



# The Forum School

## Safeguarding Policy –

## (7) Safer Recruitment Policy



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## Introduction

This policy is written in line with Keeping Children Safe in Education (KCSiE) 2025 and Working Together to Safeguard Children 2025.

We also provide education to over 18s. With this in mind, this policy is also written in line with the Care Act 2014, Disclosure and Barring Service 2013 and Safeguarding Vulnerable Groups Act 2006.

Wider Policies support this Policy. All are numbered and sit alongside to create the school safeguarding policy.

1. Child Protection Policy
2. The Role of the DSL Policy
3. Child on Child Abuse Policy
4. Filtering and Monitoring Policy
5. Managing Low Level Concerns Policy
6. Missing from Education Policy
7. Schools Safer Recruitment Policy
8. Managing Contextual Risks to Children
9. Adult Safeguarding Policy

## Aims of this policy

The aim of this policy is to ensure that staff understand:

- The group recruitment policy
- Checks for ex-offenders
- What checks need to be completed by the Principal/Headteacher

## What is safer Recruitment?

KCSiE 2025 defines this as adopting 'robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges'.

When recruiting new staff, those responsible for completing checks must use their curiosity to ensure that the people being employed are who they say they are and want the role for the right reason.

Recruitment staff and headteachers/principals must satisfy themselves that:

- This person was born with the name and DOB shown on their official documentation and these match the application.
- Any change of name can be accounted for with official documentation such as a marriage certificate or deed poll.
- The applicant can account for their time since leaving school – a full employment history, including reasons for leaving jobs, account for gaps in employment (travelling or maternity/paternity leave), certificates that show the additional education the applicant has achieved if they remained in further education.
- If a person has been outside of the country recruiting staff must satisfy themselves that checks have been made in those countries if a person has worked abroad.
- Checks are completed on international applicants
- Ensure they have a DBS certificate and any convictions have been considered in line with the ex-offenders policy attached below.
- References are given by appropriate people and can be verified – consideration should be given to the e-mail address the reference has been received from also, you would not expect a reference to come from a personal account if they worked for CareTech for example.

If something doesn't feel right when completing checks, contact the HR team who will be able to offer more support and guidance.

## Safer recruitment

All schools recruit staff in line with Part three of KCSiE 2025 and the group HR policy ([HR](#)) [Recruitment and Selection Policy – onrezume.com](#). All colleges recruit in line with Safeguarding Vulnerable Groups Act 2006 and Disclosure and Barring Service 2013 in addition to the group HR policy as specified above. Shortlisted candidates are asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children/students. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records.

For example:

- if they have a criminal history
- if they are included on the children's/students barred list
- if they are prohibited from teaching
- if they are prohibited from taking part in the management of an independent school/college
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and local authority social care department
- if they have been disqualified from providing childcare
- any relevant overseas information

More information can be found on the group policy ([HR](#)) [Recruiting of Ex-offenders Policy – onrezume.com](#).

In addition to the group HR policy, the Principal/Headteacher ensures they have completed the following pre-employment checks prior to the person commencing their role in school/college. These checks include:

- verifying a candidate's identity to ensure the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice requires checking the name on their birth certificate, where this is available.
- obtaining (via the applicant) an enhanced DBS check (including children's/students barred list information, for those who will be engaging in regulated activity with children/students). Note that when using the DBS update service, you still need to obtain the original physical certificate
- obtaining a separate barred list check if an individual will start work in regulated activity with children before the DBS certificate is available (This does not apply to 16-19 Academies, Special Post-16 institutions and Independent Training Providers)
- verifying 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 in order to establish whether they have the physical and mental capacity for the specific role
- verifying the person's right to work in the UK, including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, then schools and colleges should follow advice on the GOV.UK website
- ascertaining if the person has lived or worked outside the UK whilst making any further checks the school or college consider appropriate and,
- verifying professional qualifications, as appropriate. The Teaching Regulation Agency's (TRA) Employer Access Service should be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.

In addition:

- independent schools/colleges, including academies and free schools, check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State
- all schools/colleges ensure that an applicant to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State for prohibition checks or any sanction or restriction imposed (that remains current) by the GTCE, before its abolition in March 2012
- before employing a person to carry out teaching work in relation to children/students, reasonable steps are undertaken to establish whether that person is subject to a prohibition order issued by the Secretary of State
- all schools and colleges ensure that appropriate checks are carried out to ascertain that individuals employed to work in reception classes, or in wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualification Regulations.

## Review History

**A review will be undertaken annually as a minimum.**

*However, subject to a significant safeguarding concern this policy and all other attached policies will be reviewed and monitored as part of a lessons learned review.*

**Reviewed – December 2024 by Laura Dickie, Head of Policy Children's Services with input from Pottersbury Lodge School and Lufton College.**

**Next Review – September 2026**

## Written by:

**This policy was written by Matt Nicholls – Head of Policy and was reviewed by Christina Leath – Group Safeguarding Director. This policy was also reviewed by the DSL of the School and agreed by the head of the Governance Board.**