

HOLY FAMILY CATHOLIC SCHOOL



SAFER RECRUITMENT POLICY

Date agreed	October 2025
Next review date	October 2026

1. Introduction

Holy Family Catholic School is committed to providing the highest standard of education and care for all students, rooted in the Gospel values and principles of Catholic Social Teaching. Our mission calls us to ensure that every child is nurtured, protected, and empowered to flourish in a safe and supportive environment.

In line with *Keeping Children Safe in Education (KCSIE 2025)* and other statutory guidance, Holy Family Catholic School implements robust safer recruitment procedures designed to prevent unsuitable individuals from working with children.

This policy applies to all staff, governors, supply staff, volunteers, contractors, and those engaged by or on behalf of the school.

Section I: Recruitment and Selection Processes

1.1 Commitment to Safer Recruitment

Holy Family Catholic School is committed to recruiting and retaining individuals who share our safeguarding values and are suitable to work with children. All recruitment and selection processes are underpinned by safeguarding principles and equality legislation. All those involved in recruitment will receive appropriate training, and at least one person on every interview panel will have completed accredited Safer Recruitment training.

1.2 Advertising Vacancies

All job advertisements will:

- Clearly define the role, including the job description and person specification.
- Outline the skills, abilities, experience, attitude, and behaviours required for the post.
- Explicitly reference the school's safeguarding responsibilities and the need for a commitment to child protection.
- State whether the post is exempt from the Rehabilitation of Offenders Act 1974 and relevant amendments.
- Include a statement on the school's commitment to safeguarding and promoting the welfare of children, and the expectation that all staff share this commitment.

1.3 Application Forms

Applications must be made using the school's official application form. CVs will not be accepted without a completed application form.

Each form will include:

- A statement that it is an offence to apply if barred from engaging in regulated activity with children.
- Access to the school's Child Protection Policy and Policy on the Employment of Ex-Offenders.
- Requests for the following details:
 - Personal information (including all former names).
 - Current address and National Insurance number.

- o Full employment history since leaving school, including explanations for any gaps.
- o Details of qualifications and awarding bodies.
- o Referee details, including current or most recent employer.
- o A supporting statement detailing suitability for the role.

1.4 Shortlisting

- Shortlisting will be conducted by at least two people trained in safer recruitment.
- Shortlisted candidates will be asked to complete a self-declaration of criminal record or any information that may make them unsuitable to work with children.
- Applicants will confirm that the information provided is true and complete, either through written or electronic signature.
- Online searches will be conducted as part of due diligence to identify any concerns or publicly available information relevant to the candidate's suitability.
- Gaps or inconsistencies in employment history will be explored at interview.

1.5 Employment History and References

- References will be sought from the current or most recent employer, and, where applicable, from the employer where the applicant last worked with children.
- The source and authenticity of references will be verified.
- Discrepancies between application forms and references will be explored.
- Appointments will not be confirmed until satisfactory references have been received and verified.

1.6 Selection Process

The selection process will include:

- A range of techniques to assess suitability (interview, tasks, lesson observation, presentations).
- Questions on motivation for working with children, safeguarding understanding, and professional integrity.
- Discussion of gaps or frequent changes in employment.
- Opportunities for student involvement, where appropriate.
- All decisions and records of interviews will be documented and retained in line with the school's data retention schedule.

1.7 Record Keeping

Records of the recruitment process, including interview notes and declarations, will be retained securely. DBS certificates will not be kept for more than six months. Personnel files will contain verified identity, qualification, and right-to-work documents.

Disclosures and risk assessments related to cautions or convictions will be handled in accordance with Data Protection legislation (UK GDPR and DPA 2018).

Section II: Pre-Appointment Vetting Checks, Regulated Activity, and Recording Information

2.1 Required Checks

Prior to appointment, the following checks must be completed:

- Verification of identity (in line with GOV.UK guidance).
- Enhanced DBS check including the children's barred list (for regulated activity).
- Separate barred list check where necessary before the DBS certificate is available.
- Verification of mental and physical fitness for the role.
- Verification of right to work in the UK.
- Overseas checks, where applicable.
- Verification of professional qualifications.
- Prohibition from teaching and Section 128 checks for management roles.
- Childcare Disqualification checks where appropriate.

2.2 Definition of Regulated Activity

A regulated activity includes roles where an individual:

- Teaches, trains, instructs, cares for, or supervises children on a regular basis.
- Works regularly in a school with the opportunity for contact with children.
- Provides intimate or personal care, healthcare, or overnight supervision.

2.3 DBS Checks

- The level of DBS check required will depend on the role (enhanced or enhanced with barred list).
- A barred list check will only be carried out for those engaged in regulated activity.
- Where an individual starts before DBS clearance, they will be appropriately supervised, and all other checks must be complete.
- DBS certificates are issued directly to the applicant; failure to produce this for verification will be treated as a disciplinary matter.
- All checks will be recorded on the Single Central Record (SCR).

2.4 DBS Update Service

The school encourages all new staff to subscribe to the DBS Update Service. For subscribers, the school will:

- Obtain consent for online checks.
- Verify identity against the DBS certificate.
- Ensure the certificate is valid for the children's workforce.
- Confirm the appropriate level of check for the role.

2.5 Recording Information – The Single Central Record (SCR)

Holy Family Catholic School maintains a Single Central Record (SCR) of all staff, agency workers, supply teachers, volunteers, governors, and contractors.

The SCR records:

- Barred list check
- Enhanced DBS check
- Prohibition from teaching check
- Overseas checks
- Professional qualification checks
- Right to work verification

- Section 128 checks (where applicable)

The SCR is maintained electronically and reviewed termly by the Designated Safeguarding Lead (DSL) and Headteacher.

Section III: Other Checks and Roles

3.1 Individuals Who Have Lived or Worked Outside the UK

Where a candidate has lived or worked abroad, the school will obtain:

- Overseas criminal record checks and/or confirmation from the relevant professional authority.
- If unavailable, a risk assessment will be undertaken and recorded on the personnel file.

3.2 Agency and Third-Party Staff

The school will obtain written confirmation from agencies that:

- All relevant checks have been completed.
- The individual's DBS certificate has been verified.
- The identity of the individual presenting for work matches the person cleared by the agency.

3.3 Contractors

All contractors and their employees must have the appropriate DBS clearance for their role.

- Contractors in regulated activity require an enhanced DBS with barred list information.
- Contractors not in regulated activity but with regular contact with children require an enhanced DBS check.
- Contractors will always be required to present ID on arrival and be supervised as appropriate.

3.4 Trainee and Student Teachers

- For salaried trainees, the school will complete all pre-appointment checks.
- For fee-funded trainees, written confirmation will be sought from the provider that all checks have been undertaken.
- All trainees will be recorded on the SCR.

3.5 Volunteers

- Volunteers are valued members of our school community.
- No volunteer will work unsupervised or engage in regulated activity without appropriate checks.
- A written risk assessment will determine required checks.
- Volunteers in regulated activity will have an enhanced DBS with barred list information.

3.6 Governors

- All governors must have an enhanced DBS check.

- Section 128 checks will be undertaken where applicable.
- Governors will be recorded on the SCR.

3.7 Visitors

Visitors attending for educational or professional purposes must present valid ID.

- Those in a professional capacity must confirm appropriate DBS clearance.
- General visitors (e.g., parents attending events) will not be DBS checked but will be supervised at all times.

3.8 Alternative Provision and Work Experience

Where pupils attend alternative provision, the school will obtain written confirmation that appropriate safeguarding checks have been carried out on all staff.

For work experience placements, the school will assess whether the activity constitutes regulated activity and ensure necessary checks are in place.

3.9 Private Fostering

If a private fostering arrangement is identified, the school will notify the Local Authority to ensure appropriate checks and monitoring are undertaken.

4. Data Protection and Record Retention

- DBS certificates and criminal record data will be retained for no longer than six months.
- Copies of identity, right to work, and qualification documents will be held on personnel files in accordance with UK GDPR.
- Recruitment records will be securely disposed of following the Safe Data Destruction Checklist.

5. Monitoring and Review

This policy will be reviewed annually by the Headteacher, DSL, and Governing Body to ensure compliance with statutory guidance and best practice.

Date: October 2025

Next Review: October 2026