Roxbourne Primary School

Safer Recruitment Policy

Author	School Business Manager
Link Governor (if applicable)	Premises Link Governor
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Requirement	DfE non-statutory

Safer Recruitment – Guidance for Applicants

1 Introduction

The purpose of this summary describes the minimum requirements of a recruitment process that aims to:

- attract the best applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people

The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education (KCSIE) 2025.
The Early Years Foundation Stage statutory framework contains its own requirements for safer recruitment (pages 24 to 27).

2 Statutory Requirements

There are some statutory requirements for the appointment of some staff in Children's Services – notably qualified teachers and social workers. These requirements change from time-to-time and must be met.

3 Identification of Recruiters

Governors and Senior Leaders will ensure that all interview panel members have received training in recruitment and selection and are aware of safer recruitment practice.

4 Inviting Applications

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain

spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account.

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

"Roxbourne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for the role if a candidate is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

Roxbourne will carry out an online search as part of its due diligence on shortlisted candidates. And shortlisted candidates will be requested to complete a self-declaration of criminal records. The successful candidate will be required to complete an enhanced DBS disclosure and provide references. CVs are not accepted."

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

- job description and person specification;
- safer recruitment policy (this document);
- the selection process for the post;
- an application form

All applicants must complete the local authority's application form in full. If completed online, shortlisted applicants will be required to sign their form in person at interview.

5 Shortlisting and References

Shortlisting of applicants will be against the person specification for the post.

Shortlisted candidates will be requested to complete a self-declaration of criminal records (see Appendix 1 for the template our school will use). The purpose of the self-declaration is to give candidates the opportunity to share relevant information and allow this to be discussed and considered.

We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

References will be taken up as part of the final selection stage prior to any start date being agreed, so that any discrepancies can be addressed during the selection stage.

When seeking references we will:

- Not accept open references (e.g. 'to whom it may concern')
- Not rely on applicants to obtain their reference
- For EYFS provision, not accept references from a family member

References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted. References will be sought in writing from the employing organisation. The school will secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children. If the applicant has never worked with children, then we will ensure a reference is from their current employer, training provider or education setting for EYFS setting.

Referees will be contacted to verify references provided and where necessary, to clarify any anomalies or discrepancies. A detailed written note will be kept of these exchanges. NOTE: references will be verified.

Should applicants only be able to provide personal / character referees, consideration will be given to other relevant methods.

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

Referees will always be provided with the job description and person specification for the post, and 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.

6 The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, however all vacancies will require an interview of shortlisted candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7 Employment Checks

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will require all successful applicants to:

- provide photographic proof of identity
- complete an online DBS disclosure application, with satisfactory identity proofs, and receive satisfactory clearance
- provide actual certificates of qualifications
- complete a confidential health questionnaire
- provide proof of eligibility to live and work in the UK

8 Induction

All staff who are new to the council will receive induction training that will include appropriate safeguarding policies and guidance on safe working practices for their area, arranged through their line manager within the first 2 months.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

NOTE: All non teaching staff are subject to a probationary period during which performance and suitability to work with children are monitored.

APPENDIX 1

SELF DECLARATION OF CRIMINAL RECORD FORM

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for.

Please complete the following form as accurately as possible.

Note: you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can check here.

If you accidentally provide information about 'protected' convictions or cautions, we will not take this into account.

How we'll use this information

We'll use the information in this form to:

- Identify whether you may be ineligible for a role based on barring or childcare disqualification requirements
- Inform our conversations with you about any relevant details during the interview process

We will not use this information to make decisions about job offers.

If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

Full Name	
Role	

Self-declaration

	Yes/No
Delete this row if the role you're recruiting for isn't in regulated activity The role you've applied for is 'regulated activity', so is eligible for a barred list check. Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children's Barred List)?	
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	
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?	
Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?	

Delete this row if the role you're recruiting for isn't in covered by childcare disqualification requirements Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you? This includes, but is not limited to: ➢ Orders disqualifying you from caring for children ➢ Orders disqualifying you from private fostering ➢ Any refusal of an application for you to be registered in relation to a children's home ➢ Care/child protection orders issued in respect of a child in your care	
Delete this row if the role you're recruiting for isn't in covered by childcare disqualification requirements. Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018? This includes, but is not limited to: ➢ Any offence against or involving a child ➢ Any sexual offence ➢ Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH)	
Do the police or children's social care have your name and/or information on file for any reason?	

If you answered ‘yes’ to any of the questions above, please provide further information.

I confirm that the information above is accurate to the best of my knowledge, and that I will make the school aware of any changes in my circumstances that may affect the answers I’ve provided above, or my suitability for the post.

Signed: Date: