



# Safer Recruitment Policy

(includes information for Single Central Record - SCR)

|                   |               |
|-------------------|---------------|
| Last reviewed on: | November 2025 |
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## Policy Statement

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education.

***Grimsdyke School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.***

It is recognised that this can only be achieved through sound procedures, good interagency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements not to discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a good practice framework to comply with the principles set down in the school's Equality Policy.

The school will review and update this policy annually, ensuring full alignment with the latest statutory guidance, including 'Keeping Children Safe in Education' (latest version). Any updates required by law or best practice will be implemented within the statutory deadlines.

## Key Points to Recruitment Process

It is the policy of the school to recruit the most suitable candidate in accordance with the Equality Act (2010), regardless of sex, age, ethnic origin, sexual orientation, belief, religion, disability or any other protected characteristic and regardless of membership of a professional or trade union.

All posts open to external candidates are appropriately advertised. Applications for externally advertised posts are also encouraged from internal candidates. Equal consideration is given to internal candidates when short-lists are drawn up. Grimsdyke School complies with the requirements of the Counter Terrorism and Security Act to have due regard for the need to prevent people being drawn into terrorism and will act in accordance with its Prevent duty.

### **Safer Recruitment and DBS checks – policy and procedures**

We will record all information on the checks carried out in the school's single central record (SCR) on CPOMS staffsafe. Data for all staff, agency staff, contractors and visiting professionals are held on this web based portal. 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.

All staff involved in recruitment and record-keeping must adhere to data protection legislation. All personal and safeguarding information will be stored securely, accessed only by authorised staff, and used solely for recruitment and safeguarding purposes.

The school will carry out regular audits of the SCR at least termly, to ensure all entries are complete, accurate, and fully compliant with statutory safeguarding requirements.

### **New Staff**

When appointing new staff, we will:

- Verify their identity (***using checking guidelines on the gov.uk website***)
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available and provide appropriate supervision if this is the case
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK (**following advice on the gov.uk website**). 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. For teachers, we will use the teacher services' system to verify any award of qualified teacher status and the completion of teacher induction.
- Ensure they are not subject to a prohibition order if they are employed to be a teacher (or any sanction or restriction imposed that remains current). This check to also be carried out on staff working as 'unqualified teachers'. Checks to be carried out via the Teacher Services' web page.
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- The school will conduct online searches on shortlisted candidates, including publicly available social media and web presence, where appropriate, to identify potential safeguarding or suitability concerns. All searches will be carried out in line with privacy regulations and will not infringe on candidate rights

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.

The SBM is responsible for conducting these checks, which are then verified by the headteacher. An independent member of the admin team, who is not involved in the recruitment process, performs the online check. They are provided with a proforma (Appendix 4) to complete for this procedure.

### **Safer Recruitment Training**

All staff involved in recruitment will undertake safer recruitment training at least once every three years. Refresher training will be provided to ensure ongoing awareness of current statutory guidance and emerging safeguarding issues.

### **Advertising a position**

All vacancies at Grimsdyke School are advertised through MyNewTerm, our chosen recruitment and advertising platform. All adverts released by the school include our

safeguarding statement, reflecting our commitment to safer recruitment. Clear job descriptions and/or job profiles are always included within each advert.

***Grimsdyke School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and a check against the ISA Barred List for children.***

## **Applications**

All applicants must apply using the standard Harrow Council Application form provided through MyNewTerm. ***CVs will not be accepted.***

We ask candidates to provide full written details of their employment history and check that the information supplied is consistent and complete. Any gaps or discrepancies will always be explored during the interview process.

Applicants will be made aware that providing false information is an offence and may result in rejection of their application, dismissal if employment has already commenced, and possible referral to the police or other regulatory bodies.

## **References**

We request references, one of which must be from the candidate's current employer and preferably from a senior person with appropriate authority, for all shortlisted candidates (including internal applicants) before interview, unless otherwise stated by the candidate.

If a candidate is not currently employed, verification of their most recent employment and their reason for leaving will be sought. We do not accept open references.

All references are reviewed carefully, and any concerns are followed up directly with the referee. Reference requests follow the procedures outlined in *Keeping Children Safe in Education (KCSIE)*.

Grimsdyke School uses the MyNewTerm reference proformas for collecting references. These include questions on:

- The referee's relationship with the applicant
- Whether the referee is fully satisfied that the applicant is suitable to work with children. If not, they must provide specific details regarding any concerns

Referees will also be asked to confirm:

- The applicant's current post and salary
- Performance history and conduct
- Any current disciplinary procedures
- Any past disciplinary procedures related to the safety and welfare of children, including those where sanctions have expired, and their outcomes
- Any allegations or concerns raised relating to the safety or welfare of children, and the outcome of any such concerns

## **Interviews**

The selection process and interview questions are structured around the job description, staff suitability and safeguarding questions.

## **Existing staff**

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

Where an existing staff member moves into a new role involving increased responsibility or new contact with children, the school will complete all necessary recruitment and safeguarding checks as required for a new appointment, including updated DBS checks where appropriate.

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
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- 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

We require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty (this forms part of our staff code of conduct). This will then be risk assessed (see appendix 1)

### **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. All information is stored on Staff Safe on our SCR.

### **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
- A volunteer application form will need to be completed

### **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).

|                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regulated activity</b> 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       |

## Appendix 1: DBS Risk Assessment Checklist

### Starting work prior to DBS Certificate being seen

This risk assessment should be completed when considering whether to allow a new member of staff to start work before a new DBS certificate has been seen by the school.

Name of Person: .....

Role: .....

Interview Date: .....

Proposed Start Date: .....

DBS Check application date: .....

[The person must not start without an application being made]

Is the person in 'Regulated' Activity? Yes ☐ No ☐

### Reason for starting without seeing a new DBS Check

- ☐ Continuity of the school's provision to pupils
- ☐ Other (please state) .....

### Known Information

- ☐ Have all the following checks been satisfactorily completed?
- ☐ Identity check (photographic) [Essential]
- ☐ Verification of current address [Essential]
- ☐ Barred list check (if legally appropriate) [Essential]
- ☐ Prohibition check (for teachers) [Essential]
- ☐ Overseas checks (where relevant)
- ☐ Right to Work in the UK [Essential]
- ☐ Confirmation of qualifications [Essential]
- ☐ Two references [Essential]
- ☐ Any other information (please state) .....
- .....
- .....

### Previous DBS Certificate

If the person has a previous DBS, on what date was it issued? .....

When was the person's last day at work in their previous school or college?

.....

*If the person's proposed start date and their last day at their previous school or college are less than three months apart, then a new Enhanced DBS check is not required in law, although most schools will instigate a new one. Therefore, given that there is sufficient other information, the person could be assessed to be of low risk.*

### **Decision**

- ☐ **High Risk** – Person **should not** be allowed to start without a new Enhanced DBS, as there has been a break in service of more than three months (or they do not have an Enhanced DBS certificate) and/or there is insufficient information about the person in the 'Known Information' list above.
- ☐ **Medium Risk** – Person may start work and although there is sufficient other information listed above, because there is a gap in service of three months or more (or they do not have an Enhanced DBS certificate), the person must be supervised\* at all times and **should not** undertake 1:1 work, personal care activities or residential visits. (\* The unchecked person must always be 'within sight and hearing' of a person with an Enhanced DBS check).
- ☐ **Low Risk** – Person may start work, without additional supervision, as they already hold an Enhanced DBS check and there is no break in service of three months or more and all other checks have been satisfactorily completed.

### **Authorisation**

Headteacher (Print Name): .....

Headteacher (Signature): .....

Date: .....

Chair of Governors (Print Name): .....

Chair of Governors (Signature): .....

Date: .....

## Appendix 2: HR records for new members of staff

| Name of staff member |  | Start Date |  | Employee No. |  |
|----------------------|--|------------|--|--------------|--|
|----------------------|--|------------|--|--------------|--|

| Safer Recruitment checklist                                                                 | Y | N | Comments        |
|---------------------------------------------------------------------------------------------|---|---|-----------------|
| Application Form & Advertisement                                                            |   |   |                 |
| Job description, job specification & Interview notes                                        |   |   |                 |
| 2 References                                                                                |   |   |                 |
| Offer Letter                                                                                |   |   |                 |
| New Starter Forms -(Bank Details, Financial Declaration & Harrow Criminal Declaration Form) |   |   |                 |
| Disclosure and Barring checks & Prohibition Checks                                          |   |   | #<br>issue date |
| Medical Clearance                                                                           |   |   |                 |
| Copies of identity documents (Photo ID) / Right to work in the UK ( all employees)          |   |   |                 |
| Migrant worker sponsorship/leave to remain/registration where applicable                    |   |   |                 |
| Copy of all qualification certificates + QTS                                                |   |   |                 |
| Signature evidencing receipt of Organisations Safeguarding and Health and Safety policies.  |   |   |                 |
| P45/P46                                                                                     |   |   |                 |
| Date loaded to DP and MIS systems                                                           |   |   |                 |
| Online safety checks                                                                        |   |   |                 |

Name of Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 3: - HR records for existing members of staff taking on a new role**

|                             |  |                   |  |                     |  |
|-----------------------------|--|-------------------|--|---------------------|--|
| <b>Name of staff member</b> |  | <b>Start Date</b> |  | <b>Employee No.</b> |  |
|-----------------------------|--|-------------------|--|---------------------|--|

| <b>Safer Recruitment checklist</b>                   | <b>Y</b> | <b>N</b> | <b>Comments</b> |
|------------------------------------------------------|----------|----------|-----------------|
| Application Form & Advertisement                     |          |          |                 |
| Job description, job specification & Interview notes |          |          |                 |
| 2 References (where applicable)                      |          |          |                 |
| Offer Letter                                         |          |          |                 |
| Update DP and MIS systems                            |          |          |                 |

**Name of Manager:** \_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 4 - Online check proforma



### GRIMSDYKE SCHOOL - ONLINE CHECKS

Only record information that suggests the candidate:

- Is unqualified for the role
- Incorrect information regarding employment history in application form
- Poses a potential safeguarding risk
- Risks damaging the reputation of your school/trust

**Don't** include any irrelevant personal information.

---

**Candidate name:**

**Role shortlisted for:**

**Searcher name:**

**Date and time of online search:**

---

| Search Parameters                                                                                                                                                                                                            | Concerns raised |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <p><u>Google searches</u></p> <p>The following terms to search:</p> <ul style="list-style-type: none"><li>• 'Candidate name'</li><li>• 'Candidate name' + 'current school/employment'</li><li>• school/employment'</li></ul> |                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <li>• 'Candidate name' + 'educational institution'</li> <li>• 'Candidate name' + 'job title'</li> <li>• 'Candidate name' + 'previous'</li> </ul> <p><b><u>Websites:</u></b></p> <p>The candidate's name was typed into the search function of the following websites:</p> <ul style="list-style-type: none"> <li>• LinkedIn</li> <li>• Twitter (checked the top 10 results)</li> <li>• Facebook (checked the top 10 results)</li> <li>• Their current school's website</li> </ul> |  |
| <p><b><u>Any additional information</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |