

Wookey Primary School



Safer Recruitment Policy

Adopted: September 2026 (awaiting approval by governors)

Review Date: September 2028 or in line with legislation changes

1. Statutory Commitment

This policy outlines the school's strict approach to safe recruitment. It complies fully with the statutory guidance **Keeping Children Safe in Education (KCSIE)** and the standards set by the **Somerset Safeguarding Children Partnership (SSCP)**.

This school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and third-party contractors to share this commitment.

2. Advertising and Application Process

2.1 Job Advertisements

All job advertisements will feature our formal safeguarding statement. Adverts will clearly state that the successful candidate must undergo an Enhanced Disclosure and Barring Service (DBS) check.

2.2 Application Forms

- Candidates must complete a full, standardized application form.
- Curriculum Vitae (CVs) will not be accepted under any circumstances.
- A complete chronology of employment and education must be provided.
- Any gaps in employment history must be clearly explained.

3. Shortlisting and Pre-Interview Vetting

3.1 Shortlisting Process

At least two people will conduct the shortlisting process. The panel will scrutinize all application forms to ensure consistency and identify any discrepancies or gaps in employment history.

3.2 Online Searches

In line with KCSiE recommendations, the school will conduct online searches for all shortlisted candidates. This includes reviewing publicly available social media profiles and general search engine results to identify any potential risks to the school's reputation or child safety.

3.3 References

- Two professional references will be sought for all shortlisted candidates.
- One reference must be from the applicant's current or most recent employer.
- Open references or testimonials will not be accepted.
- References will be requested and scrutinized prior to the interview date.
- The school will contact referees directly to verify the accuracy of the provided information.

4. The Selection Process

4.1 Interview Panels

- Selection interviews will always be conducted by a panel of at least two people.
- At least one panel member must hold a valid, recognised certificate in Safer Recruitment training.

4.2 Candidate Assessment

The interview will assess the applicant's technical skills, suitability to work with children, and alignment with the school's safeguarding values. The panel will explicitly address and clarify any gaps or anomalies identified in the application form or references.

5. Pre-Employment Vetting Checks

An appointment is strictly conditional upon the satisfactory completion of the following checks, verified against original documentation:

- **Identity Check:** Verification of legal name, date of birth, and current address.
- **Barred List Check:** A standalone check against the children's barred list (where applicable).
- **Enhanced DBS Check:** A full criminal record check through the Disclosure and Barring Service.
- **Right to Work:** Verification of the legal right to work in the United Kingdom.
- **Professional Qualifications:** Verification of required professional certificates and teaching statuses.
- **Health and Fitness:** Confirmation of physical and mental fitness to fulfill the role.

- **Overseas Checks:** Additional criminal record checks for candidates who have lived or worked abroad.

6. Contractors and Third-Party Personnel

6.1 Contractor Requirements

The school will not permit any contractor to work on-site until full compliance with safer recruitment regulations is proven.

6.2 Written Assurance

The school requires a formal **Note of Assurance** from the contracting company or agency. This document must explicitly confirm that all necessary identity, qualification, and Enhanced DBS checks have been successfully completed by the employer.

6.3 Site Arrival

Upon arrival, all contract staff must present valid photo identification matching the details provided in the Note of Assurance. Unchecked contractors will never be left unsupervised with pupils.

7. Volunteers

7.1 Regulated Activity

Volunteers who engage in regular, unsupervised activity with pupils are considered to be in regulated activity. The school will mandate a full **Enhanced DBS check with Barred List information** for these individuals.

7.2 Supervised Volunteers

Volunteers who assist on an occasional, supervised basis will undergo a robust risk assessment. They will remain under the continuous supervision of a fully vetted staff member at all times and will not be permitted to undertake intimate care duties.

8. Induction and Post-Appointment Oversight

All newly appointed staff and regular volunteers will undergo a comprehensive safeguarding induction during their first week. This includes mandatory training on the school's Child Protection Policy, Staff Code of Conduct, and the latest updates to KCSIE. A formal probation period will be utilised to monitor compliance with safe working practices.