Kea School
Safer Recruitment Policy

Approved by:	Full Governors	**Date:** 14.10.26
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Signed:		Date:

SAFER RECRUITMENT POLICY FOR KEA SCHOOL

Recruitment & Selection Process

This policy has been developed to embed safer recruitment practices and procedures throughout Kea School and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in Keeping Children Safe in Education and The Early Years Foundation Stage statutory framework.

To ensure we recruit suitable people, we will make sure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Advertising

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children.
- That safeguarding checks will be undertaken.
- The safeguarding requirements and responsibilities of the role
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Application forms/packs

Our application packs will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include links to the school's child protection and safeguarding policy and employment of ex-offenders' policy.

Shortlisting

Shortlisting will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children.

We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we will carry out these checks.

Seeking references and checking employment history

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references, we will:

- Not accept open references (e.g. to whom it may concern')
- Not rely on applicants to obtain their reference
- Not accept references from a family member
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children. If the applicant has never worked with children, then ensure a reference is from their current employer training provider or education setting.
- Ensure electronic references originate from a legitimate source
- Contact referees to clarify where information is vague or insufficient information is provided
- Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

Interview and selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individual's personnel file.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity and address including birth certificate. A marriage certificate/change of name certificate will be required if the candidate's current name is different to their birth name.

- Obtain (via the applicant) an enhanced DBS certificate, including the barred list information for all staff engaging in regulated activity. We will obtain the certificate before appointment, including when using the DBS update service.
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for the required retention period on leaving.
- Verify their professional qualifications
- Ensure they are not subject to a prohibition order if they are employed to be a teacher or undertake teaching as part of their role
- Carry out further additional overseas checks on candidates who have lived or worked outside of the UK.
- 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.
- Complete a staff induction and read all the relevant school policies and procedures prior to commencing their role
- Complete safeguarding training and first aid training if appropriate

Regulated activity means a person will be:

- Responsible, on a regular basis in a school, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school 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

Existing staff

Existing staff are required to annually complete the Childcare Disqualification Regulations and Childcare Act 2006 form and renew their DBS every 3 years. Any member of staff who has a break in service of 12 weeks or more will be required to undergo all pre-employment checks as a new member of staff.

Agency, third-party staff & Contractors

We will obtain annually written notification from any agency or third-party organisations that they have carried out the necessary safer recruitment and pre-employment checks in line with Keeping Children Safe in Education and the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Confirmation of relevant safeguarding training and compliance with the school's code of conduct will also be required. All people not directly employed by the school will need to verify their identity with photographic ID.

Volunteers

For all regular volunteers engaging in regulated activity they will be required to:

- Complete the volunteer application form.
- We will also carry out an online search on volunteers to help identify any incidents or issues that are publicly available online
- Provide referees in order for the school to obtain references to confirm their suitability to volunteer with children

- Verify their identity and address including birth certificate. A marriage certificate/change of name certificate will be required if the candidate's current name is different to their birth name.
- Obtain an enhanced DBS certificate, including the barred list information. We will obtain the certificate before commencing any unsupervised volunteering commences, including when using the DBS update service.
- Verify their mental and physical fitness and suitability to volunteer
- One off volunteers will not be left unsupervised
- Complete the 2018 Childcare Disqualification Regulations and Childcare Act 2006 form
- Confirm they have read the school's safeguarding & Child Protection policy and Keeping Children safe in Education
- Complete volunteer induction and undergo safeguarding training.
- Provide additional overseas checks if they have lived or worked outside of the UK.

Governors

All governors will have the same checks carried out as volunteers except for an enhanced DBS check without the barred list information unless they are engaging in regulated activity.

All governors are required to the Governor GAD form.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

All governors will be required to complete safeguarding training and other mandatory governance training. They will also need to confirm they have read Keeping children safe in Education part 2.

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.