SAFER RECRUITMENT POLICY

Last Review	October 2026
Committee:	PSW
Date Ratified:	October 2026

1. Policy Statement

1.1. Oldfield School's Safer Recruitment Policy forms part of a wider whole school commitment to safeguarding children, young people and vulnerable adults in its care.

1.2. The policy sets out clear systems and processes for all who seek voluntary or paid employment at Oldfield School.

1.3. The policy is based on the guidance set out in DfE document – Keeping Children Safe in Education (2025).

2. Scope

2.1. The measures described in this policy will be applied to all who are employed to work at Oldfield School who are likely to have contact with and be perceived by children as safe and trustworthy adults.

2.2. Incorporated within the scope of this policy are staff employed by contractors, supply staff, volunteers and the like who regularly work at Oldfield School. Whilst they may not have direct contact with children as a result of their role or job, they may nevertheless be considered safe and trustworthy due to their regular presence on the school site.

3. Personal Data - Single Central Record

3.1. The School holds a central record incorporating all employed staff and others that have contact with children. The record is available to Senior Leadership Team, Chair of Governors Chair of the Personnel and Student Welfare Committee and the Governor responsible for safeguarding.

3.2. The record details a range of checks as set out by the Department for Education.

3.3. The responsibility for the maintenance of the record rests with the Headteacher but this function has been delegated to the Business Manager and the HR Assistant.

4. Governors

4.1. All Governors will be subject to an Enhanced DBS check as well as a Section 128 Check and will have their identity verified by Companies House.

5. Trainee Teachers

5.1. All trainee teachers are checked by their university prior to starting their placement at the school. The Assistant Headteacher in charge of ITT should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school or college would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record. We will also verify their identity.

6. Staff

6.1. Prior to taking up their appointment all staff will be subject to an Enhanced DBS check with barred list information and check:

- to ensure that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service;
- to verify the person's right to work in the UK, if the person has lived or worked outside the UK, make any further checks the school or college consider appropriate;
- to verify professional qualifications.
- To complete a Section 128 check

7. Dual Occupancy and Visiting Staff

7.1. We will obtain written confirmation from the employing organisation that it has carried out all pre-appointment checks that the school or college would otherwise be required to perform, and that the employee has been judged by the provider to be suitable to work with children. We will also verify their identity on their first visit before adding them to our SCR and Inventry Access system

8. Recruitment and Selection Process

Advertising:
All adverts will be carefully constructed to ensure they promote Oldfield School's commitment to the safeguarding of students, young children and vulnerable adults and the safeguarding responsibilities of the post It will also outline that an enhanced DBS with children's barred list is required so that potential applicants are aware that the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Job Description and Person Specification:
All job descriptions (JD) and personnel specifications (PS) produced by Oldfield School will be reviewed prior to advertising by the Headteacher and Business Manager. The JD and PS will make reference to the school's commitment to the safeguarding of student and the safeguarding responsibilities of the role will be considered when they are drawn up.

The JD and PS will summarise the main duties and responsibilities of the post. It will include the individual's responsibility for promoting and safeguarding the welfare of all children and young people within Oldfield School.

Application Form:
The school will use a standard application form to obtain a common set of core data from all applicants. The School will not accept curriculum vitae in place of an application form.

Information to Candidates:
The information provided for candidates will include the following: application form, job description and person specification, information about the School, reference to the School's Safeguarding and Child Protection Policy and any other relevant information.

Short Listing:
All applications will be scrutinised by the interview panel members to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.

Incomplete applications will not be accepted. Clarification will be sought around anomalies, discrepancies or gaps in employment history. The short-listing panel will form the interview panel to ensure clarity and consistency.

All shortlisted candidates will be sent a self-declaration form to complete.

Applicants will be assessed equally without exception or variation.

References:
The school will always endeavour to seek at least two references prior to interview and before making a formal offer. Where possible to do so the school will seek references prior to selection. References should always be obtained from the candidate's current employer or most recent employer and must have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary 76 investigations). Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving should be obtained from the school, college, local authority or organisation at which they were employed.

The school will not accept references or testimonials provided by the candidate or references from friends, relatives or neighbours.

One referee will be contacted by telephone before employment commences.

Information given by the applicant's referees will be compared with the application form to ensure that there is clarity and consistency. Where there is a discrepancy, this will be addressed with the applicant at interview.

The school will consider all information regarding previous convictions, disciplinary action and allegations on a case-by-case basis and in accordance with HR support and guidance.

Student Voice:

The school may involve students in the recruitment and selection process which may take the form of an interview or similar supervised activity.

Invitation to Interview:
The invitation to interview will clearly indicate the following: Purpose, Date, Time, Venue and Outline programme.

All candidate IDs will be checked thoroughly. A list of accepted documents for the identity check is provided in Appendix 2. To satisfy the School's ID checking process candidates will be required to provide a current photographic image of themselves, e.g. driving license or passport.

All candidates will be required to evidence documents confirming their educational and professional status relevant to the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body.

Copies of the documents used to verify the successful candidate's identity and qualifications will form the basis of the individual's personnel file.

Interview Panel:
The school will seek to have a minimum of two interviewers one of whom will be a safeguarding representative.

Where the interview is for a teaching post the Headteacher, Deputy Headteacher or an Assistant Headteacher will form part of the interview panel. Where the interview is for a support staff post the Headteacher or Post Line Manager will form part of the selection panel.

All interviews will be clearly structured and include pre agreed questions. The interview panel will be required to record candidate answers. The recorded answers will form part of the successful candidate's personal file. The panel will ask candidates specific questions relating to the information provided on application. The panel will in all cases ask questions relating to the safeguarding of children, young people and vulnerable adults. All members of SLT will undertake safer recruitment training and, at least, one member of each panel will be safer recruitment trained.

Scope of the Interview:
In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel also assess and clarify the following: candidates understanding of safeguarding children, young people and vulnerable adults in line with the school's Safeguarding Children and Child Protection Policy and DfE Guidance; candidate's attitude toward children, young people and vulnerable adults; gaps in the candidate's employment history; concerns or discrepancies arising from the information provided by the candidate or a referee; candidate's declaration in light of the requirement for an enhanced DBS check.

Conditional Offer of Appointment – Pre Appointment Checks:
A verbal and provisional offer of appointment to the successful candidate is conditional and subject to the following: receipt of at least two satisfactory references as before described; verification of the candidate's identity (if not verified at the interview); a barred list check and a satisfactory DBS Enhanced Disclosure check; verification of qualifications (if not verified at the interview); verification of professional status where required e.g. QTS status (unless exempt); verification of successful completion of statutory induction period (Teaching Staff Only - Applies to staff that obtained QTS after 07 May 1999).

An appointment to a senior leadership position or the governing body in the school will be subject to a Section 128 direction check.

Notifying Candidates of the Outcome of Interviews:
All interviewees will be contacted as soon as reasonably practicable to advise of the outcome of the interview process. The contact will take the form of a telephone conversation between candidate and a representative of the interview panel. Constructive feedback will be offered to all candidates regardless of the outcome.

The successful candidate will receive written confirmation of the offer. However, the offer at this stage will be conditional on satisfactory completion of the necessary pre-employment checks.

Written Summary of Checks:
The school will hold a summary check sheet for every post. For further details see Appendix 3 at the back of this policy.

Barred List and DBS Checks on Overseas staff:
There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked:
• in a school in England in a post which brought them into regular contact with children or young persons in any post in a school since 12 May 2006; or
• in an institution within the further education sector in England or in a 16-19 Academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

All other pre-appointment checks must still be completed, including where the individual is engaging in regulated activity, a barred list check.

9. Personnel Files:

9.1. All staff will have a personal file created following receipt of an application form. The file will be live and updated as required. The contents will remain in storage for up to 6 years following resignation, and 15 years following ill health retirement or dismissal and **indefinitely if dismissed following a disciplinary investigation.**

Appendix 1

Supply Agency Staff & ID Checks

The Senior Administrator must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform.

Where the position requires a barred list check, this must be obtained by the agency or third party prior to appointing the individual.

The school must also check that the person presenting themselves for work is the same person on whom the checks have been made by asking for a form of photo id such as passport or photo-card driving licence on entry to the school.

Once the checks have been done and are satisfactory, the supply teacher will be added to the SCR and the Inventry Access system.

Appendix 2 – List of Accepted Documents for Identity Check

For the identity check applicants must provide 3 documents (one from group 1 below, and two more from any groups); one of which must show their address:

Group 1: Primary identity documents

- Passport: Any current and valid passport
- Biometric residence permit UK
- Current driving licence – photocard (full or provisional)
- Birth certificate - issued at time of birth UK and Channel Islands – including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
- Adoption certificate UK and Channel Islands

Group 2a: Trusted government documents

- Current driving licence – photocard (All countries (full or provisional)
- Current driving licence – paper version UK, Isle of Man, Channel Islands and EU (full or provisional) if issued prior to 1998.
- Birth certificate – issued after time of birth UK and Channel Islands
- Marriage/civil partnership certificate UK and Channel Islands
- HM Forces ID card UK
- Firearms licence UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

- Mortgage statement UK or EEA issued in last 12 months
- Bank or building society statement UK and Channel Islands or EEA issued in last 3 months
- Bank or building society account opening confirmation letter UK issued in last 3 months
- Credit card statement UK or EEA issued in last 3 months
- Financial statement, eg pension or endowment UK issued in last 12 months
- P45 or P60 statement UK and Channel Islands issued in last 12 months
- Council Tax statement UK and Channel Islands issued in last 12 months
- Work permit or visa UK valid up to expiry date
- Letter of sponsorship from future employment provider Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application Must still be valid
- Utility bill UK – not mobile telephone bill or TV licence issued in last 3 months
- Benefit statement, eg Child Benefit, Pension UK issued in last 3 months
- Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC UK and Channel Islands issued in last 3 months
- EU National ID card - Must still be valid
- Cards carrying the PASS accreditation logo UK and Channel Islands. Must still be valid

Appendix 3 - Verification Checklist

Candidate Name:	
Post Applied For:	
Date of Interview:	

Criteria	**Action**	**Verified By and Date**
Application Form and Employment History	The candidate has completed an application form, including the relevant declarations and has signed and dated that form. The candidate has provided information on their employment history and, if appropriate, has adequately explained the reasons for any gaps in their employment. **The application form must be retained**	
Qualifications	This only applies where a specific qualification is an essential criteria of the person specification. *Specify qualification and date qualified:* **A photocopy of the qualification seen must be retained**	
Identity	The candidate has provided satisfactory evidence of their identity. *Specify document(s) seen to verify identity:* **A photocopy of evidence seen must be retained**	
Proof of address	The candidate has provided satisfactory evidence of their address *Specify document(s) seen to verify identity:* **A photocopy of evidence seen must be retained**	
Right to Work in the UK	The candidate has provided satisfactory evidence, in accordance with **The Asylum & Immigration Act 1996**, that they have the right to work in the UK **and** to undertake the type of work on offer. *Specify document(s) seen to verify right to work in UK:* **A photocopy of evidence seen must be retained**	

Barring List Checks (formerly List 99 Check)	Enhanced level DBS disclosure **or** a separate check has indicated that the person is not included on the ISA Barring Lists **Confirmation of clearance must be retained**	
Enhanced DBS Disclosure for regulated acitivty	Enhanced DBS disclosure has been undertaken and the applicant has provided a satisfactory disclosure certificate (the original has been verified and a copy taken Where a candidate has previously lived outside of the UK evidence of clearance has been obtained from the countries they resided in. *Disclosure Certificate Number:* *Date of issue:*	
References	Satisfactory references have been taken directly from the appropriate referees **and/or** the authenticity of any open references has been verified. Referee(s) have provided their assessment of the employee's suitability to work with children and to undertake this role. The first reference must be the current or most recent employer and must have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary 76 investigations), – ***all checks should be verified with referee by follow up telephone call.*** Reference 1 from …….. Reference 2 from …….. **References must be retained**	

This form should be completed by the Headteacher or other nominated person. It must remain confidential and should be retained in the staff members personnel file along with all relevant documentation.