

The Federation of Boskenwyn & Germoe Schools and Nysgerrig Kindergarten



SAFER RECRUITMENT POLICY AND PROCEDURES

Statement of intent

Our federation has implemented this policy to assist with recruitment and employee selection. It outlines the school's recruitment procedure and how the school ensures safer recruitment is considered at all levels of the recruitment process. The safety and protection of the school's pupils is always at the forefront of the school's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the school.

1. Roles and responsibilities

The Governing Body are responsible for:

- Implementing effective policies to ensure recruitment at the school is in accordance with the legislation
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.
- Appointing an appropriate recruitment panel.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
- Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process.
- Ensuring a member of the board is on the recruitment panel when the candidate is to become a new Head Teacher.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE 2025.
- Monitoring the school's single central record (SCR), to ensure that the necessary vetting checks for potential employees are carried out.
- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring that the salary of the successful candidate is determined.
- Accommodating the needs of new employees and making reasonable adjustments when necessary.

The recruitment panel is responsible for:

- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Appropriately delegating responsibility for recruitment to the Head Teacher.
- Ensuring that the interview addresses leadership ability, team working skills, reasons for interest in joining the school, integrity, understanding of the school's ethos and vision and why the candidate believes they would be a good fit for the school.
- Ensuring that the interview addresses safeguarding practices.
- Appointing an appointing officer who will be responsible for the entire management of the recruitment process.
- Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff members and parents.

The Head Teacher is responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.
- Ensuring that appropriate supervision of employees/volunteers is organised and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Actively and appropriately advertising any vacancies.
- Leading the interview when the candidate is at a lower level than Head Teacher

2. Equal opportunities

When recruiting, the school will adhere to its Equal Opportunities and Dignity at Work Policy. The school will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the school. The school will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the school of any reasonable adjustments that they need when they receive the invitation for an interview. The Governing Body will review recruitment procedures annually to ensure they are accessible and do not directly or indirectly discriminate against candidates. Candidates will not be asked about their health or any disabilities before a job offer is made, unless one of the following exemptions applies:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
- Positive action to recruit disabled persons
- Equal opportunities monitoring (which will not form part of the decision-making process)

3. Planning, advertising and shortlisting

Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process.

The Governing Body and Head Teacher will:

- Decide on the recruitment timeframe.
- Decide who will be involved in the process and what their roles will be, e.g. recruitment panel and who will lead interviewing.
- Prepare the documents that will be provided to applicants, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
- Ensure that application packs, where relevant, state that applications must be willing to sign the staff disqualification declaration.

The recruitment panel will:

- comprise of an appointing officer, who is responsible for the management of the entire recruitment process, and at least two other members of staff, with the Head Teacher usually being one of these.
- be an odd number, so decisions and majority votes can be met cast.
- At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training. The advertisement will be written by the recruitment panel who will ensure the advertisement includes the following requirements: a) include information specific to the role on offer, b) ensure the benefits of the role are highlighted, c) make sure advertisement is relevant to the target audience, d) ensure the advertisement is communicated directly and concisely, is not boastful, and includes a clear call to action, e) make sure the applications can be submitted electronically, f) ensure any requests for further information from applicants are replied to promptly, g) reply to all applications with a letter notifying candidates whether they have been shortlisted or not, h) ensure Interviews are arranged for the shortlisted candidates.

Vacancies will be advertised through external media, such as the local newspaper or Cornwall Council Vacancies Website and associated job search partners, considering the school's Equal Opportunities and Dignity at Work Policy, ensuring that the advertisement reaches a wide range of groups. The recruitment panel will:

- Make sure all advertisements will have a statement of commitment to ensuring equal rights within them.
- include a job description, person specification and detail the closing date.
- contain contact numbers of the appointing officer and details of the application process will be clearly outlined.
- ensure application forms will be accessible on the school's website.

The school may utilise social media for recruitment, and if doing so, will create a social media recruitment strategy to ensure that the advertisement is reaching the right people and is communicating the ethos of the school effectively. When an advert receives a response, the recruitment panel will ensure that candidates receives the application pack. The school will never accept a CV alone, only completed application forms.

During the recruitment process, and especially during the initial stages, the recruitment panel and the Head Teacher will be watchful of candidates displaying the following characteristics:

- No understanding or appreciation of children's needs
- Expressing that they want the role to meet their needs at the expense of children
- Using inappropriate language in relation to children
- Expressing extreme views or views that don't support safeguarding practices
- Displaying unclear boundaries with children
- Providing vague answers when asked about their experience and being unable to explain gaps in their employment

Once we have shortlisted candidates, we will ask shortlisted candidates to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information

Before invitations to interviews are sent, the recruitment panel will ensure that application packs are sent and include the following:

- A copy of the advertisement
- A more comprehensive job description
- A more comprehensive person specification

- Any equal rights material, e.g. an equal opportunities statement
- A brief outline of the school, its values and aims

Once a shortlist has been confirmed, the applicants to be invited for interviews will be contacted by the appointing officer and a suitable interview time will be decided. The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how it will be conducted, the areas that will be explored and what documents they should bring. The recruitment panel will send shortlisted candidates the self-declaration of criminal record form, alongside a copy of the school's disqualification form, where appropriate. Upon inviting candidates to interview, the recruitment panel will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out. Where possible, the recruitment panel will obtain two references before interviews to allow for any concerns to be explored with the referee and discussed with the candidate. One of the references will be from the candidate's most recent employer. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer. References will be from a senior member of staff and not a colleague. Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information. Electronic references will be vetted to ensure they originate from a credible source. References from internal candidates will also always be scrutinised before interview. Permission will be sought from the candidates before the recruitment panel contacts referees. Structured questionnaires will be used to question referees and the recruitment panel will determine the questions on a case-by-case basis. Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.

4. Pre-interview checks

The recruitment panel will complete the necessary pre-interview checks. Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference relating to the role in which the candidate worked with children will be obtained
- Verifying that the candidate has qualifications or experience relevant to the post
- Checking references against application forms and noting down discrepancies or concerns and following these concerns up with referees
- Checking and, where necessary, following up candidates' self-declaration forms.
- We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

5. Digital footprints

The school is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the school will check candidates' social media or other online activity prior to an interview. This process may include a search for the candidate via:

- Google
- Facebook/Instagram
- LinkedIn

Any concerns will be addressed during the interview process.

6. The interview

During the interview process candidates will be asked standard questions and their responses will be recorded for ease of comparison. Any concerns raised through contact with referees will be discussed with the candidate at this stage. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and suitability to work with children. The recruitment panel will give the candidate the opportunity to declare anything in light of the requirement for a DBS check. Where applicable, and where this has not been done prior to the interview, the recruitment panel will follow up concerns regarding the content of a self-declaration form. The candidate will be given the opportunity to discuss any concerns or ask any questions. The interview will always comprise of a face-to-face interview; however, the Governing Body may also request that candidates complete one of the following exercises:

- Role play exercises
- Presentations
- Group exercises
- Written exercises
- Getting the candidate to work in supervised activity with pupils

7. After the interview

After the interview has been completed, the recruitment panel will:

- Assess all candidates' performance using the same agreed criteria.
- Ask the successful candidate to provide proof of identification and qualifications, and to complete the DBS check as soon as possible.
- Contact and provide feedback to the unsuccessful candidates.

Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in case any aspect of the recruitment process is challenged. After choosing a successful candidate, the school will:

- Make a conditional offer of employment to the candidate.
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
- Complete the relevant pre-appointment checks.

8. Pre-appointment checks

When appointing new staff, the school will complete the following checks: All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:

- For all staff, including teaching positions: criminal records checks for overseas applicants
- For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when: There are concerns about an existing member of staff's suitability to work with children; or An individual moves from a post that is not regulated activity to one that is; or There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where: We believe the individual has engaged in relevant conduct; or We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be: An enhanced DBS check with barred list information for contractors engaging in regulated activity An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors. We will not keep copies of such checks for longer than 6 months. Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances. We will check the identity of all contractors and their staff on arrival at the school. For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out. Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Volunteers We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Governors

All governors will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity. All governors will also have the following checks:

- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm. We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

9. After the pre-appointment checks

Once the pre-employment checks have been completed, the recruitment panel will:

- Agree a start date with the candidate.
- Destroy the completed self-declaration forms.
- Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, preemployment medical enquiry form, P45, application/equal opportunities and emergency contacts.
- Add the required details of the checks carried out to the school's SCR.

10. Single central record (SCR)

The school will maintain and regularly update our SCR. 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.
- The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes).

The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- 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 section 128 check
- A check to establish the person's right to work in the UK For supply staff, the school will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff. If checks are carried out on volunteers, this will be recorded in the SCR.

11. **Safer recruitment training**

At least one member of the recruitment panel will have completed formal safer recruitment training. As a measure of good practice, the school will ensure that this training is renewed every five years.

12. **Monitoring and review**

This policy is reviewed annually by the Governing Body and the Head Teacher. Any changes made to this policy by the Governing Body and Head Teacher will be 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 programme. This policy was last reviewed in September 2025. The next scheduled review date for this policy is **September 2026**.

Paula Blackburn, Executive Headteacher

Bertie Archer, Chair of Governors