



Greenholm Primary School Official Policy

Name of Policy: Recruitment and Safer Recruitment Policy

Date Reviewed: October 2026

1. Introduction

Greenholm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers, and visitors to share this commitment.

This policy sets out our principles and procedures for recruiting staff and volunteers to ensure the best outcomes for pupils while meeting statutory safer recruitment requirements.

2. Aims and Objectives

The aims of this policy are to:

- Ensure that the best possible staff are recruited on the basis of their merits, abilities, and suitability for the post.
- Prevent unsuitable individuals from working with children or having access to them.
- Comply with all relevant employment and safeguarding legislation, including *Keeping Children Safe in Education (KCSIE 2025)*, *The Education (Independent School Standards) Regulations 2014*, and the *Equality Act 2010*.
- Maintain a culture of vigilance throughout all recruitment processes.

3. Scope

This policy applies to:

- All staff employed directly by Greenholm Primary School.
- Supply staff and agency workers.
- Volunteers, governors, and contractors who have unsupervised access to children.

4. Roles and Responsibilities

- Governing Body / Trust Board: Ensures that safer recruitment procedures are in place and regularly reviewed.
- Headteacher: Responsible for implementing this policy and ensuring compliance.
- Recruitment Panel Members: At least one member of any recruitment and selection panel must have completed accredited *Safer Recruitment Training*.
- Human Resources: Ensures that all pre-employment checks and records are maintained accurately on the Single Central Record (SCR).

5. Safer Recruitment Procedures

5.1 Planning and Advertising

- Vacancies will be advertised publicly to encourage a diverse pool of applicants unless an internal appointment is justified.
- All adverts will include the school's commitment to safeguarding and the requirement for an enhanced DBS check:

“Greenholm Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.”

- Job descriptions and person specifications will clearly outline the role, responsibilities, and safeguarding expectations.
- Late applications will not be reviewed.

5.2 Application Process

- All applicants must complete the school's standard application form; CVs alone will not be accepted.
- The application form will require a full employment history with explanations for any gaps.
- References will be sought for shortlisted candidates before interview wherever possible.

- Online presence (e.g., LinkedIn, professional social media) may be reviewed to identify any safeguarding concerns or behaviours inconsistent with the school's ethos.

5.3 Shortlisting

- Applications will be scrutinised carefully to identify gaps, inconsistencies, or anomalies.
- Any concerns will be explored with the applicant during the interview.
- Shortlisting decisions will be based solely on objective criteria related to the person specification.
- Online checks conducted during shortlisting will be considered as part of assessing suitability for the role.

5.4 References

- References will be requested using a standard reference template.
- At least one reference must be from the applicant's current or most recent employer.
- References will ask specific questions about:
 - The candidate's suitability to work with children.
 - Any known disciplinary issues or safeguarding concerns.
- Open references or testimonials will not be accepted.

5.5 Interviews

- The interview panel will include at least one member trained in safer recruitment.
- Interviews will assess:
 - Professional competence and experience.
 - Attitude towards safeguarding and child protection.
 - Motivation to work with children.
 - Emotional resilience and ability to maintain professional boundaries.

- Identity will be verified on the day of the interview in line with right-to-work requirements.
- Any concerns identified during online checks will be discussed with candidates during interview.

5.6 Pre-Employment Checks

No applicant will commence work until all pre-employment checks have been satisfactorily completed:

Check	Requirement
Identity	Verified against official documents.
Right to Work in the UK	Verified in accordance with Home Office guidance.
Enhanced DBS (with Barred List)	Required for all roles involving regulated activity.
Prohibition from Teaching Check	Required for all teaching roles.
Prohibition from Management (Section 128)	Required for leadership and governance roles.
Medical Fitness	Confirmation that the candidate is medically fit for the role.
Qualifications	Verified against original certificates.
Employment History	Full employment history checked; gaps explored.
References	Two satisfactory references received.
Online Checks	Professional online presence reviewed to identify safeguarding concerns or behaviours inconsistent with the school's ethos.

All checks will be recorded on the Single Central Record (SCR).

5.7 Agency and Supply Staff

- The school will obtain written confirmation from the agency that all required pre-employment checks have been completed.
- Identity will be verified upon arrival.

5.8 Volunteers

- Volunteers in regulated activity will undergo an enhanced DBS check with barred list information.
- Volunteers not in regulated activity will undergo a risk assessment to determine the appropriate level of checks.
- Online presence checks may be carried out for volunteers in sensitive roles.

5.9 Governors and Trustees

- All governors will be subject to enhanced DBS checks and Section 128 checks (where appropriate).
- Online checks may be conducted for safeguarding purposes.

6. Induction

All new staff and volunteers will receive a comprehensive induction, including:

- The school's Child Protection and Safeguarding Policy.
- Code of Conduct and Whistleblowing Policy.
- Information on reporting safeguarding concerns.
- Designated Safeguarding Lead (DSL) contact details.

7. Ongoing Safeguarding and Monitoring

- Staff will receive regular safeguarding training and updates.
- DBS checks for staff will be updated via the DBS Update Service or rechecked as required.
- Online behaviour and professional conduct may be monitored as part of ongoing safeguarding vigilance.

- The Headteacher and Governing Body will monitor compliance with safer recruitment procedures through regular audits.

8. Probationary Period

All appointments are subject to a probationary period, as set out in the employee's contract of employment. The purpose of the probationary period is to assess suitability for the role, including performance, conduct and attendance. During this period, performance will be monitored and appropriate support provided. At the end of the probationary period, employment will be confirmed, extended, or terminated in accordance with academy procedures and employment law.

9. Record Keeping

All recruitment records, including interview notes, application forms, online check reports, and verification documentation, will be retained securely in line with GDPR and school data retention policies.

The Single Central Record (SCR) will be maintained and monitored regularly to ensure full compliance.

10. Equal Opportunities

Greenholm Primary School is committed to equality, diversity, and inclusion in employment. Recruitment decisions will be made solely based on merit, safeguarding suitability, and professional competence, in line with the Equality Act 2010.

11. Policy Review

This policy will be reviewed annually by the Governing Body or sooner if statutory guidance changes.

Date Approved: [Insert Date]

Date of Next Review: [Insert Date]

Signed: _____ (Chair of Governors)

Signed: _____ (Headteacher)