

La Sainte Union Catholic School Safer Recruitment Policy



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1 Introduction

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

This policy sets out how the school will seek to ensure through safer recruitment practices that only those suitable to work with children are recruited.

2 Safer recruitment: general principles

The school recognises safer recruitment practices are an essential part of creating a safe learning environment and will carry out the processes set out in this policy to ensure those who are not suitable to work with children are identified during recruitment processes and prevented from taking up posts.

When recruiting staff, the school will follow Part 3 of the *Keeping children safe in education* guidance (DfE 2025).

- The school will carry out extensive checks and enquiries on applicants for all positions, including voluntary and support roles, governors, in accordance with statutory requirements.
- No staff member, volunteer or governor will be allowed to take up posts until all checks and enquiries required for that position have been satisfactorily completed, or until a satisfactory risk assessment has been authorised by the headteacher.

- Checks with the Disclosure and Barring Service will be carried out at the level appropriate to the candidate's role in the school (see section 4.3).
- Staff and governors who are involved in recruitment will receive Safer Recruitment training offered through any accredited training provider and no interview should go ahead unless at least one member of the panel has undertaken safer recruitment training. At LSU, we aim to ensure that all members of the Senior Leadership Team are Safer Recruitment trained, as well as our HR support staff.
- Although the headteacher will have day-to-day responsibility for the recruitment of staff, the board of governors will ensure that they maintain an overview of recruitment systems in order to scrutinise practice and ensure all statutory checks are carried out.
- Staff with responsibility for carrying out recruitment checks will ensure they have a copy of any relevant documents or take relevant issue numbers from documents as proof that the document has been seen.
- Checks will be taken out on existing staff where concerns arise regarding their suitability to work with children or a person moves into a post that is a regulated activity.
- In schools, the headteacher will be responsible for ensuring a single central record of all staff, volunteers and governors who work at the school is kept. The records will include details of all checks carried out and the outcome of these checks or any certificates obtained.
- Where the school has salaried trainee teachers, the school will ensure that all necessary checks are carried out on the trainees, including DBS checks, and that the outcome of these checks is recorded on the single central record.
- For trainee teachers that are fee-funded, the school will obtain written confirmation from the training provider that the necessary checks have been carried out and that the trainee has been judged to be suitable to work with children.
- Where staff are recruited via third parties such as employment agencies, the headteacher will ensure that the school:
 - seeks written confirmation from the agency that the agency has carried out all necessary checks on the individual
 - requests written confirmation of the outcome of all checks
 - requests written confirmation that an enhanced DBS certificate has been received by the agency
 - requests a copy of any DBS certificate where information has been disclosed
 - checks the identity of agency staff when they first present for work to ensure they are person against whom the checks were taken out.

3 Advertising and recruitment

When recruiting, the school will ensure that all advertisements for posts are clear that the role is a safeguarding role for which successful candidates should be considered suitable to work with children and that successful applicants will be expected to agree to undergo DBS and other checks as part of safer recruitment practices.

The school will only accept applications using the school application form in order to capture important information about the candidate to enable the school to make informed decisions about their suitability for the role.

3.1 Advertisements

The school will ensure the following information is included in any advertisement:

- a statement of the school's commitment to safeguarding and that all applicants will be subject to checks
- information about the role (job description/person specification) and the safeguarding responsibilities that are part of the role
- the skills, experience, knowledge, abilities, attitudes and behaviours required
- the safeguarding requirements of the role, including level of contact with children and whether the post involves regulated activity
- whether the post is exempt from the Rehabilitation of Offenders Act 1974 (where specific spent convictions must be disclosed).

For further guidance on exemptions please see:

<https://www.gov.uk/government/publications/dba-filtering-guidance>

3.2 Application forms

The school will ensure all candidates for posts are able to access the school's Safeguarding and Child Protection Policy online so that they are aware of the school's approach to safeguarding and safer recruitment and the expectations on staff in implementing these. The information will include a clear statement that it is an offence to apply for posts involving regulated activity when barred.

Application forms will ask for the following information:

- personal details of the candidate including 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 section 4.2 for further information);
- a statement of the personal qualities and experience that the candidate believes are relevant to their suitability for the post and how they meet the person specification.

3.3 Interview and selection

The school will expect candidates who are shortlisted for interview to complete a self-declaration form as shown in appendix 1. The school will inform shortlisted candidates that it is likely an online search will be conducted as part of due diligence checks.

One of the key purposes of the interview is to establish whether the candidate is suitable to work with children. For this reason, the school will structure interviews to enable a full exploration of the candidate's knowledge, skills and experiences of teaching and/or working with children as well as their attitudes and motivations to safeguarding.

The interview will also explore any unexplained gaps in employment or frequent changes of employment, any information on allegations or disciplinary actions, or any other areas of concern.

Interview panels will have three people wherever possible, with a minimum of two. One member of the panel must have undertaken safer recruitment training. A governor should be on the panel for senior roles.

4 Checks and vetting for school staff

4.1 Checks to be taken out

The school will take out checks in order to verify the following information for all new staff:

- The applicant's identity must be verified from their passport, birth certificate or other photographic ID and proof of address must be provided. The school will follow government guidance:
<https://www.gov.uk/government/publications/identity-proofing-and-verification-of-an-individual>
- The applicant's right to work in the UK must be evidenced through documentation. Only original documentation will be accepted and its validity checked in the presence of the applicant. The school will follow government guidance:
<https://www.gov.uk/government/publications/identity-proofing-and-verification-of-an-individual>
- Where the applicant will be involved in regulated activity, an enhanced DBS check will be taken out, including information from the barred list. If the applicant will begin work before an enhanced DBS check can be completed, a barred list check will be obtained and risk assessment completed.
- In the case of teaching staff or staff employed to carry out teaching work, checks will be made on the applicant's academic and vocational qualifications and further checks made on the TRA Teacher Employer Access Service system to ensure they are not prohibited from teaching under a teacher prohibition order. 'Teaching work' is defined as planning and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils.
- An online vetting check will be undertaken for appointed candidates and recorded on the single central record. The school's HR officer will undertake the online vetting check by searching the candidate's full name and any former names given on the application form using a reputable online search tool.

We will use best endeavours within that check, understanding that where a candidate has a very common name, for example, it is possible that the check will not be comprehensive.

Whilst the online search may bring up social media accounts/entries for that individual, which will be reviewed as part of the online vetting check, we will not normally also search within individual social media sites, nor request a candidate's

social media handles to enable us to review posts made that are not picked up by the online search. However, we may decide to do so, should there be a need and, should this be the case, the candidate's social media handles may be requested to enable us to review posts made that are not picked up by the online search.

Where any potential concerns are raised by the online vetting check, the HR officer will refer these to the interview panel/Headteacher for a conversation with the candidate and a risk assessment as appropriate, in line with our existing approach to DBS checks that confirm a trace, or references that are not entirely positive.

Job adverts, the application form's self-declaration form, and offer letters will state that there will be an online vetting check.

- Where the applicant has been living or working outside the UK, appropriate checks will be undertaken, in line with Keeping Children Safe in Education para 280 to 285. For criminal records checks abroad, the school will follow government advice at: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

Schools/colleges can get further information at:

<https://www.gov.uk/guidance/recruit-teachers-from-overseas>

- New staff will be asked about their physical and mental health to the extent that it may affect their capacity to carry out their role.
- The school will keep copies of the following documents on staff personnel files:
 - documents used as proof of identity such as passports or driving licences;
 - a summary of the DBS certificate;
 - documents that prove the staff member's right to work in the UK (failure to do so can result in a fine for employing illegal workers).

4.2 References

- Applicants will be asked to provide a full employment history and details of at least 2 referees, one of whom should be a senior member of staff from the current or most recent employer, with the authority to provide references. For references from a school this should be the headteacher. References from colleagues will not be acceptable.
- References will cover a period of at least three years and will be requested prior to interview directly from the referee. References will also be taken up for internal candidates.
- References must be sent from a professional email address from the organisation the reference is being sought from, but where a referee only has a personal email address a check will be made to verify the originating source.
- Any information provided by applicants as part of an application process will be verified with independent sources and any reference received electronically will be checked to verify the originating source.

- Referees will be contacted to resolve any issues that emerge from the references provided, for example to clarify and verify information provided by the applicant and explore any discrepancies from the information provided on the application form.
- References will be taken up from current employers. If the applicant is not currently employed, or has not been employed during the last three years, non-professional references will be sought to cover the period when not working as part of pre-employment checks. This could include references from volunteer placements or education establishments. A reference will be requested from their previous school including the dates the applicant was employed and the reasons for leaving the post.
- If there are any gaps in the chronology of references a risk assessment will be completed and authorised by the headteacher before employment starts. All job offers are made subject to satisfactory references and pre-employment checks.

4.3 DBS checks

In order to ensure that people who work in the school are suitable to do so and are not barred from working with children, the school will apply to the Disclosure and Barring Service (DBS) for police checks and other barred list information as part of the recruitment process. For staff who are registered with the update service, this will involve an online check and checking the original certificate.

The relevant DBS check will be taken out according to the role of the individual and their level of unsupervised contact with pupils.

Enhanced DBS checks including police information and children's barred list information will only be taken out on individuals who are involved in regulated activity. This is defined as:

- teaching, training, instructing, caring for or supervising children (including driving vehicles only for children)
- working in the school on a regular basis giving opportunities for contact with children (for example in an administrative role)
- engaging in intimate or personal care or healthcare within the school.

Full DBS checks with barred list checks will also be carried out on unpaid volunteers who regularly work unsupervised at the school and whose work means they have an opportunity for regular contact with children.

Other staff, contractors and supervised volunteers who have opportunities for regular contact with children but do not carry out a regulated activity will be subject to an enhanced DBS check but **not** barred list checks.

Decisions on whether a person is carrying out a regulated activity or whether their role provides opportunities for regular contact with children requiring a DBS check will be made by whoever is responsible for recruitment in the school, for example the head teacher or governor, based on their role, the level of contact they have with children and whether they are supervised.

The school will expect successful candidates to provide their original DBS certificate as soon as practicable on receipt.

The school will consider any disclosures to decide if the candidate is suitable to work with children and will take into account the number and nature of disclosures, their seriousness and when offences occurred. Decisions not to appoint following DBS disclosure will be carefully recorded giving details of how the decision was reached.

The school will follow the DBS code of practice available at:

<https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>. The school will ensure that all DBS checks carried out on staff are renewed after 5 years of the original DBS disclosure.

4.4 Checks for volunteers

The headteacher will ensure that the following are carried out in relation to unpaid volunteers including parents who accompany pupils on school outings or provide help in the classroom:

- All volunteers will be required to undergo a recruitment process, with references, DBS and other checks and interviews taken out as appropriate and proportional to the duties assigned to them.
- The headteacher will carry out a risk assessment to establish whether a volunteer will be carrying out a regulated activity and decide what level of checks are needed in relation to their proposed role.
- Volunteers who are carrying out a regulated activity, for example being left unsupervised with children or providing personal care to children will be subject to an enhanced DBS check, including barred list information.
- New volunteers who are not carrying out regulated activity but who have an opportunity for regular contact with children will be subject to an enhanced DBS check but not a barred list check.
- For other volunteers who are not carrying out regulated activity and do not have regular contact with children, the headteacher will carry out a risk assessment to decide whether standard DBS check should be carried out depending on:
 - the nature of the role
 - what information is already known about the volunteer
 - what references from work or volunteering activity the volunteer has provided regarding suitability
 - whether the role is eligible for a DBS check.
- The school will ensure that all volunteers are competent to carry out the duties assigned to them and are only assigned duties that are suitable to their qualification and experience.
- Volunteers carrying out regulated activity but for whom a DBS check has not been carried out will be suitably supervised by school staff at all times at a level that ensures the safety of pupils.
- All volunteers will be fully inducted in relation to all relevant school policies and procedures.

4.5 Checks for governors

The school will take out an enhanced DBS check on any governor who does not already have one, but a barred list check will only be taken out if the individual governor will be carrying out a regulated activity within the school.

The school will also take out a section 128 check with the Teaching Regulation Agency Teacher Services system to establish whether any individual seeking to become the governor of a maintained school is prevented from participating in the management of an independent school, and is therefore disqualified from being a governor of a maintained school.

5 Induction and training

- The headteacher will ensure that all staff are fully inducted so that they are aware of the school commitment to the safety and welfare of pupils and have a full understanding of their safeguarding role.
- As part of their induction, staff will be expected to read and be aware of their role in implementing the following:
 - Part 1 or Annexe A of the statutory guidance *Keeping children safe in education (2025)*
 - "What to do if you are worried a child is being abused" guidance (DfE 2015)
 - the safeguarding and child protection policy and procedures
 - the school behaviour policy
 - the staff code of conduct
 - the *Children missing from education* policy.
- Staff will be asked to confirm in writing that they have received and read staff policies, as appropriate.
- The designated safeguarding lead will ensure that all staff are fully inducted with regard to the school child protection procedures and that they receive safeguarding and child protection training on a two-yearly basis.
- The school will keep records of all statutory and other training undertaken by staff members, governors and volunteers.
- As well as basic safeguarding training, the designated safeguarding lead and their deputy will receive specific training on their role.
- School staff will also receive training on the use of the Common Assessment Framework assessment and referral process as part of their safeguarding training.
- School staff will receive regular and timely updates on child protection and safeguarding issues via the designated safeguarding lead in order to ensure they remain up to date with new legislation.

- The headteacher and governors will ensure that all staff receive appropriate training on behaviour management in line with the expectations set out in Teaching Standards, as appropriate to their roles.

La Sainte Union Catholic School : SAFER RECRUITMENT POLICY
Appendix 1: Self-declaration form for candidates

Self-declaration form for candidates

Candidates who have been shortlisted for interview **must** complete this form.
Forms completed by unsuccessful candidates will be destroyed following interview.

Do you have any adult cautions? **Yes** ☐ **No** ☐

Details:

Do you have any unspent conditional cautions? **Yes** ☐ **No** ☐

Details:

Do you have any unspent convictions in a court of law? **Yes** ☐ **No** ☐

Details:

Do you have any spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England & Wales) Order 2020?

Yes ☐ **No** ☐

(Please note: Youth cautions, warnings and reprimands need not be disclosed)

Details:

Are you included on the DBS barred list from working with children? **Yes** ☐ **No** ☐

Details:

Are you prohibited from teaching by the Teaching Regulation Agency? **Yes** ☐ **No** ☐

Details:

Are you prohibited from taking part in the management of an independent school under section 128 of the Education and Skills Act 2008? **Yes** ☐ **No** ☐

Details:

Have you ever been convicted in England or Wales of an offence that took place abroad? **Yes** ☐ **No** ☐

Details:

Are you known to the Police or a children's social care department? **Yes** ☐ **No** ☐

Details:

Have you been disqualified from providing childcare under the Childcare Disqualification Regulations 2018? **Yes** ☐ **No** ☐

Details:

If you have lived overseas, is there any relevant information that you feel the interview panel should know about? **Yes** ☐ **No** ☐

Details:

I declare that the information given is true

Signed: _____

Date: _____