



Safer Recruitment Policy

SAFETY



Policy Number:	
Approval date:	
Review date:	

Adopted by the Board of Trustees/Governing Body

Signed Chair of Governors	
Signed Chair of Trustees	
Signed CEO	

The review of this policy will be as and when required in response to national requirements and in light of continuous school based monitoring and evaluation data.

1. Policy Statement

Watling Meadows Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, governors, visitors, and volunteers to share this commitment. We follow the statutory requirements outlined in **Keeping Children Safe in Education (KCSiE) 2025**, which sets out the legal duties for safer recruitment in schools, and we adopt safe recruitment principles in line with **Warwickshire County Council's (WCC) Safer Recruitment and Employment Guidance**.

We ensure robust recruitment procedures that deter, identify and reject unsuitable individuals, fulfilling our moral and statutory obligations to keep children safe.

2. Scope

This policy applies to:

- All paid employees
- Volunteers
- Supply/agency staff
- Contractors
- Peripatetic staff
- Governors and members of the Trust community

It also applies to all adults who may have contact with children, even if not directly working with them, recognising that staff presence alone may create perceived trust or access to sensitive information. This aligns with WCC's safe recruitment expectations for all individuals working in educational settings.

3. Safer Recruitment Principles

We follow the safer recruitment requirements set out in **KCSiE Part 3**, including:

- Embedding safeguarding responsibilities in every job description and person specification
- Ensuring safeguarding statements appear in all adverts
- Rigorous pre-employment vetting checks and accurate Single Central Record (SCR) maintenance
- Ongoing vigilance and supervision beyond appointment

WCC guidance reinforces the need to apply safe recruitment processes consistently across all recruitment channels, including agency and contractor roles.

4. Advertising and Recruitment Materials

All adverts must:

Nurture

Grow

Aspire

- State the school's commitment to safeguarding
- Highlight that safeguarding checks (including online searches, DBS and vetting) will be applied
- Outline the requirement for references and employment history scrutiny
- Make clear that roles are subject to enhanced DBS checks with barred-list checks where applicable

5. Application Process

Watling Meadows does **not** accept CVs in isolation.

Candidates must complete the school/Trust application form to ensure a complete employment and qualification history, consistent with KCSiE expectations.

Application forms will require:

- Full employment history with explanations for gaps
- Details of all qualifications
- Self-disclosure of criminal history (to be reviewed after shortlisting)
- Two referees, one of which must be the current/most recent employer

6. Shortlisting

Shortlisting will be completed by at least **two trained staff**, including at least one who has completed accredited Safer Recruitment Training, in line with WCC guidance.

Shortlisting includes:

- Scrutiny of employment history
- Analysis of any gaps or anomalies
- Review of references (where possible) prior to interview
- **Mandatory online searches** of shortlisted candidates, in accordance with KCSiE 2025 and Warwickshire's Online Checks Guidance, to identify any publicly available information that may indicate a safeguarding risk.

7. Interviews

All interview panels will include at least **one Safer Recruitment-trained member**.

Interview procedures will:

- Explore safeguarding attitudes, values and behaviours
- Assess competency for working with children
- Address gaps or anomalies identified during shortlisting
- Verify identity documents in person (reinforced by updated KCSiE requirements for robust verification)

8. Pre-Appointment Vetting Checks

Before any individual can start work, the following must be completed:

Mandatory Pre-Employment Checks (KCSiE 2025)

- Identity check
- Enhanced DBS (with barred list where applicable)
- Prohibition from teaching check (for teaching roles)
- Right to Work in the UK
- Verification of professional qualifications
- Overseas checks where the candidate has lived/worked abroad (KCSiE 2025 emphasises strengthened overseas vetting)
- Employment history verification
- Medical fitness declaration
- Reference verification (minimum two references)

Additional Warwickshire Requirements

- Compliance with WCC's safer recruitment cover sheet and documentation standards
- Compliance with Local Authority guidance on Single Central Record (SCR) completion

No candidate may start work before all checks are complete unless a **risk-assessed supervised start** is approved (exceptional circumstances only).

9. Single Central Record (SCR)

Watling Meadows maintains an SCR fully compliant with KCSiE and WCC requirements, documenting:

- Identity checks
- DBS/barred-list checks
- Prohibition checks
- Right-to-work
- References
- Qualifications
- Agency confirmation checks

SCR entries are audited at least termly by the:

- Headteacher
- Trust Safeguarding Lead
- Link Governor for Safeguarding

10. Agency, Supply & Contractor Staff

KCSiE requires written confirmation from any agency that all mandatory checks have been completed before a worker can be deployed on site.

Watling Meadows will ensure:

- All contractors and specialist service providers comply with WCC recruitment expectations
- Identity is verified on arrival
- Their staff are supervised appropriately according to their level of checks
- Contractual agreements include safeguarding clauses (as required by WCC model policy)

11. Volunteers

Volunteers undergo a risk-based vetting assessment in line with KCSiE and WCC guidance, considering:

- Nature and frequency of contact
- Level of supervision
- Whether regulated activity applies

Appropriate checks may include:

- Enhanced DBS
- Barred-list check (if unsupervised regulated activity)
- References
- Identity checks

12. Induction

All new staff and volunteers must complete an induction that includes:

- Child Protection & Safeguarding Policy
- Code of Conduct
- Whistleblowing procedures
- Behaviour Policy
- Online Safety
- Role of the DSL and reporting procedures

This reflects WCC's requirement for a safer culture that extends beyond appointment.

13. Ongoing Vigilance

Safer recruitment is **not a one-off event**. WCC guidelines emphasise continuous oversight, supervision, appraisal and safeguarding culture embedding beyond appointment.

Watling Meadows ensures:

- Annual safeguarding updates
- Regular supervision for staff

- Monitoring of professional conduct
- Reporting and managing concerns about staff (aligned with KCSiE Part 4)

14. Managing Allegations Against Staff

All allegations or low-level concerns are managed in accordance with:

- KCSiE Part 4 procedures for harm threshold and non-harm threshold allegations
- Warwickshire's guidance on allegations processes (LADO involvement)

15. Monitoring & Review

This policy will be:

- Reviewed annually
- Updated in line with any revisions to KCSiE or Warwickshire guidance
- Reported to the Local School Board and Central England Academy Trust