



Southfields Primary School

Safer Recruitment Policy

Date agreed: April 2026

Review Date: April 2028

The recruitment steps outlined in this policy are based on part 3 of [Keeping Children Safe in Education \(KCSIE\) 2025](#) and [The Early Years Foundation Stage statutory framework](#)

This policy, having been presented to, and agreed upon by the whole staff and Governors, will be distributed to:

- All teaching staff
- School governors

A copy of the policy will also be available in:

- The Staffroom
- The Head's office
- School web site

This will ensure that the policy is readily available to visiting teachers, support staff and parents.

Southfields Primary is totally committed to social justice and improving life chances for potentially vulnerable children. It is dedicated to sharing its work and findings beyond the school to improve outcomes for as many children as it can reach and has a particular specialism in Speech and Language development.

1. Recruitment and selection process

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Advertising

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

Application forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

Shortlisting

Our shortlisting process will:

- Ensure that at least two people carry out the shortlisting exercise (it is recommended that those who shortlist carry out the interview for a consistent approach)
- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

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

- Sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

Seeking references and checking employment history

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the Headteacher/Principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

Interview and selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

2. Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

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.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

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 a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

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.

Pupils staying with host families

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

3. Recording Information

Single Central Record

Schools must maintain a single central record of pre-appointment checks, referred to in the Regulations as "the register" and more commonly known as "the single central record".

The single central record must cover the following people:

- All staff, including teacher trainees on salaried routes, agency and third party supply staff, even if they work for one day

The minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes) is set out below. For agency and third party supply staff, schools must 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, the date this confirmation was received and whether details of any enhanced DBS certificate have been provided in respect of the member of staff.

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

An identity check, (identification checking guidelines can be found on the GOV.UK website);

- A standalone children's barred list check
- An enhanced DBS check (with children's barred list check) requested/certificate provided
- A prohibition from teaching check
- Further checks on people who have lived or worked outside the UK
- A check of professional qualifications, where required; and
- A check to establish the person's right to work in the United Kingdom.

The details of an individual should be removed from the single central record once they no longer work at the school.

Non statutory information

Schools are free to record any other information they deem relevant. For example:

- Whether relevant staff have been informed of their duty to disclose relevant information under the childcare disqualification arrangements;
- Checks made on volunteers;
- Checks made on governors;
- Dates on which safeguarding and safer recruitment training was undertaken; and
- The name of the person who carried out each check.

The single central record can be kept in paper or electronic form.

Retention of documents

Copies of documents used to verify the successful candidate's identity, right to work and required qualifications should be kept on their personnel file as per the advice in Section 2: New Staff.

Schools do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record.

Personnel Files

The following information must be kept within staff's written terms of employment, and kept in the staff personnel file:

- Name

- Start date, including the date that 'continuous employment' (working for the same employer without a significant break) started
- Job title, or a brief description of the job
- The addresses where the employee works (i.e. your school's address)
- Pay and payment schedule (how often and when they'll get paid)
- Working hours, holiday and holiday pay (including how you'll calculate it if the staff member leaves)
- Sick leave and pay, and other paid leave
- Other benefits, including non-contractual benefits
- Contract length and notice period
- Any probation period
- If the role involves work abroad, and any terms that apply
- Any training that must be completed

There is a requirement to have copies of proof of [right to work](#), which should be kept for the duration of employment, and for 2 years afterwards. This is set out on page 64 of [Home Office guidance](#) on preventing illegal working in the UK.

The following additional information should also be kept on the staff personnel file:

- Personal details:
 - Address
 - Date of birth
 - Emergency contact details
 - Gender
 - Education and qualifications
 - Work experience
 - Details of any known work-relevant disability
- References
- Employment history:
 - Any promotions
 - Employee's current job and job title
- Absence:
 - Lateness
 - Sickness
 - Authorised or unauthorised absences, including - holidays, maternity leave, paternity leave, dependent leave and compassionate leave
- Any training or further education undertaken during the course of employment, whether it was internal or external
- Accidents at work or travelling to work, including the administration of first aid.
- Disciplinary action and termination of employment

DBS checks

The single central record (SCR) must include details of any barred list check, enhanced DBS checks and other safeguarding checks, including the date each check was completed or the certificate obtained.

Copies of DBS certificates do not need to be retained. If these are retained there must a valid reason for doing so, and should not be kept for longer than 6 months.

Copies of the other documents used to verify a staff member's identity and required qualifications must be kept on staff's personnel files.

This is explained in paragraphs 268 to 276 of [Keeping Children Safe in Education](#) (KCSIE).

Investigations

Details of allegations following an investigation that are found to have been malicious or false should be removed from the staff personnel file, unless the staff member gives their consent to keep them.

The following details of all other allegations (substantiated, unfounded and unsubstantiated) should be kept on the staff member's records:

- A summary of the allegation
- Details of how the allegation was followed up and resolved
- Any action taken, decisions reached and the outcome (i.e. substantiated, unfounded or unsubstantiated)
- A copy of the allegation given to the person concerned (where agreed by local authority children's social care or the police)
- A declaration on whether the information will be referred to in any future reference

These records must be kept at least until the accused has reached normal pension age, or 10 years from the date of the allegation if that is longer. This is explained in paragraphs 415 and 417 (page 99) of KCSIE 2023, linked above.

Retaining and storing personnel files

Staff have the right to be informed about how their data is used under the UK General Data Protection Regulation (UK GDPR).

Don't keep more personal information on file than is absolutely necessary under the UK GDPR. There's no explicit statutory requirement for how long to keep staff personnel files. However, The Information and Records Management Society (IRMS) recommends storing files for 6 years after an employee stops working for the school, and then dispose of them securely.