



Safer Recruitment Policy

St. James' Catholic Primary School

Effective Date: September 2025

Review Date: September 2026

Approved by: St. James' Governors

Designated Lead for Recruitment: Mrs M Talbot (School Business Manager)

Safeguarding Leads: Mrs A Blacoe, Mrs J Bell, Mrs V Allan, Miss S. Lee and Mrs N. Livingston

1. Policy Statement

St. James' Catholic Primary is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers, and contractors to share this commitment. We ensure that robust safer recruitment procedures are in place to deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

2. Legal Framework and Statutory Guidance

This policy follows the latest statutory guidance and legislation, including:

- *Keeping Children Safe in Education (KCSIE)* – September 2025
- *Working Together to Safeguard Children* – 2023
- Education Act 2002
- School Staffing Regulations 2009
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- Childcare (Disqualification) Regulations 2018

3. Scope

This policy applies to:

- All staff (teaching and non-teaching)
- Governors and Trustees
- Volunteers
- Supply staff
- Contractors working on-site

- Agency workers and third-party organisations

4. Key Principles of Safer Recruitment

- **Transparency and Fairness** in recruitment and selection
- **Prevention** of unsuitable individuals from working with children
- **Comprehensive vetting** at all stages
- **Ongoing vigilance**, including during employment

5. Recruitment Procedures

5.1 Planning and Advertising

- All job descriptions clearly state the school's commitment to safeguarding.
- Person specifications include essential safeguarding knowledge, values, and behaviours.
- All adverts include safeguarding statements and requirement for an enhanced DBS check.

5.2 Application Process

- Standard application forms are used (CVs alone are not accepted).
- Gaps in employment must be explained in writing.
- Two references are sought, including the most recent employer and one that includes comment on suitability to work with children.

5.3 Shortlisting

- Shortlisted candidates are scrutinised for safeguarding concerns, discrepancies, or unexplained gaps.
- Online checks (as per KCSIE 2025) are conducted for all shortlisted candidates to identify any issues that may affect suitability.

5.4 Interview and Assessment

- At least one panel member must have completed safer recruitment training.
- Interviews include questions about safeguarding, child protection, and professional boundaries.
- Identity and qualifications are verified at interview.

5.5 Pre-Employment Checks

As required by KCSIE 2025, the following checks are completed:

Check	Who it applies to
Enhanced DBS with Barred List Check	All staff engaging in regulated activity

Check	Who it applies to
Identity Check	All staff and volunteers
Right to Work in the UK	All appointments
Qualifications (if required)	Teaching roles and others as appropriate
Overseas checks (including Certificate of Good Conduct)	If applicable
Prohibition from teaching check	Teaching staff
Section 128 Direction (Management roles)	Headteachers, Governors, SLT
Childcare Disqualification Declaration	Relevant roles in Early Years or wraparound care

A Single Central Record (SCR) is maintained and regularly audited.

6. Volunteers

- Risk assessments are carried out to determine the need for DBS checks.
- Regular volunteers undergo enhanced DBS checks.
- Supervised volunteers follow safeguarding procedures and training.

7. Supply and Agency Staff

- Agencies must provide written confirmation that all necessary checks have been completed.
- The school verifies the identity of agency staff on arrival.

8. Contractors and Visitors

- Contractors with unsupervised access to children require an enhanced DBS.
- Identity checks are performed on all visitors.
- Supervision arrangements are in place for unsupervised individuals without full vetting.

9. Induction and Training

- All new staff and volunteers receive a safeguarding induction, including:
 - Child protection policy
 - Code of conduct
 - Role of the DSL
- All staff must complete annual safeguarding training.

10. Allegations Against Staff

- Any allegations are dealt with in line with the school's Safeguarding Policy and KCSIE 2025 Part 4.
- The LADO (Local Authority Designated Officer) is contacted where appropriate.

11. Monitoring and Review

- The policy is reviewed annually or in line with statutory changes.
- The safeguarding governor monitors compliance.
- The SCR is updated in real time and reviewed regularly.

Appendices (available in the school office)

- Appendix A: Recruitment Checklist
- Appendix B: Example Job Advert Statement
- Appendix C: Volunteer Risk Assessment Template
- Appendix D: Induction Checklist