Achieving Success Together

Safer Recruitment Policy

Formally adopted by the Governing Board of:	**Browick Road Primary and Nursery School**
On:	**6th October 2026**
Headteacher:	**Helen Laflin**
Chair of Governors:	**Jeremy Wiggin**
Last updated:	**October 2026**
Next review:	**October 2028**

1. Introduction

Browick Road Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people. The school requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work. We view safeguarding as everyone's responsibility and we take this responsibility seriously.

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable to work with children or young people;
- identify and reject applicants who are unsuitable to work with children or young people.

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law and Keeping Children Safe in Education.

We will ensure that people are treated solely on the basis of their abilities and potential, in line with our Equality and Diversity Policy.

2. Roles and responsibilities

The ***Governing Board*** of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements;
- monitor the school's compliance with them;
- ensure that appropriate staff and governors have completed safer recruitment training.

The ***Headteacher*** will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance;
- ensure that all appropriate checks have been carried out on staff and volunteers in the school;
- monitor any contractors' and agencies' compliance with this document;
- promote the safety and wellbeing of children and young people at every stage of this process.

3. Delegation of appointments and constitution of selection panel

The Governing Board delegates the power to offer employment for all posts to the Headteacher. The Headteacher will always involve at least one governor in the appointment of all staff. Selection panels will comprise of a minimum of three people, where possible.

In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

4. Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of applicants as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may also be advertised internally. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts, paid or unpaid, will include the following statements:

"We are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment. To this end, you may be required to undergo pre-employment checks".

"This post is exempt from the Rehabilitation of Offenders Act and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website".

"This post is likely to come under the requirements of the Childcare (Disqualification) Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations".

5. Information for applicants

All applicants will be provided with:

- a job description, outlining the duties of the post, and a person specification
- a Norfolk County Council application form (CVs will not be accepted)
- a description of the school, relevant to the vacant post
- reference to the Safeguarding and Child Protection Policy, Recruitment Policy, DBS and other pre-employment requirements
- an outline of terms of employment, including term and salary
- the closing date for the receipt of applications and interview date(s).

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Applicants submitting an application form completed online, or sending it via email, will be asked to sign the form if invited to interview.

A CV will never be accepted in place of a completed application form.

6. Shortlisting and reference requests

The selection panel will shortlist applicants against the person specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the interview so that any discrepancies may be probed during this stage of the selection process (unless an applicant has indicated on their application form that they do not wish for references to be asked for: this will be followed up at interview).

Applicants are entitled to see and receive copies of their employment references and should request these from their referees.

References will be sought directly from the referee and, where necessary, they will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges, including copies of emails. Where references are sent to the school by email (which is usual practice), a copy of the email will be attached to the reference and kept as evidence that the reference came from the nominated referee.

Where necessary, previous employers who have not been named as referees may be contacted to clarify any such anomalies or discrepancies and to explore the reasons why this is the case. Detailed written records will be kept of such exchanges, including copies of emails.

If an applicant for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the applicant has worked with children to confirm details of the applicant's employment and his/her reasons for leaving.

Reference requests will ask the referee to confirm, in writing:

- the referee's relationship to the applicant and how long they have known the applicant;
- the applicant's employment dates;
- the applicant's reason for leaving;
- whether the referee has any reservations as to the applicant's suitability to work with children and young people (if so, the school will ask for specific

details of the concerns and the reasons why the referee believes the applicant may be unsuitable to work with children);
- details of any details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired and the outcome of those;
- details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns, e.g. whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved;
- the applicant's suitability for the post with explicit reference to the job description and person specification.

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

References are the "property" of the selection panel and strict confidentiality will be observed. Employer or personal testimonials, i.e. those provided by the applicant and/or marked "to whom it may concern", will not be accepted. References must be in writing and be specific to the job for which the applicant has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the applicant, for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the applicant at interview.

If the field of applicants is felt to be weak, the post may be re-advertised.

7. Interviews

Before the interviews, the selection panel will agree on the interview format, tasks/activities and interview questions.

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Ideally, interviews will take place face-to-face. However, the use of technology, such as Teams or Zoom, can be used if necessary.

Candidates invited to interview will receive:

- an initial email confirming the interview and any other selection tasks/activities to be carried out by candidates;
- details of the interview day, including details of the panel members;
- details of any tasks to be undertaken as part of the interview process;
- the opportunity to discuss the process and ask any questions prior to the interview.

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for every post will include exploration of the candidate's understanding of safeguarding and child protection issues.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to the selection panel;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people;
- to demonstrate their capacity to safeguard themselves, including answering a question about their social media accounts.

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

The recruitment documentation will be retained. In line with GDPR legislation, applicants have the right to request access to notes written about them. After 6 months, all information about unsuccessful candidates will be securely destroyed.

8. Pre-appointment checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks.

When appointing new staff, we will:

- verify a candidate's identity from current photo ID (originals) and proof of address (originals) except where, for exceptional reasons, none is available; the advice of HR will be sought if this is the case;
- obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity;
- obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS enhanced disclosure is available;
- check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State;
- check information about any teacher qualifications held and whether induction has been passed;

- verify the candidate's mental and physical fitness to carry out their work responsibilities;
- verify the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice given by HR);
- make any further checks that we consider appropriate if the candidate has lived or worked outside the UK, including information on sanctions or restrictions imposed by EEA professional regulating authorities;
- verify professional qualifications (original certificates), as appropriate;
- require the candidate to complete the school's Childcare Disqualification Declaration form.

All checks will be:

- documented and retained on the personnel file;
- recorded on the school's Single Central Record;
- followed up if they are unsatisfactory or if there are any discrepancies in the information received.

9. Offer of employment by the selection panel

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally by telephone, that the appointment is subject to satisfactory completion of these checks.

10. Personnel files and Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- job advertisement
- application form – signed by the applicant and including explanation of any gaps in the employment history
- interview notes
- references – minimum of two
- proof of identity
- proof of right to work in the UK
- proof of relevant academic qualifications
- pre-employment health screening questionnaire
- evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
- signed copy of the offer of employment letter/contract.

The school will maintain a Single Central Record of employment checks in accordance with DfE guidance.

11. Start of employment and induction

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

All new employees will be provided with an induction programme as set out in the Induction Policy, which will cover all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, whistleblowing etc.

12. Adults working with children who are not employed directly by the school

Supply Staff: We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives at school.

Peripatetic Staff: We use staff employed by Norfolk County Council who provide written confirmation that all relevant checks have been satisfactorily completed.

Volunteers: We carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation.

Students on placement: When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with Barred List check and will carry out identity checks when the student arrives at school.

Students on work experience: Students on work experience will always be supervised.

Contractors: We ensure that contractors, or any employee of the contractor, working at the school have been subject to the appropriate level of DBS check, if any such check is required.

Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children.

If a contractor working at school is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

We will check the identity of contractors and their staff on arrival at the school.

Lanyards used in school will reflect the level of checks that have been carried out (red = no DBS checks so adult will be accompanied at all times, green = DBS clearance has been obtained so adult is permitted to be unaccompanied on the school site).

13. Monitoring and review

This policy will be reviewed every two years. It may be updated sooner to reflect any changes to legislation and statutory guidance.