

Templefield Lower School

Safer Recruitment Policy



Templefield Lower School

Introduction

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children and young people in education. We are committed to safeguarding and promoting the welfare of the pupils in our care and expect all staff and volunteers to share this commitment.

The purpose of this policy is to set out the minimum requirements of our recruitment process that aims to:

- Attract the best possible candidates to vacancies on the basis of their merit, abilities and suitability.
- Deter prospective candidates who are unsuitable for work with children and young people.
- Identify and reject candidates who are unsuitable to work with children and young people.

Objectives

The objectives of this policy are:

- To ensure that all candidates are considered equally and consistently.
- To ensure that no candidate is treated unfairly on any grounds and specifically any protected characteristics as outlined in the Equality Act 2010.
- To ensure compliance with all relevant legislation, recommendations and guidance, including the statutory guidance published by the Department for Education (DfE), [Keeping Children Safe in Education](#), [The Prevent Duty Guidance for England and Wales](#) and any guidance or code of practice published by the Disclosure and Barring Services (DBS).
- To ensure that we meet our commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Roles and responsibilities

The governing body will:

- Ensure we have effective policies and procedures in place for the recruitment of staff and volunteers in accordance with the DfE guidance and legal requirements.
- Monitor compliance with the above policies.

The headteacher will:

- Ensure that safe recruitment practices are followed and make sure appropriate checks are carried out on all staff and volunteers.
- Monitor contractor and agency compliance with this document.
- Promote the safeguarding of children and young people at every stage of the recruitment process.

Recruitment and selection process

Recruitment panels

In accordance with Keeping Children Safe in Education, we will ensure that at least one member of any interview panel has undertaken Safer Recruitment training and has kept this training up to date.

Adverts and recruitment packs

Advertisements for posts, whether in newspapers, journals or online, will include the statement:

Templefield Lower School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.

The successful applicant will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced criminal record check via the Disclosure and Barring Service (DBS) and satisfactory references, before appointment is confirmed.

Prospective candidates will be supplied, as a minimum, with the following:

- Job description and person specification
- Child Protection and Safeguarding policy
- Safer Recruitment policy
- Selection procedure for the post

Application forms

All prospective candidates must complete, in full, an application form. CVs will not be accepted in place of a completed application form as they do not contain the required information to support safer recruitment.

Shortlisting

If shortlisted, candidates will be asked to complete a criminal record self-declaration form where they will be required to declare all unspent cautions and convictions, and any adult cautions (simple or conditional), and spent convictions that are not protected by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2020).

The relevant criminal record self-declaration form is attached at Appendix 2.

Shortlisted candidates will be sent:

- Childcare Disqualification Declaration form (where applicable)
- Criminal Record Self Declaration form (all)
- Full details of the selection process

Employment history and references

A minimum of two references will be taken up and at least one of the references will be obtained from the candidate's current or most recent employer and will be sought directly from the referee.

We will explore any discrepancy or gaps in employment identified through references during the interview where possible or, at least, before any offer of employment. This includes references for internal candidates.

If a candidate is moving from another employer, the reference must be from the headteacher or another senior colleague (in the absence of a headteacher) and not from a colleague.

Open references or testimonials provided by the candidate will not be accepted.

Where necessary, referees will be contacted by telephone or email to clarify any anomalies or discrepancies and verify the source of the reference. This contact will then be recorded on the school's single central record for successful candidates.

Where necessary, previous employers who have not been named as referees will be contacted to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children and young people.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children.
- The candidate's suitability for the post.

Candidates are not automatically entitled to see their employment references.

Online searches

We may as part of our recruitment process undertake online searches regarding candidates. This is intended to identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with a candidate at interview.

Where we do an online search, we will consider the following points:

- For this to be carried out after shortlisting so it cannot be part of the decision to invite to interview.
- For candidates to be made aware of this search at the point of being invited to interview.

- For the search to be based upon an agreed set of criteria (a sample Online Search Record can be found in Appendix 3), using all names associated with the candidate.
- Concentrating on professional information that sits within the public domain and applied consistently for all candidates.
- For the parameters of the search to be agreed in advance (by us) and applied consistently for all candidates (which platforms, which search criteria, which dates).
- For the searches to all be carried out by the same person. Where possible, by someone who will not be involved in the subsequent interviews/decision making.
- For the completed form to be shared with the panel as soon as possible in order for any concerns raised to be properly incorporated into the interview questions, giving the candidate an opportunity to respond.

Wherever practicable searches will be undertaken using employer devices and accounts.

Selection

Selection techniques will be determined by the nature and duties of the vacant post and may include a variety of methods. We will conduct interviews in a face-to face manner (which could be via remote methods using video conferencing software, such as Google Meet or similar, if face-to-face is not practical). Telephone interviews may be used at the short-listing stage.

During the interview process, candidates will be required to:

- Give a satisfactory explanation for any gaps in employment.
- Provide a satisfactory explanation for any anomalies or discrepancies in the information available to recruiters.
- Declare any information that is likely to appear on a DBS check (via the Criminal Record Self-Declaration form).
- Provide a Childcare Disqualification form if required.
- Demonstrate their capacity to safeguard and protect the welfare of children and young people.
- Demonstrate how they meet the job description and person specification.

All candidates who are invited to interview will be asked to bring original evidence of their identity, address, right to work in the UK, relevant qualifications and a completed Criminal Record Self-Declaration form.

Pre-employment checks

Any offer of appointment made to a successful candidate, including anyone who has lived or worked abroad, must be conditional on the satisfactory completion of the necessary pre-employment checks.

We will:

- Verify the candidate's identity. It is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice is checking the name on their birth certificate, where this is available. Further identification checking guidelines can be found [here](#).
- Obtain (via the candidate) an Enhanced Children's Workforce DBS certificate including barred list information for those who will be working in regulated activity, and an Enhanced Children's Workforce DBS (without the barred list check) for anyone who is working for us but is not working in regulated activity (see Appendix 1).
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available. We will also carry out a risk assessment if candidates will be starting work prior to a DBS certificate being available.
- Separate barred list checks must only be carried out in the following circumstances:
 - For newly appointed staff who are engaging in regulated activity, pending the receipt of an Enhanced Certificate with Barred List information from the Disclosure and Barring Service (DBS) (and where all other relevant checks have been carried out); or,
 - Where an individual has worked in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to that person's appointment to the organisation (and where all other relevant checks have been carried out).
- Ensure all shortlisted candidates have completed a Criminal Record Self-Declaration form disclosing any relevant convictions (see Appendix 2).

- Verify the candidate's mental and physical fitness to carry out their work responsibilities. A candidate can be asked relevant questions about disability and health to establish that they have the physical and mental capacity for the specific role.
- Verify the candidate's right to work in the UK. Advice on this can be found on the [GOV.UK website](#).
 - Candidates from an EEA country are required to provide evidence of having obtained settled status under the EU Settlement Scheme.
 - Any overseas external candidates must apply for a VISA via the [Points Based Immigration System](#).
- If the candidate has lived or worked outside the UK, make any further checks we feel are appropriate which would include an overseas police check.
- Verify professional qualifications as appropriate by viewing original certificates. The Teacher Services system should be used to verify any award of qualified teacher status (QTS) and the completion of teacher induction or probation.
- Ensure the candidate is checked against the prohibition from teaching orders.
- Ensure the candidate is checked against the prohibition from management roles (section 128) check where applicable (part of barred list check for those in regulated activity).
- Ensure the candidate completes a Childcare Disqualification Declaration (where appropriate).

Secretary of State Prohibition Orders and Section 128 direction (teaching and management roles)

In all cases where an applicant is to undertake a teaching role of any kind (this may include non-teaching staff if they plan, prepare and deliver lessons and assess and report on pupils without supervision of a qualified teacher) a Prohibition Order check will be made. It is anticipated that this will be performed at the shortlisting stage but it will, in any case, be carried out before any unconditional offer of employment is made.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher. If in any doubt or if the candidate has taught previously, or may teach in the future, the check will be undertaken.

Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency (TRA). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

A Section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. An individual who is subject to a section 128 direction is unable to:

- Take up a management position in an independent school, academy or free school as an employee.
- Be a trustee of an academy or free school trust; a governor or member of a proprietor body of an independent school.
- Be a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a school as stated in [Keeping Children Safe in Education](#) and in the [Maintained schools governance guide](#) and the [Academy trust governance guide](#).

We will use the TRA's Employer Access service to make prohibition, direction, restriction and children's barred list checks ([Teaching Regulation Agency](#)).

Further information about obtaining a DfE Sign-in account and using the Employer Access service to carry out a range of 'teacher status checks' including verification of qualified teacher status (QTS) and the completion of teacher induction or teacher probation can be found [here](#).

Where the candidate will be engaging in regulated activity, a DBS barred list check will also identify any section 128 directions.

TRA checks cover UK Citizens only and therefore we may need to arrange for these checks to be carried out in the relevant country for overseas candidates (including those from the EEA).

Proof of identity, right to work in the UK, verification of qualifications and/or professional status and criminal records self-declaration

All shortlisted candidates invited to attend an interview at the school will be required to bring their identification documentation (such as passport, birth certificate or driving licence) with them as proof of identity/eligibility to work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations (including evidence of settled status as required) and to complete the Criminal Record Self Declaration form (see Appendix 2).

Good quality photocopies of all documents will be taken. These will then be signed and dated by the person who has evidenced the originals and the copy should state 'originals seen, and identity confirmed'.

- Successful candidates: all documents will be stored securely on the employee file for audit and inspection purposes, including any relevant risk assessments.
- Unsuccessful candidates: all documents will be kept securely for no longer than 6 months after the recruitment process has been concluded, after which they will be destroyed securely.

Please note that the legislation surrounding what information is disclosed in an Enhanced and Standard DBS certificate changed on 28 November 2020 and as a result, an employer may not receive full details of a candidate's criminal history due to the changes to filtering.

An additional change was made on 28 October 2023:

- All unspent conditional cautions and convictions (as defined by the Rehabilitation of Offenders Act) will be automatically disclosed.

This change ensures that all records that are disclosed on a DBS Basic check will also now appear on Standard and Enhanced checks. However, in accordance with safeguarding, an employer is still legally entitled to ask shortlisted candidates to disclose their criminal history, however this no longer includes final warnings, cautions, and reprimands. Further guidance on this can be found in the NACRO guidance [here](#).

In addition, candidates must be able to demonstrate that they have obtained any academic or vocational qualification required for the position and claimed in their application form.

Fitness to undertake the role

A confidential pre-employment health questionnaire must be completed to verify the candidate's mental and physical fitness to carry out their work responsibilities. A successful candidate can be asked relevant questions about disability and health to establish whether they have the physical and mental capacity for the specific role once an offer of employment has been made. Confidential pre-employment checks will be carried out by our Occupational Health provider.

Individuals who have lived or worked outside the UK

Candidates who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, we must make any further checks so that any relevant events that occurred outside the UK can be considered.

The Home Office guidance on criminal records checks for overseas candidates can be found [here](#).

Following the UK's exit from the EU, we are expected to apply the same approach for any individuals who have lived or worked outside the UK regardless of whether it was in an EEA country or the rest of the world.

These checks could include, where available:

- Criminal records check for overseas candidates – Home Office guidance can be found on GOV.UK; and for teaching positions obtaining a letter (via the candidate) from the professional regulating authority in the country (or countries) in which the candidate has worked confirming

that they have not imposed any sanctions or restrictions and that they are not aware of any reason why they may be unsuitable to teach.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

Where this information is not available, we will seek alternative methods of checking suitability and/or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, we will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment. Further information can be found in DfE guidance.

Not all countries provide criminal record information and, where they do, the nature and detail of the information provided varies from country to country. We are aware that the criteria for disclosing offences in other countries often have a different threshold than those in the UK. The Home Office provides guidance on criminal records checks for overseas candidates which can be found [here](#).

Some overseas qualified teachers can apply to the TRA for the award of qualified teacher status (QTS) in England. More information about this can be found [here](#). Please note that holding a teaching qualification (wherever it was obtained) does not provide suitable assurances for safeguarding purposes that an individual has not been found guilty of any wrongdoing or misconduct, and is suitable to work with children.

Childcare disqualification declaration

Where relevant (as detailed below), candidates must complete a Childcare Disqualification form provided by us in relation to the Childcare Disqualification Regulations 2018. This is to cover circumstances where an individual has a conviction that may result in them being barred from working with children. Where a positive declaration is made, a waiver can be applied for from Ofsted and must be satisfactorily granted before the candidate may commence work.

This **only** applies to staff working in the following settings:

- Early Years Provision – staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; and
- Later years provision (for children under 8) – staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision.

Retention of documents

Where documents have been obtained to verify a successful candidate's identity, right to work and required qualifications, these will be kept on their personnel file.

DBS certificates and records of criminal information disclosed by the candidate are covered by GDPR regulations. Copies of this information will only be retained where there is a valid reason for doing so and will not be kept for longer than 6 months. After destruction, the school may record the fact the vetting was carried out, the result, any associated risk assessment and the recruitment decision.

Single central record

The school will keep a single central record of pre-employment checks, which includes the statutory requirement to see the original DBS certificate and record the date seen. In the Keeping Children Safe in Education Regulations as 'the register'. The single central record will cover the following people:

- All staff (including teacher trainees on salaried routes, agency and third-party supply staff)

- All others who work in regular contact with children in the school, including volunteers
- All members of the governing body

Confirmation that these checks have been carried out along with the date the check was undertaken or obtained must be logged on this record for all employees.

Induction

We recognise that safer recruitment and selection is not just about the start of employment but must be part of a larger policy framework and ongoing vigilance for all staff. We will therefore provide ongoing training and support for all staff.

All staff who are new to the school will receive induction training that will include our safeguarding policies and guidance on safe working practices including child protection, Prevent, FGM awareness and online safety.

Regular meetings will be held during the first 6 months of employment between the new employee and the appropriate manager.

Contractors and agency workers

We will obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working for us.

Where the position requires a barred list check, this will be obtained by the agency or third-party prior to appointing the individual. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Volunteers

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis, teach or look after children regularly, or provide personal care on a one-off basis, will be in regulated activity. We will obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, we may conduct a repeat DBS check (which should include barred list information) on any such volunteer should we have concerns.

There are certain circumstances where we may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity. This is set out in DBS workforce guides, which can be found on [GOV.UK](https://gov.uk). Employers are not legally permitted to request barred list information on a supervised volunteer as they are not considered to be engaged in regulated activity.

We will undertake a risk assessment and use our professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so will consider:

- The nature of the work with children.
- What the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability.
- Whether the role is eligible for an enhanced DBS check.

Details of the risk assessment will be recorded.

It is for us to determine whether a volunteer is supervised. In making this decision, and where an individual is supervised, to help determine the appropriate level of supervision we will follow the statutory guidance issued by the Secretary of State.

This guidance requires that, for a person to be considered supervised, the supervision must be:

- By a person who is in regulated activity;
- Regular and day to day; and
- 'Reasonable in all the circumstances to ensure the protection of children'.

The DBS cannot provide barred list information on any person, including volunteers, who are not in, or seeking to engage in regulated activity.

Governors

Governors in maintained schools are required to have an enhanced criminal records certificate from the DBS. It is the responsibility of the governing body to apply for the certificate for any of their governors who do not already have one. Governance is not a regulated activity and so governors do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

Monitoring and review

This policy will be reviewed every two years and any changes communicated to all members of staff.

All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction.

Approved by governors: July 2025

Last reviewed: May 2025

Next review: May 2027

Appendix 1

Regulated Activity

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 physical, emotional or educational 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.

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of 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 with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
- 'Health care' means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Appendix 2



Criminal Record Self Declaration Form

For completion by the candidate

Templefield Lower School is committed to safeguarding and promoting the welfare of children and adults at risk. The role you are applying for involves frequent or regular contact with or responsibility for children or adults at risk. This post is therefore exempt from the Rehabilitation of Offenders Act 1974.

We comply with the Disclosure and Barring Service (DBS) Code of Practice and have a written policy on the recruitment of ex-offenders which is available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children and/or adults at risk. As a result of amendments to the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers are not able to take these into account.

Please ensure that you refer to the Ministry of Justice website which will give more details on what should/should not be disclosed.

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the General Data Protection Act.

You will be required to have a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions.

This may also include a barred list check depending on the nature of the role. If you do not already have these as part of your existing employment, the respective HR provider for the school will undertake these checks for the successful candidate before a final confirmation of employment is offered.

For Question 3 and 4 below candidates should answer the relevant question(s) relating to the workforce they are applying for.

This form will only be looked at for those candidates who are shortlisted for a role in the school.

Job Title:	Job Reference Number:	
First Name(s):		
Last Name:		
Previous Names (if any):		
Date of Birth:		
1. Do you have any adult cautions (simple or conditional), or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? If yes please give details below	Yes ☐	No ☐

2. Do you have any other cautions or convictions that would not be filtered? If yes, please give details below	Yes ☐	No ☐
3. Are you currently subject to any sanction, or have you at any time been barred or suspended from working with children, by any regulatory, professional or government body.	Yes ☐	No ☐
4. Are you currently subject to any sanction, or have you at any time been barred or suspended from working with vulnerable adults, by any regulatory, professional or government body.	Yes ☐	No ☐
5. If you have lived or worked outside of the UK for 3 months or more in the last 5 years please give details here.	Yes ☐	No ☐
6. Are you subject to any sanction in relation to working with children and/or adults at risk in any country outside the UK? If yes please give details below.	Yes ☐	No ☐
If you have answered 'yes' to any of the questions 1 to 6 above you are required to give details on this form and will be asked to discuss these at interview.		

I declare that to the best of my knowledge and belief, the information I have provided on this declaration form is correct. I understand that any subsequent offer of employment will be based on this information and may be withdrawn, or I may be dismissed, if I have falsified or deliberately omitted any relevant information.

Print Name: Date:

Signature:

To be returned by

Please email this form to office@templefield-lower.co.uk entitled '**Criminal Record Self-Declaration Form**' on the title heading.

Appendix 3

Online Search Record (sample)

This record can be adapted should we decide to conduct online searches after shortlisting. The criteria must be agreed and the process applied consistently and fairly.

Role shortlisted for:	
Candidate's name:	
Searcher's name:	
Date and time of online search:	
Agreed search terms:	• Candidate name(s) • Candidate name(s) + 'job title' • Candidate name(s) + 'current employer' • Candidate name(s) + 'previous employer' • Candidate name(s) + 'educational institution'
Agreed platforms:	• Google • LinkedIn • Their most recent employer's website
Agreed limitations:	Search to be carried out using the agreed terms, looking at the first 3 pages of results only
Findings to note:	We are specifically looking for things that would make someone unsuitable to work with children and/or bring the employer into disrepute, for example, evidence of offensive or inappropriate behaviour. Do not include irrelevant personal information.