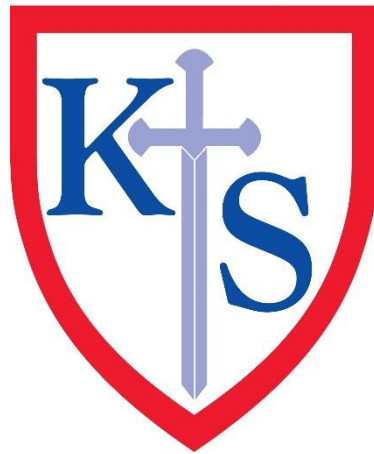


# Kingsland CE Primary School

## Safer Recruitment Policy



### Let your light shine

**“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16**

**Let your light shine** on our vision:

*As God’s children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.*

**September 2025**

# Kingsland CE Primary School

## Safer Recruitment Policy



**Date for full implementation:**

**September 2025**

**Review date:**

**September 2026**

*This policy is created with reference to [Keeping Children Safe in Education 2025](#).*

### **1 INTRODUCTION**

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

- attract the best possible applicants to vacancies in our Church of England (VA) School;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people;
- attract applicants who are committed to the safeguarding and welfare of children.

### **2 STATUTORY REQUIREMENTS**

The school follows guidance procedures as laid out by Children's Workforce Development Council 'Safer Recruitment in Education'.

### **3 RECRUITERS**

At least one recruiter will have successfully received accredited training in Safe Recruitment procedures.

### **4 INVITING APPLICATIONS**

4.1 All advertisements for the post will include the statement:

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure Barring Service confirmation."

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school's safeguarding policy;
- the school's safer recruitment policy (this document);
- the selection and interview procedure for the post;
- a Herefordshire Council standard application form;
- equal opportunities policy and form;
- self-disclosure form

4.3 All prospective applicants must complete, in full, an application form.

## 5 SHORT-LISTING AND REFERENCES

5.1 Short-listing of candidates will be against the person specification for the post.

5.2 References will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

5.3 References will be sought directly from the referee on a standard form. References or testimonials provided by the candidate will never be accepted.

5.4 References will be sought from the last employer and the most recent education employer.

5.5 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.6 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.7 Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

5.8 School employees are entitled to see and receive, if requested, copies of their employment references.

### Online search checks

With effect from 1 September 2022 a new requirement for online checks has been included in KCSIE 2025 in Part 3 - Safer Recruitment, Shortlisting – which states:

“225. In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks.”

The school will only carry out online checks for shortlisted candidates and not all applicants, using the Online Search Record form below. Online checks will therefore not be used as part of the shortlisting process. These checks apply to **all** posts in schools with effect from 1 September 2022.

The school is aware that, as part of a safeguarding check, only information which is relevant to an individual's suitability to work with children should be considered. This covers two broad areas – safeguarding concerns and general reputational issues with four broad categories to look for: extremism and hate speech; toxic language, swearing and profanity; violent images; nudity.

Any information which does not raise any question about a candidate's suitability to work with children must not be used to exclude a candidate from the process or from being appointed.

## **6 THE SELECTION PROCESS**

- 6.1 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.
- 6.2 Interviews will always be face-to-face (unless in exceptional circumstances). Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- 6.3 Candidates will always be required:
  - to explain satisfactorily any gaps in employment;
  - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
  - 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.

## **7 EMPLOYMENT CHECKS**

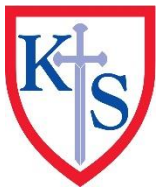
- 7.1 All successful applicants are required:
  - to provide proof of identity
  - to complete a DBS disclosure application and receive satisfactory clearance
  - to provide actual certificates of qualifications
  - to complete a confidential health questionnaire
  - to provide proof of eligibility to live and work in the UK

## **8 INDUCTION**

- 8.1 All staff who are new to the school will receive bespoke induction training that will include the following school policies: safeguarding, child protection, anti-bullying, positive handling, internet safety, whistle-blowing, as well as guidance on safe working practices.

New staff will also receive the Staff Code of Conduct document.

- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).



# Kingsland CE Primary School



## Online Search Record

<b>Candidate's name:</b>	
<b>Role shortlisted for:</b>	
<b>Searcher's name:</b>	
<b>Date and time of online search:</b>	

Only record information that suggests the candidate:

Is unqualified for the role

Poses a potential safeguarding risk

Risks damaging the reputation of your school/trust

**Don't** include any irrelevant personal information.

Search parameters	Concerns raised
<p><b>Google search:</b></p> <p>The following terms, looking at the first page of results:</p> <ul style="list-style-type: none"><li>'Candidate name'</li><li>'Candidate name' + 'current school/employment'</li><li>'Candidate name' + 'previous school/employment'</li><li>'Candidate name' + 'educational institution'</li><li>'Candidate name' + 'job title'</li></ul>	
<p><b>Websites:</b></p> <p>The candidate's name was typed into the search function of the following websites:</p> <ul style="list-style-type: none"><li>LinkedIn</li><li>Twitter</li><li>Facebook</li><li>Instagram</li><li>Their current school's website</li></ul>	