



Filey Junior School

Widening horizons and reaching our potential. Respecting the world and each other. A happy, healthy and positive learning community.

Date this version of policy adopted by Governing Body: Sept 2026

Signed Headteacher: *Michael Taylor*

Signed DSL: *Ian Grice*

Signed Chair of Governors: *L. Deighton*

Safer Recruitment Policy

1. Policy Statement

Filey Junior School is committed to safeguarding and promoting the welfare of all children and expects all staff, governors, volunteers, contractors and visitors to share this commitment.

Filey Junior School recognises that safer recruitment practices are an essential part of safeguarding and are designed to deter, identify and reject people who may pose a risk to children. We will ensure that all recruitment processes are fair, transparent and compliant with current legislation and statutory guidance.

This policy should be read alongside:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- The Equality Act 2010
- The Rehabilitation of Offenders Act 1974 (Exceptions)
- Data Protection Act 2018 and UK GDPR
- The school's Child Protection and Safeguarding Policy
- Staff Code of Conduct
- DBS Policy
- Employment of Ex-Offenders Policy

2. Purpose

The purpose of this policy is to ensure that:

- Children are protected through robust recruitment practices.
- Suitable adults are recruited to work with children.
- Recruitment decisions are based on safeguarding as well as professional competence.
- All statutory pre-employment checks are completed before employment begins.
- Recruitment processes comply with employment and safeguarding legislation.

3. Scope

This policy applies to:

- Teaching staff
- Support staff
- Senior leaders
- Volunteers
- Governors
- Supply staff
- Agency workers
- Contractors working regularly within school
- Students on placement

4. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure safer recruitment procedures are in place.
- Monitor compliance with statutory guidance.
- Ensure safeguarding is central to recruitment decisions.
- Appoint a designated governor for safeguarding.

Headteacher

The Headteacher will:

- Ensure recruitment complies with statutory guidance.
- Ensure all required checks are completed.
- Maintain the Single Central Record (SCR).
- Ensure interview panels understand safeguarding responsibilities.

Recruitment Panel

Recruitment panels will:

- Include at least two members wherever possible.
- Ensure at least one panel member has completed recognised Safer Recruitment training.
- Assess candidates' suitability to work with children.
- Explore safeguarding issues during interviews.

5. Recruitment Process

Vacancy Planning

Before advertising a vacancy the school will:

- Review the role.
- Update the Job Description.
- Update the Person Specification.
- Determine safeguarding responsibilities.
- Confirm the required DBS level.

Advertising

Every advertisement will include a safeguarding statement such as:

"Filey Junior School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check, online searches, satisfactory references and other pre-employment checks in line with Keeping Children Safe in Education."

Application Forms

The school will only accept completed application forms.

CVs alone will not be accepted.

Applications must include:

- Full employment history
- Education and qualifications
- Explanation of employment gaps
- Referee details
- Declaration of criminal convictions where applicable

Incomplete applications may not be considered.

6. Shortlisting

Shortlisting will include:

- Reviewing application forms against the person specification.
- Identifying inconsistencies.
- Identifying unexplained employment gaps.
- Reviewing frequent changes of employment.
- Identifying safeguarding concerns.

Online searches of shortlisted candidates will be undertaken in accordance with KCSIE to identify any incidents or issues that may be relevant to their suitability to work with children.

Findings will only be considered where relevant to safeguarding or the candidate's suitability for the role.

7. References

The school will obtain at least two references before appointment wherever possible.

References should:

- Be obtained directly from the referee.
- Be from the current or most recent employer.
- Confirm suitability to work with children.
- Confirm disciplinary history where relevant.
- Confirm whether the referee has concerns about safeguarding.

Open testimonials will not be accepted.

References will be verified if necessary.

Any discrepancies will be explored before appointment.

8. Selection Process

Selection will include:

- Structured interviews.
- Safeguarding questions.
- Values-based questioning.
- Professional discussion.
- Observation or practical assessment where appropriate.

Candidates will be asked to explain:

- Employment gaps.
- Any disciplinary findings.
- Motivation for working with children.
- Understanding of safeguarding responsibilities.

Interview records will be retained securely.

9. Identity and Pre-Employment Checks

Before employment commences the school will complete:

- Identity verification.
- Enhanced DBS check (including children's barred list where required).
- Right to work check.
- Verification of qualifications.
- Professional registration where applicable.

- Prohibition from teaching check.
- Section 128 direction check (where applicable).
- Overseas criminal record checks where required.
- Health declaration.
- Verification of employment history.
- Verification of references.

No employee will normally begin regulated activity until all required checks have been completed.

10. Volunteers

Volunteers will undergo appropriate safeguarding checks depending on:

- Frequency of volunteering.
- Level of supervision.
- Nature of duties.

Risk assessments will determine whether a DBS check is required.

All volunteers will receive safeguarding information and know how to report concerns.

11. Agency and Supply Staff

Before agency staff begin work, the school will obtain written confirmation that the agency has completed all required safeguarding checks.

The school will also verify identity on arrival.

12. Contractors

The school will ensure contractors:

- Are appropriately supervised where necessary.
- Have appropriate DBS clearance where required.
- Follow school safeguarding procedures.

13. Single Central Record

The school will maintain an accurate Single Central Record including statutory information for:

- Staff
- Governors
- Agency workers
- Long-term contractors where required

The record will be reviewed regularly.

14. Confidentiality

Recruitment information will be processed in accordance with UK GDPR and Data Protection legislation.

Only those involved in recruitment will have access to applicant information.

15. Equality

The school is committed to equality of opportunity and will recruit on merit.

Recruitment decisions will not discriminate on the basis of:

- Age
- Disability
- Sex
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sexual orientation

Safeguarding considerations will always take precedence where concerns arise.

16. Induction

All new employees will receive:

- Safeguarding induction.
- Child Protection Policy.
- Staff Code of Conduct.
- Behaviour Policy.
- KCSIE Part One (or Annex A where appropriate).
- Staff whistleblowing procedures.
- Information about the Designated Safeguarding Lead (DSL).

Probation and supervision will include monitoring of safeguarding practice.

17. Monitoring

Compliance with this policy will be monitored through:

- SCR audits.
- Recruitment file audits.
- Governor safeguarding monitoring.
- Local authority or trust reviews where applicable.

Any concerns will be addressed promptly.

18. Review

This policy will be reviewed annually or sooner if legislation or statutory guidance changes.

Appendix A – Recruitment Checklist

Before Appointment

- ✓ Job description reviewed
- ✓ Person specification updated
- ✓ Safeguarding statement included in advert
- ✓ Application form received
- ✓ Employment gaps explored
- ✓ References obtained
- ✓ Interview completed
- ✓ Identity verified
- ✓ Qualifications verified
- ✓ Right to work checked
- ✓ Enhanced DBS completed
- ✓ Barred List checked (where applicable)
- ✓ Prohibition check completed
- ✓ Overseas checks completed (where required)
- ✓ Health declaration received
- ✓ Single Central Record updated
- ✓ Induction arranged