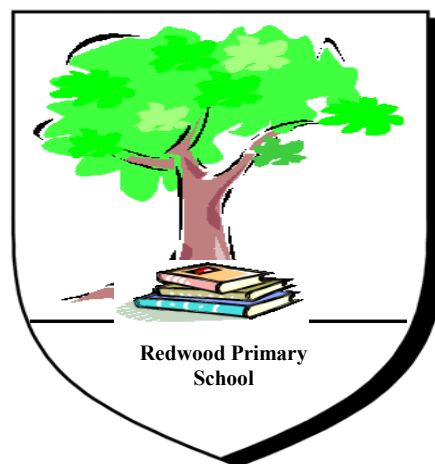


# Safer Recruitment Policy



## Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by governors/trustees	Date implemented
December 2024	MJ	Parkview & Redwood reference form has been amalgamated  Additional bullet point on 'Contacting Candidates'	December 2024	December 2024
December 2025	MJ	<ul style="list-style-type: none"><li>Acronym updates e.g. NARIC → <b>UK ENIC</b></li></ul>	January 2025	04.02.26

## Policy Statement

The safe recruitment of staff in our Federations is the first step to safeguarding and promoting the welfare of the children in education. The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This Federation recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds with different skills and abilities. The Federation is committed to ensuring that the recruitment and selection of all who work within the Federation is conducted in a manner that is systematic, efficient, effective and promotes equality and opportunity. The Federation will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed. This document provides a good practice framework to comply with the principles set down in the Federation's Equality Policy.

All posts within our Federation are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

The Federation is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for position.

**This policy does not stand alone and is part of a broad range of considerations e.g. Keeping Children Safe in Education (2025), the Equality and Diversity policy, Safeguarding/Child Protection Policy and our Code of Conduct.**

The Federation will:

- Check everyone at entry level within the settings
- Check that the information they provide is consistent, verified and accurate
- Check any unexplained gaps in employment history
- Explore a candidate's attitude to safeguarding, such as their beliefs, values and behaviour
- Ensure there are policies and procedures to address all elements of safeguarding
- Ensure all new staff or volunteers have a thorough induction which includes a safeguarding element on their first day (although under exceptional circumstances this may not be the case)
- Ensure every member of staff, volunteer or governor is supervised and monitored regularly by someone who is trained to do so using tools like performance management and mentoring
- Ensure that appropriate staff who undertake recruitment have received safe recruitment training
- Ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role
- Keep and maintain a single central record of recruitment and vetting checks in line with DFE requirements
- Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The Federation will monitor the compliance with these measures.
- Require staff who are convicted or cautioned for any offence during their employment with the Federation to notify the Federation, in writing of the offence and the penalty.

## Roles and responsibilities

It is the responsibility of the governing body to:

- Ensure the Federation has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DFE guidance and legal requirements and monitor the Federation's compliance with them.

It is the responsibility of the Head and other managers involved in recruitment to:

- Ensure that the Federation operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the Federation
- To monitor contractors' and agencies' compliance with this document
- Promote welfare of children and young people at every stage of the procedure

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

It is the responsibility of the Federation's HR provider to deal with the administration of the disclosure system for the Federation

In accordance with the Federation Staffing Regulations, the governing body has delegated responsibility to the Head to lead in all appointments outside of the leadership group.

Federation governors may be involved in staff appointments, but the final decision will rest with the Head. The Head may delegate the selection process of staff outside of the leadership group to other managers in school.

## **Advertising**

**An advertisement is the school's first opportunity to share our commitment to safeguarding.**

To ensure equality of opportunity, the Federation will advertise all vacant posts to encourage as wide a field of candidates as possible, normally this will entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

The advert should include:

- The school's commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken and how our schools provide a safe and secure environment for children and young people. Safeguarding and Child Protection Policy Statement lifted from Safeguarding Policy.
- The safeguarding responsibilities of the post as per the job description and personal specification; and
- Whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

As a minimum, the advertisement will include:

Job/role titles

- Location
- Length/type of post
- Diversity and Equality statement
- And where applicable, the salary and hours.
- Safeguarding and Child Protection Policy Statement lifted from Safeguarding Policy.

## **Applications**

The form – The Federation uses a standard application form. CVs will not be accepted. The Federation requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

**Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (eg: General Teaching Council for England).**

Schools and colleges should require applicants to provide:

- Personal details, current and former names, current address and national insurance number;
- Details of their present (or last) employment and reason for leaving;
- Full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment;
- Qualifications, the awarding body and date of award;
- Details of referees/references (see below for further information); and
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

### **Shortlisting**

At least 2 people will scrutinise the applications. Ideally, the same people will interview. Any gaps or discrepancies will be identified. The same criteria will be consistently applied using the job specification.

### **Contacting candidates**

Shortlisted candidates will be contacted regarding interview details. Following this, an application information pack will be sent to them via email. This will include:

- Person specification and job description – repeated as per advertisement
- Details of the recruitment process
- What pre-employment checks will take place
- The school's commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken and how our schools provide a safe and secure environment for children and young people – a repetition from the advertisement.
- What personal data we will ask of and why.
- Information regarding a self-declaration.
- A copy of the reference pro-forma
- Copy of the school or college's child protection policy and practices and policy on employment of ex-offenders in the application pack or refer to a link on its website.

These steps are in place to deter unsuitable people from attending interview.

### **References**

References for shortlisted candidates will be sent for immediately after shortlisting. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.

References must be in writing and be specific to the job for which the candidate has applied – open references or testimonials are not acceptable. The Federation will not accept references from relatives or people writing solely in the capacity as a friend. Only reference from a trusted authoritative source will be acceptable. Reference requests will specifically ask:

1. About the referee's relationship with the candidate
2. Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

### **Referees will also be asked to confirm details of:**

1. The applicant's current post, salary and attendance record
2. Performance history and conduct

3. Any disciplinary procedures in which the sanction is current
4. Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those
5. Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

Please see appendices A and B for standard Federation reference forms. These generally are sent via Microsoft forms/email.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern. Ideally, reference will come from the candidate's current employer and cover a significant time period (ideally 5 Years +).

**The following pre-employment checks will be undertaken:**

1. Receipt of at least two satisfactory references: one of which will be from the former or most recent employer, will cover a suitable time frame – preferably 5 years – and, be able to comment on the candidate's ability to work with children
2. Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
2. A satisfactory enhanced DBS clearance
3. Verification of the candidate's medical fitness
4. Verification of qualifications
5. Verification of professional registration as required by law for teachers
6. Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999)
7. Medical check via occupational health

**Self-declaration of convictions by job applicants**

The Federation's policy requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.

Such declarations will be submitted in a sealed envelope, marked strictly private and confidential to the chair of the selection panel/Head, prior to the interview. The chair of the panel/Head will discuss relevant, positive declarations confidentially with the applicant at interview.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Any disclosures of unsuccessful applicants will be disposed and destroyed of without opening.

**Interviews – at least one interviewer will have safer recruitment training**

The selection process will always include the following for all staff:

-Face to face professional interview including a question related to safeguarding children to establish attitudes to safeguarding.

-For teacher/HLTA/TA - Young people panel/activity with children

-Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a Criminal Records Bureau check on the preferred candidate.

Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. The Federation will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body/institution. If the original documents are not available, the Federation will require sight of a properly certified copy. Where candidates have obtained qualifications abroad, a certified comparability check by UK ENIC will also be required.

Proof of identity and other documentation will be verified by the chair of the panel/Head/School Business Manager. Candidates will sign application forms to confirm their identity and application.

### **Employment Offer**

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks details above must all be completed BEFORE a person's appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment and must be in place before commencing employment in Federation.

Once all pre-employment checks have been satisfactorily completed/received, an offer of employment will be made and the contract of employment issued by DCC Personnel (HR) Department. (Please note: DCC Personnel Department do not issue contracts until a satisfactory medical clearance has been received.) No offer of employment will be made until these checks are complete.

### **Record Retention/Data Protection**

The Federation will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (i.e shredded). The 6 month retention period will allow the Federation to deal with any data access requests, recruitment complaints or to respond to any complaints or to respond to any complaints made to the Employment tribunal.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel/Head within 6 months of the interview date.

More information can also be found in our job application privacy notice.

### **Personal file records**

The Federation will retain the following information, which will make up part of the personal file, for the successful candidate:

1. Application form
2. References
3. Disclosure of convictions form
4. Proof of identification
5. Proof of academic qualifications
6. Proof of registration with General Teaching Council (for teaching staff)
7. Certificate of Good Conduct (where applicable)
8. Evidence of medical clearance from Occupational Health
9. Evidence of the DBS clearance
10. Job description and person specification

## Single Central Record of Recruitment Vetting Checks

In line with DFE requirements, the Federation will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the Federation, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, eg: specialist sports coach or artist.

The central record will indicate whether or not the following have been completed:

1. Identity checks
2. Qualification checks for any qualifications legally required for the job
3. Additionally for those applying for teaching posts, registration check with the TEACHING REGULATION AGENCY (TRA) where appropriate
4. Checks of right to work in the United Kingdom
5. List 99 checks
6. DBS Enhanced Disclosure
7. Further overseas records where appropriate

It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

In order to record supply staff provided through an agency on the record, the Federation will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. The Federation does not need to carry out checks itself except where there is information contained within the disclosure. However, identity checks must be carried out by the Federation to check the person arriving is the person the agency intends to refer to them. The same procedure applies to all 3<sup>rd</sup> parties.

Federation staff will work to DFE guidance on Safe Working Practice and will follow the guidelines required to maintain professional boundaries at all time.

The Federation has a specific safeguarding related whistle blowing policy, which has been disseminated to all staff and volunteers upon induction with regular reminders throughout the year.

The Federation adopts a culture of vigilance where all concerns are listened to and taken seriously.

The Federation will follow DFE and Derby Safeguarding Children Board allegations procedures and refer any allegation for initial consultation to the Local Authority Designated Officer.

APPENDIX A

CONFIDENTIAL REFERENCE REQUEST FORM - TEACHING

Parkview & Redwood Primary Schools Federation

Parkview Telephone: 01332 835 439

Redwood Telephone: 01332 767443

Email: [admin@parkview.derby.sch.uk](mailto:admin@parkview.derby.sch.uk)

[admin@redwood.derby.sch.uk](mailto:admin@redwood.derby.sch.uk)

The Applicant named below has been shortlisted for a position at Parkview & Redwood Primary Schools Federation and has nominated you as a referee on their application.

I have attached the relevant job description to assist you and would be grateful if you would complete the reference request form and return it, preferably by email, to the address above.

**General information:**

Name of Applicant	
Position Applicant has applied for	
Name of Referee	
Position of Referee Email address Telephone number	
Your relationship to the Applicant	
How long have you known the Applicant	
What position does the Applicant presently hold / did hold in your work together	
Nature of the Applicant's work i.e. specific duties and responsibilities	

Please rate the Applicant's performance in the following areas:

Quality of teaching	Outstanding	Good	Average	Poor	Not applicable
Teaching ability					
Behaviour management					
Lesson preparation					
Marking and Assessment					
General organisation					
Subject knowledge					
<b>Pastoral</b>					
Commitment to developing emotional health and wellbeing					
Role model for students					
Shows concern for students					
Relationships with students					
Contribution to extra-curricular activities					
Relationships with parents					
<b>Personal Qualities</b>					
Positive approach to school life					
Relationships with SLT					
Relationships with colleagues					
Team player					
Commitment to current role					
Time management					
Committed to own professional development					
Open to advice and guidance					

Committed to school ethos					
<b>Leadership Qualities</b>					
Ability to lead by example					
Success in leading a department initiative					
Success in leading a whole school initiative					
Career potential					

Please answer the following questions:

Please tick the appropriate box	Yes	No
Was the Applicant honest and trustworthy at all times?		
Are you completely satisfied that the applicant is suitable to work with children?		
To the best of your knowledge, has the applicant ever had an allegation made against them, or been under investigation, in regard to his/her behaviour towards children?  If <b>YES</b> , please give full details of the nature and date(s) of the allegation(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken.		
During employment was the Applicant subject to any Disciplinary procedures?  (if yes please give details)		
Would you re-employ this person?  (if no please tell us why)		

Would you recommend the Applicant for this position without reservation?  (if some reservation please tell us why)		
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Please look at the job description and tell us your opinion about the Applicant's potential for doing the job:	
The reason the Applicant left / is leaving your employment	
Do you have any other comments you wish to share with us?	

Print name:
Signature:
Date:

Thank you for taking the time to complete this reference request.

Please be aware the Applicant has the right to see this reference under the General Data Protection Regulation 2018.

Appendix B

CONFIDENTIAL REFERENCE REQUEST FORM – NON TEACHING

Parkview & Redwood Primary Schools Federation

Parkview Telephone: 01332 835 439

Redwood Telephone: 01332 767443

Email: [admin@parkview.derby.sch.uk](mailto:admin@parkview.derby.sch.uk)  
[admin@redwood.derby.sch.uk](mailto:admin@redwood.derby.sch.uk)

The Applicant named below has been shortlisted for a position at Parkview & Redwood Primary Schools Federation and has nominated you as a referee on their application.

I have attached the relevant job description to assist you and would be grateful if you would complete the reference request form and return it, preferably by email, to the address above.

General information:

Name of Applicant	
Position Applicant has applied for	
Name of Referee	
Position of Referee Email address Telephone number	
Your relationship to the Applicant	
How long have you known the Applicant	
What position does the Applicant presently hold / did hold in your work together	
Nature of the Applicant's work i.e. specific duties and responsibilities	

Please rate the Applicant's performance in the following areas:

Please tick the appropriate box	Outstanding	Good	Requires improvement	Inadequate	Not Applicable (please indicate reason)
Relationships with staff					
Relationships with pupils					
Relationships with other stakeholders					
Ability to work in a team					
Ability to follow instructions					
Ability to work without supervision					
Ability to meet deadlines					
Organisational skills					
Quality of work					
Subject knowledge					
Energy and enthusiasm					
Initiative shown					
Maintaining confidentiality					
Understanding of equal opportunities					
Commitment to own professional development					

Potential for further promotion					
Time keeping					
Overall rating of the Applicant					

Please tick the appropriate box	Yes	No
Was the Applicant honest and trustworthy at all times?		
Are you completely satisfied that the applicant is suitable to work with children?		
<p>To the best of your knowledge, has the applicant ever had an allegation made against them, or been under investigation, in regard to his/her behaviour towards children?</p> <p>If <b>YES</b>, please give full details of the nature and date(s) of the allegation(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken.</p>		
<p>During employment was the Applicant subject to any Disciplinary procedures?</p> <p>(if yes please give details)</p>		
<p>Would you re-employ this person?</p> <p>(if no please tell us why)</p>		
<p>Would you recommend the Applicant for this position without reservation?</p> <p>(if some reservation please tell us why)</p>		

<p>Please look at the job description and tell us your opinion about the Applicant's potential for doing the job:</p>	
<p>The reason the Applicant left / is leaving your employment</p>	
<p>Do you have any other comments you wish to share with us?</p>	

<p>Print name:</p> <p>Signature:</p> <p>Date:</p>
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Thank you for taking the time to complete this reference request.

Please be aware the Applicant has the right to see this reference under the General Data Protection Regulation 2018.