



Pensilva Primary School

Safer Recruitment Policy

Date of Adoption	
Review Date	December 2026

Chronology

Date	Action
Nov 2024	Policy written by MD (headteacher)
Jan 2025	Presented to governing body

Signed:

1. Introduction

This Safer Recruitment Policy outlines the procedures and guidelines for ensuring the safe and effective recruitment of staff at Pensilva Primary School in compliance with statutory requirements and best practices. The policy applies to all staff, volunteers, governors, and contractors who work with or have access to children.

2. Aims

- To safeguard and promote the welfare of children by ensuring that unsuitable individuals are not employed.
- To ensure robust, consistent, and fair recruitment practices.
- To comply with relevant legislation, including the Education Act 2002, the Equality Act 2010, and Keeping Children Safe in Education (KCSIE).

3. Roles and Responsibilities

- The Governing Body is responsible for ensuring the implementation and regular review of this policy.
- The Headteacher oversees the recruitment process and ensures compliance.
- Designated Safeguarding Leads (DSLs) ensure safeguarding principles are embedded in recruitment practices.

4. Recruitment and Selection Procedures

4.1 Advertising Vacancies

- All job advertisements will include a safeguarding statement: “[School Name] is committed to safeguarding and promoting the welfare of children. Successful candidates will be subject to an enhanced DBS check.”
- Job descriptions and person specifications will detail the requirements for safeguarding knowledge and responsibilities.

4.2 Application Process

- All applicants must complete a standard application form. CVs will not be accepted as a substitute.
- The application form will require details of employment history, qualifications, and a declaration of any criminal convictions.

4.3 Shortlisting

- Shortlisting will be conducted by at least two people to ensure impartiality.
- Applications will be scrutinized for inconsistencies or gaps in employment history, which must be addressed during the interview.

4.4 References

- References will be requested for all shortlisted candidates before interviews where possible.
- References must come from the candidate’s current or most recent employer and include questions about the candidate’s suitability to work with children.

4.5 Interviews

- Interviews will involve at least two interviewers, one of whom must be Safer Recruitment trained.
- Questions will assess the candidate's skills, experience, and attitudes toward safeguarding.
- Safeguarding-related scenarios or questions will be included.

5. Pre-Appointment Checks

5.1 DBS Checks

- All appointments are subject to an enhanced DBS check with barred list information.
- Any disclosures will be assessed for suitability to work with children.
- Additional DBS checks will be completed every 3 years.

5.2 Right to Work and Identity Verification

- Candidates must provide evidence of their right to work in the UK and official identification.

5.3 Qualification and Professional Registration Checks

- Original certificates of relevant qualifications will be required.
- Professional status (e.g., QTS) will be verified.

5.4 Prohibition and Other Relevant Checks

- Prohibition from teaching and Section 128 checks will be conducted where applicable.
- Overseas checks will be required for candidates who have lived or worked outside the UK.

6. Induction and Probation

- All new staff will undergo a safeguarding induction, including reading and understanding KCSIE and school policies.
- A probationary period will apply to ensure suitability for the role.

7. Monitoring and Review

- This policy will be reviewed annually by the Governing Body or in response to changes in legislation.
- Records of the recruitment process will be maintained for six months.

8. Conclusion

Pensilva Primary School is committed to ensuring the highest standards of safeguarding through robust recruitment practices. By adhering to this policy, we aim to create a safe and supportive environment for all children and staff.