

Christ Church (Church of England) Infant  
School and Nursery

and

Christ Church (Church of England) Junior  
School

Working together to build a strong foundation through faith and learning.



## **Safer Recruitment Policy**

**Policy Agreed: November 2022**

**Policy to be reviewed: November 2025**

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## **Statement of intent**

This policy is designed to assist with recruitment and selection at Christ Church (Church of England) Infant School and Nursery and Christ Church (Church of England) Junior School. It outlines our recruitment procedure and is in-line with the DfE statutory guidance on safeguarding.

Through this policy Christ Church Federation of schools aims to embed safer recruitment practices and procedures to ensure a more robust safeguarding culture at our schools.

### **1. Roles and responsibilities:**

- 1.1. The governing board of the school is responsible for ensuring there are effective policies and procedures in place to ensure recruitment at Christ Church is in-line with DfE guidance and legal requirements.

At both Christ Church Schools our governing board strives to ensure that staff recruitment is safe and fair, and the governing board continues to monitor this aspect of the school's Recruitment Policy alongside legal and statutory compliance.

- 1.2. The Executive Head Teacher will assist the governing board in ensuring that staff recruitment is safe, fair and compliant. The Executive Head Teacher will also ensure appropriate checks have been carried out on staff, volunteers, contractors and agencies working within the school.

The Executive Head Teacher is also responsible for ensuring that appropriate supervision of employees/volunteers is organised, where necessary, and for promoting the safety and wellbeing of pupils generally and throughout this process.

### **2. Inviting applications – advertisements**

- 2.1. Vacancies will usually be advertised through external media (local job spots, WMJobs or the school website), keeping in mind the school's Single Equality Policy and the need to reach disadvantaged groups. A commitment to equal rights will be stated in advertisements.
- 2.2. Where appropriate jobs will be advertised internally via the staff noticeboard.
- 2.3. Advertisements will include a job description, outline the person specifications potential candidates should display, and detail the closing date.
- 2.4. Recruitment will not be through 'word of mouth' and advertisement will aim to reach as broad an audience as possible (i.e. local advertising may not be appropriate).
- 2.5. The contact point for telephone or email enquiries will be clearly outlined and it is advisable that application forms are accessible both on the school's website, as well as being sent out to applicants.

- 2.6. The advertisement will include a statement about the school's commitment to safeguarding, the expectation that all applicants share that commitment and that all successful applicants will require an Enhanced DBS check.

### **3. Information for candidates**

- 3.1. Information for candidates will generally be provided in the form of an information pack. This will include:
- A copy of the advertisement.
  - Job description.
  - Person specification.
  - A brief outline of the school, its values and aims.
  - An application form – to assist with fair comparisons between applicants. This will also include a section for references to be recorded, one of which should be the candidate's most recent employer.

### **4. Identification of the recruitment panel**

- 4.1. The recruitment panel will comprise of between two and four governors for most appointments as agreed at the Autumn Term Full Governing Body Meeting.
- 4.2. At least one member of the panel should have successfully completed training in safer recruitment.

### **5. Shortlisting**

- 5.1. All application forms (whether incomplete or completed) must be taken into account when shortlisting candidates for an interview.
- 5.2. Candidates who are shortlisted should meet all the essential aspects of the person specification requirements. This process will be as systematic as possible and all selectors will read through all applications, each creating their own shortlist. These will be collated and discussed between selectors before a final shortlist is decided on.

### **6. Interview invitations**

- 6.1. Once a shortlist has been decided, the successful applicants will be contacted by the selection chair – in most cases the Executive Head Teacher, and a suitable interview time decided.
- 6.2. Candidate's references will be called prior to interview, where possible but always before appointment.

### **7. References**

- 7.1. Requests for two references, one of which must be the candidate's most recent employer, will be made in writing, before candidates are interviewed. Replies will be required before a position is offered.
- 7.2. Structured questionnaires are a useful method of questioning referees.
- 7.3. Questions will include:
  - General information about the candidate's previous professional performance and suitability for the post.
  - The candidate's suitability to work with children and young people.
  - Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people.
  - The applicant's punctuality record.
  - The applicant's disciplinary record.
  - If the candidate is applying for a teaching post and is not currently employed as a teacher, the school/college/local authority where they were most recently employed as a teacher should be contacted.
- 7.4. Records will be kept of these conversations, or written references requested, and any uncertainties or issues followed up with the referee verbally will be recorded.
- 7.5. Following reference checks, any concerns raised by referees will be put to the candidate at interview. Such conversations will also be recorded.

## **8. Digital footprints**

At Christ Church Schools we are committed to ensuring that safeguarding is a top priority.

- 8.2. In light of this commitment, a question is included in the interview process regarding the candidates digital footprint and if it contains anything that may impact on their appointment to the post.

Following the interview the candidates' social media or other online activity will be checked and records made of any offensive or inappropriate material.

If inappropriate records are found the panel will determine the suitability of the candidate for the post.

- 8.3. This process will include a search for the candidate via:
  - Google
  - Facebook
  - Linked In
  - And any other relevant social media sites.

## **9. Selection process**

- 9.1. During interviews, candidates will be asked standard form questions and their responses recorded for ease of comparison.
- 9.2. Any concerns raised through contact with referees will be put to the candidate at this stage.
- 9.3. Any gaps in the application or areas for further conversation will be addressed at this stage and responses will be recorded.
- 9.4. 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.

## **10. Employment checks and DBS checks (inc. “regulated activity”)**

(See the Flowchart – Annex 1 for clarification)

- 10.1. For the purpose of this policy, and in accordance with the Keeping Children Safe in Education Guidance, “regulated activity” means:

- a) The employee will be responsible for the care or supervision of children on a regular basis.
- b) The employee will regularly work in the school while children are on the premises (whether or not the person is directly employed by the school, is a contractor or a volunteer).
- c) The employee will come into contact with children under 18 years old on a regular basis.

- 10.2. Regulated activity includes:

- a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children.
- b) Work for a limited range of establishments (known as ‘specified places’, which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.
- c) Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

Relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.

- Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

The level of DBS check, including whether a prohibition check is required, will depend on the applicant's role. For most appointments, i.e. those in 'regulated activity', an enhanced DBS check with barred list information is sufficient.

### 10.3. General recruitment

- A candidate's identity is verified, preferably from a current photographic ID and proof of address except where, for exceptional reasons, none is available.
- Appropriate DBS checks are obtained for all candidates on appointment, including barred list information where the person is engaged in regulated activity.
- Where an individual is successful in their application, and begins work in a regulated activity before a DBS certificate is available, a separate barred list check will be obtained:
- Where applicants have subscribed to the DBS Update Service, and give permission for this to be accessed, this service will be used instead.
- Successful candidates for teaching positions are not subject to a prohibition order issued by the Secretary of State. This will be done using the Employer Access Online service.
- 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 to establish whether they have the physical and mental capacity for the specific role;
- Verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, we will follow advice on the GOV.UK website and seek further advice from our HR provider.
- If the person has lived or worked outside the UK, make any further overseas checks the school considers appropriate including a request to the applicant, where applicable, to provide proof of their past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked.
- Verify professional qualifications, as appropriate; we will use The Teacher Services' system to verify any award of qualified teacher status (QTS) and the completion of teacher induction and probation.
- Check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State.
- Check that the candidate is not disqualified under the Childcare Act 2006 (2018 regulations) where relevant
- DBS checks are completed every three years for all staff.
- A new DBS will not be required on appointment if the current one was completed within 3 months of the appointment and is an enhanced DBS with a barred list check.

**NOTE:** A school or college **may not** request an enhanced DBS check with barred list check for anyone working in the school or college who is not in regulated activity, but may request an enhanced DBS check **without** a barred list check.

Our schools understand that it is a criminal offence to allow any individual who is barred to carry out any form of regulated activity. Our schools will comply with the legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

Our schools make decisions about the suitability of any prospective employees based on checks and evidence including; criminal record checks (DBS), barred list checks and prohibition checks together with references and interview information.

#### 10.4. Volunteers

- 10.4.1. Where a volunteer is recruited to engage in work which is not considered 'regulated activity', an enhanced DBS certificate will be obtained.
- 10.4.2. Volunteers recruited to take part in regulated activity must obtain an enhanced DBS certificate with a barred list check.
- 10.4.3. Under no circumstances will a volunteer who has not provided a DBS certificate be left unsupervised or allowed to work in regulated activity.

**Note:** Where a volunteer is to be placed under supervision, they are not considered to be taking part in regulated activity and therefore it is illegal for the school to request a barred list check on the volunteer.

Supervision must:

- Be by a person who is in regulated activity.
- Be regular and day to day.
- Be "reasonable in all the circumstances to ensure the protection of children".

#### 10.5. Individuals who have lived outside the UK

- 10.5.1. No exceptions will be made for candidates who have lived outside of the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.
- 10.5.2. The DfE [guidance on the employment of overseas-trained teachers](#) will be consulted should an overseas candidate apply for a teaching position.

#### 10.6. Agency and third party staff

- 10.6.1. In the case of any employee working at either of the Christ Church Schools sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all



necessary DBS checks and pre-employment checks have been completed.

10.6.2. Confirmation must also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification is generally appropriate.

10.7. Trainee/student teachers

10.7.1. At the Christ Church Schools we will ensure that enhanced DBS certificates and barred list checks are obtained on all 'salaried' applicants for initial teacher training.

10.7.2. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks and provide written confirmation that these checks have been completed.

## **11. Decision making**

At the Christ Church Schools we are committed to ensuring the best individuals are recruited to work at our schools. Applicants will therefore be carefully checked against the selection criteria and all essential criteria from the person specification must be met before any offers of employment are made.

In line with our safeguarding obligations, we will carefully consider all information about past disciplinary action or allegations. This includes information obtained from the Employer Access Online checks.

## **12. Single central record**

Per legal requirements, the Christ Church Schools will maintain and regularly update our single central record. All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers.
- All governors

For each individual, the single central record will outline whether or not the following checks have been carried out/certificates obtained, along with the date of the check:

- An identity check
- A barred list check
- An enhanced DBS check

- A prohibition from teaching check
- Further checks on people living or working outside the UK.
- A check of professional qualifications
- A check to establish the person's right to work in the UK

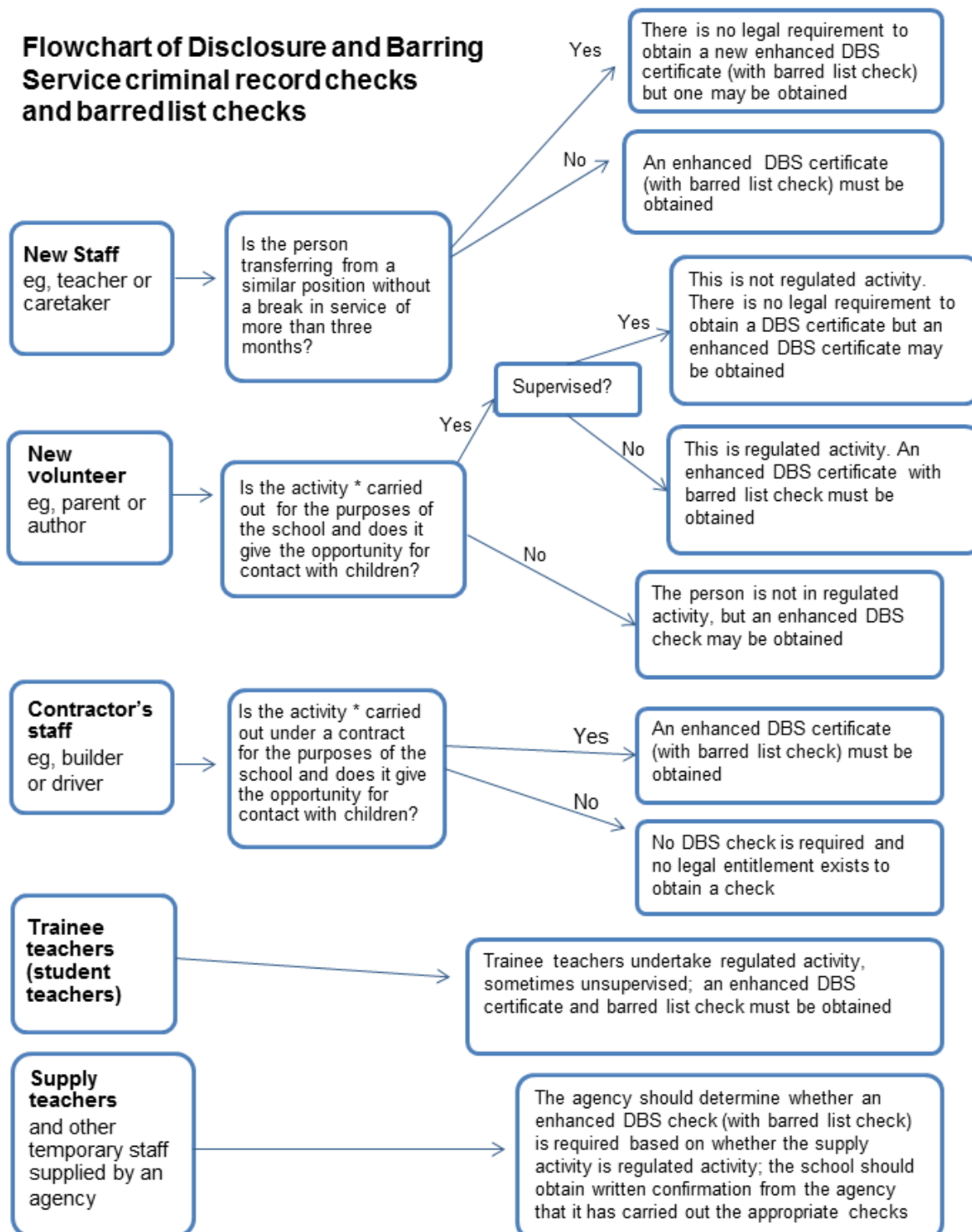
### **13.Training**

The Governing Board ensures that at least one Governor or member of staff with the necessary safer recruitment qualification is available for all interviews, and provides regular opportunities for more Governors to obtain this qualification. In line with recommendations, safer recruitment training is renewed at least every 5 years.

In addition, all new staff and volunteers receive comprehensive and relevant safeguarding training as part of their induction.

## Annex 1: Flowchart of Disclosure and Barring Service criminal record checks and barred list checks.

### Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'