



Safer Recruitment Procedures 2024

A key aspect of safeguarding is the vetting of applicants and prospective volunteers working with children to make sure they are not unsuitable. Guidance about this is in the Governance Handbook (Section 6.7), and in 'Keeping Children Safe in Education 2024' (Part Three).

Schools must create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might harm children. At least one person on every interview panel must have completed 'Safer Recruitment' training. However, other people are involved in the recruitment process and consideration should be given to training these people too.

Governing bodies must be clear about the checking and vetting processes, before shortlisting, during the interviews and afterwards. They should be assured there are effective processes in place for arranging checks, including DBS, identity, right to work in the UK and any required overseas police checks, often called a 'Certificate of Good Conduct'.

As part of Safer Recruitment, all governors must have an Enhanced DBS check.

The governing body must reassure itself that all appropriate suitability checks have been undertaken and that the school keeps a Single Central Record (SCR), detailing the range of checks it has carried out on its staff. The SCR should be reviewed to ensure that it is being kept accurately, at Ravenswood this is done by the safeguarding governor. Whoever reviews the SCR should have had suitable training to understand how the record should be kept.

When making appointments, the bodies will need to reassure themselves that mechanisms are in place within the school to check that any person employed to teach has the required teaching qualifications and has successfully completed any statutory induction required.



Recruitment Checklist

Event	Notes	Date Completed
Planning	<p>Timescales</p> <p>Person specification/Job Description including expectation to follow all safeguarding procedures</p> <p>Application Form (state no CVs accepted)</p> <p>Include commitment to safeguarding on all recruitment materials, including website</p> <p>Applicant Pack created, including safeguarding information</p> <p>Statement that DBS/other vetting checks will be completed</p>	
Vacancy Advertised		
Applications received	Scrutiny of dates, gaps, discrepancies and link to Person Spec./JDs	
Short-listing	<p>At least two people involved</p> <p>Judged against standard criteria</p>	
References requested	<p>Request directly from appropriate referee</p> <p>Ask specific safeguarding questions</p>	
References received	<p>Scrutinised against information given on application form</p> <p>Note issues of concern to be followed up at interview or with referee</p>	
Invitation to interview sent out	Include full instructions for the day, including request to bring along proof(s) of identity, evidence of qualifications and right to work in UK. For teachers, proof of QTS.	
Interview day - applicants	<p>Copies of documents taken and any issues noted and shared with interview panel for clarification.</p> <p>Any lack of documents queried and panel agree whether to interview or not.</p>	
Interview day – panel	<p>Panel must include at least one person who has completed Safer Recruitment training</p> <p>Panel must include people who are authorised to appoint staff</p> <p>Panel to have met prior to interviewing and have discussed the questions and assessment criteria</p> <p>The same people interview every candidate</p>	
Interview	<p>Check any discrepancies in application form/ references/ identity/qualification evidence</p> <p>Check suitability to work with children</p> <p>Explore safeguarding/child protection understanding</p> <p>Record made of questions/answers</p>	
Conditional offer of employment made	Made clear to successful applicant that the offer of employment is conditional on successful vetting and other per-employment checks (e.g. medical) (and for non-teaching posts, a probationary period)	



Records of Interview information filed	<p>For unsuccessful candidates - kept from date of appointment of successful candidate plus 6 months (include name of interviewers with safer recruitment training)</p> <p>For successful candidate – placed in personnel file and kept until termination of employment plus 6 years (include name of interviewers with safer recruitment training)</p> <p>Evidence of Right to work in UK – kept until termination of employment plus not less than two years</p> <p>Copies of DBS Certificates – must not be kept for longer than 6 months</p> <p>Copies of other evidence may be kept on file until termination of employment plus 6 years</p>	
Enhanced DBS form completed and sent off	For all staff and governors.	
DBS Barred List requested	For staff or governors in regulated activity only.	
Health Form completed and requested	Pre- employment medical form completed by newly recruited staff	
Prohibition from teaching check completed	Using Teacher Services	
Prohibition from management check	<p>(Not needed in maintained schools; only required in independent/academies/free schools)</p> <p>Known as Section 128 check and completed via Teacher Services</p>	
Disqualification by Association check	<p>For those working with under-8s</p> <p>Self-declaration</p>	
QTS Check for teachers (Need not apply in academies, independent or free schools)	<p>Confirmation of qualified teacher status, including confirmation that where relevant the probationary period has been completed.</p> <p>Confirmation statutory induction completed.</p> <p>Checked via Teacher Services</p>	
Overseas Checks	<p>Not prohibited or restricted from teaching by another EU country. Completed by North Somerset HR. Police check/Certificate of Good Conduct obtained according to school policy</p> <p>For overseas trained teachers, letter that NARIC has agreed equivalence of qualification with UK standards</p>	
Single Central Record	All relevant checks recorded on the Single Central Record and checked regularly.	
Induction completed	<p>Including:</p> <p>Child Protection Training</p> <p>Code of Conduct or Staff Behaviour Policy</p> <p>Read 'Keeping Children Safe in Education' Part 1</p>	



Staff Training Records

Safer Recruitment Training	Expiry date
Mark Senior	2025
Cheri Frost	2026
Mike Evans	2025
Hannah Winter	2026
Tracy Lodge	2026
Polli Bravery	2026
Becky Mitchell	2027