A curriculum vitae will not be accepted in place of the completed application form
- All job advertised will require an enhanced DBS check
- All job descriptions state the main duties of the post and include the statement that "all adults employed by this school are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with"
- The information pack for candidates will include the application form, job description, Child Protection and Safeguarding Policy, Safer Recruitment Policy, Recruitment of Ex-Offenders Statement, Staff Code of Conduct and Whistleblowing Policy.
- When short-listing, we will pay particular attention to unexplained gaps in employment, any discrepancies and repeated changes of employment
- Two references will be sought before interviews take place. These must be from a senior member of staff in the current school/organisation. Open references and testimonials provided by applicants will not be accepted. No candidate will be appointed until a verified reference is received and scrutinised. For successful candidates, written references will be verbally verified and documented. For internal candidates, 2 references will also be sought prior to interview.
- Electronic references will be verified to ensure that they originate from a legitimate source. These checks will be documented on a copy of the reference.

- All interviews will be conducted by, at least, two people. The Headteacher will always form part of the panel. At least one member of the interview panel will have undertaken and passed Safer Recruitment Training
- All candidates will be asked to bring documents confirming professional qualifications and evidence of identity to interview
- We will always apply for an Enhanced DBS check in respect of all prospective staff members, governors and volunteers. Any offer of appointment made to the successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.
- Where there are serious concerns about an applicant's suitability to work with children, the facts will be reported to the Gloucestershire Safeguarding Children Board.
- All appointed staff will undergo an induction process which includes information and written statements of policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, behaviour, extremism and radicalisation Esafety and professional conduct
- For teaching posts, a check for disqualification and/or barring will be undertaken
- All candidates must provide evidence of their right to work in the UK. This will be verified and recorded on the SCR.
- For teaching roles, a Teacher Prohibition Check will be completed via the Teaching Regulation Agency.
- The school will obtain written assurance that contractors and agency staff have undergone appropriate safer recruitment checks.

Open-Source Online Searches:

In line with Keeping Children Safe in Education 2026, open-source online searches will be conducted on all shortlisted candidates as part of the school's due diligence process.
Candidates will be informed within recruitment materials that such searches will be undertaken.

The purpose of the search is solely to identify any incidents or information that may:

- Indicate a safeguarding concern.
- Demonstrate conduct inconsistent with the school's values.
- Bring into question the individual's suitability to work with children.
- Highlight issues that require further exploration at interview.

Online searches will:

- Be undertaken only on shortlisted candidates.
- Be completed by a designated member of staff involved in recruitment.
- Use publicly available information only.
- Not require candidates to provide access to personal or private accounts.
- Be conducted consistently for all shortlisted applicants.

The school will not make recruitment decisions based solely upon information identified through online searches without first providing the candidate with an opportunity to discuss or explain the information.

A brief record will be retained confirming:

- The search was completed.
- The date undertaken.
- Who completed the search.
- Whether any concerns were identified.
- Any actions arising from the search.

Where concerns arise, these will be discussed during the recruitment process and documented appropriately.

yh**Volunteers:**

The school recognises the changes to regulated activity and volunteer safeguarding requirements effective from September 2026.

Before any volunteer begins work within school, a safeguarding risk assessment will be completed by the Headteacher or nominated safeguarding lead. This assessment will consider:

- The nature of the volunteering activity.
- Whether the role constitutes regulated activity.
- The level and frequency of contact with pupils.
- Whether the activity is supervised.
- The vulnerability of pupils involved.
- Any safeguarding concerns identified through the recruitment process.

The school will:

- Never allow an unchecked volunteer to undertake regulated activity.
- Ensure volunteers are appropriately supervised where required.
- Obtain an Enhanced DBS with Barred List Check for volunteers undertaking regulated activity.
- Consider whether an enhanced DBS check without barred list information is required for supervised volunteers.
- Record the rationale for all decisions within the volunteer risk assessment.
- Ensure volunteers receive safeguarding induction and understand child protection procedures before commencing duties.

Volunteer safeguarding arrangements will be reviewed annually or sooner where duties change.

Retention and Security of Disclosure Information:

- We will keep a single central record of DBS checks carried out on staff, governors and volunteers working with children. This will also include adults who are visiting to carry out specific tasks in school EG – Sports Coaches
- We will take photocopies of DBS forms and proof of identification. All information will be recorded on the Single Central Record. Any personal information will be kept securely locked away
- Staff will be expected to inform the Headteacher of any criminal offences or convictions whilst employed by the school. An annual declaration will be completed by ALL staff and volunteers every September
- We will not retain disclosure information or any associated correspondence for longer than is necessary.
- We will ensure that any disclosure information is destroyed by suitably secure means such as shredding
- If an applicant is appointed, we will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 6 months, unless the applicant specifically requests the school to keep their details on file

Recruitment of Ex-Offenders:

Churcham Primary School is committed to the fair treatment of all applicants, including those with previous convictions, in accordance with the Rehabilitation of Offenders Act 1974, the Exceptions Order 1975 and DBS guidance.
Having a criminal record will not automatically bar an individual from working at the school. Decisions will be made on a case-by-case basis, considering:

- The nature and seriousness of the offence.
- The relevance of the offence to the role being undertaken.
- The age of the offence and the age of the individual when it occurred.
- The circumstances surrounding the offence.
- Any evidence of rehabilitation.
- Whether the conviction presents a safeguarding risk to children.

The school will:

- Ensure all applicants are treated fairly and consistently.
- Discuss any disclosed convictions with applicants before decisions are made.
- Carry out risk assessments where appropriate.
- Maintain confidentiality regarding disclosure information.
- Only request information about criminal convictions where legally entitled to do so.

The school will make available its Recruitment of Ex-Offenders Statement to all prospective applicants and will publish this information on its website.

Applicants subject to DBS checks will be informed that disclosure of a conviction does not necessarily prevent employment.

Next review – July 2027

In all aspects of life at Churcham Primary School, the safeguarding and well-being of our children is paramount. We expect all staff and volunteers to share this commitment.