# Safer Recruitment Policy

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## 1. Introduction

Abingdon House School Purley (AHSPurley) is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in AHSPurley documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance, Understanding and dealing with issues relating to parental responsibility updated August 2023, considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time, and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance
- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Data protection and GDPR guidance
- Specialist insurance cover

Where this policy refers to 'employees', the term refers to any individual who is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at AHSPurley..

The policy documents of AHSPurley are revised and published periodically in good faith. They are inevitably subject to revision. On occasion, a significant revision, although promulgated in school separately, may have to take effect between the republication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

## 2. Recruitment Principles

The school is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and those working on behalf of the school to share this commitment. Safer recruitment is a vital part of creating and maintaining a strong safeguarding culture and is integral to ensuring that unsuitable individuals are prevented from working with children.

The school recognises that safeguarding is everyone's responsibility and that effective recruitment practices contribute to protecting children from harm. Throughout every stage of the recruitment and selection process, safeguarding considerations will take precedence alongside the assessment of a candidate's skills, qualifications and experience.

The school will ensure that:

- all recruitment and selection procedures are conducted in accordance with Keeping Children Safe in Education (KCSIE) 2026, relevant employment legislation and equality legislation;
- recruitment decisions are based on merit through a fair, transparent and consistent process while giving due regard to safeguarding responsibilities;
- appropriate safeguarding and pre-employment checks are completed before any individual begins work with children;
- all candidates are treated fairly and consistently, with any safeguarding concerns identified, explored and risk assessed before an appointment is confirmed;
- online searches of shortlisted candidates are undertaken as part of the school's due diligence process in accordance with KCSIE 2026, with any relevant information considered objectively, recorded appropriately and discussed with the candidate where necessary;
- all recruitment records are maintained securely in accordance with data protection legislation and the school's records retention schedule;
- at least one member of every interview panel has completed recognised Safer Recruitment Training and is able to ensure safeguarding remains central throughout the recruitment process;
- recruitment documentation, including interview records, references, pre-employment checks and decisions, provides a clear audit trail demonstrating compliance with statutory requirements;
- Governors and senior leaders monitor the effectiveness of safer recruitment arrangements through regular reviews of recruitment practice and periodic audits of the Single Central Record (SCR).

The school will continually review its safer recruitment procedures to ensure they reflect current statutory guidance, emerging safeguarding risks and recognised best practice. Any deficiencies identified through monitoring or audit will be addressed promptly to maintain the highest standards of safeguarding.

## 3. Advertising

The school will ensure that all recruitment advertising reflects its commitment to safeguarding and promoting the welfare of children and young people. All recruitment materials will communicate the importance of safeguarding and the expectation that successful applicants will share this commitment.

Every advertisement will include:

- a statement that the school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment;
- confirmation that the appointment is subject to satisfactory pre-employment safeguarding checks, including an Enhanced Disclosure and Barring Service (DBS) check with children's barred list information where the role constitutes regulated activity;

- the safeguarding responsibilities associated with the role, including the extent of contact with children;
- details of the school's commitment to equality, diversity and inclusion and to recruiting the best candidate through a fair and transparent process;
- confirmation that online searches will be carried out on shortlisted candidates as part of the school's due diligence process in accordance with Keeping Children Safe in Education (KCSIE) 2026;
- information that the successful candidate will be required to comply with the school's safeguarding, child protection and staff code of conduct policies;
- where applicable, confirmation that additional statutory checks will be undertaken, including prohibition from teaching checks, Section 128 checks, childcare disqualification checks and overseas criminal record checks.

The recruitment pack made available to prospective applicants will include, or provide links to:

- the Child Protection and Safeguarding Policy;
- the Staff Code of Conduct;
- the school's Safer Recruitment Policy;
- the school's policy on the employment of ex-offenders;
- the job description and person specification; and
- information explaining the school's recruitment process and pre-employment checks.

The school will ensure that advertisements, job descriptions and person specifications accurately describe the safeguarding responsibilities of the role and clearly set out the skills, qualifications, experience and personal attributes required to safeguard and promote the welfare of children.

All recruitment advertising will be approved by the Headteacher (or delegated senior leader) before publication to ensure compliance with statutory guidance and the school's safeguarding requirements.

## 4. Application Forms

The school will only accept applications submitted on its approved application form or via the TES Education Application form and will not accept curriculum vitae (CVs) in place of a completed application form. This ensures that sufficient information is obtained to assess an applicant's suitability to work with children and enables any anomalies or concerns to be identified and explored.

Application forms will require applicants to provide:

- full personal details, including any previous names;
- a full chronological employment and education history, including explanations for any gaps in employment or training;
- details of all relevant qualifications and professional memberships;
- details of any voluntary work or other experience involving children;
- a declaration of any relationships to existing employees, governors or directors where applicable;
- details of referees, including the applicant's current or most recent employer;
- information relating to any criminal convictions, cautions or other matters that are relevant to the post, in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order and current legislation.
- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

The application form will also require applicants to confirm:

- that they are not barred from engaging in regulated activity relating to children where the post involves regulated activity;
- whether they are subject to a prohibition from teaching order, Section 128 direction or any other professional prohibition or restriction;
- whether they have been disqualified from providing childcare where relevant;
- whether they have lived or worked overseas and understand that additional overseas checks may be required;
- that the information provided is true, complete and accurate.

Applicants will be informed that:

- providing false, misleading or incomplete information may result in the application being rejected, the withdrawal of an offer of employment, dismissal, and where appropriate, referral to the relevant statutory authorities;
- online searches will be undertaken on shortlisted candidates as part of the school's due diligence process in accordance with Keeping Children Safe in Education (KCSIE) 2026;
- the successful applicant will be required to complete all statutory pre-employment safeguarding checks before commencing employment.

As part of the recruitment pack, applicants will be provided with, or directed to, the following documents:

- the Child Protection and Safeguarding Policy;
- the Staff Code of Conduct;
- the school's policy on the employment of ex-offenders;
- the Privacy Notice for Job Applicants explaining how personal data will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The school will review all completed application forms carefully to identify any inconsistencies, discrepancies or omissions. Any concerns identified during this stage will be explored with the applicant during the recruitment process before an appointment decision is made.

## 5. Shortlisting

The shortlisting process forms a key part of the school's safer recruitment procedures and is designed to identify candidates who meet the requirements of the role while ensuring that any safeguarding concerns are identified and appropriately explored.

Shortlisting will normally be undertaken by a minimum of two members of staff, one of whom will have completed recognised Safer Recruitment Training. Panel members will assess applications objectively against the published person specification using consistent selection criteria.

During the shortlisting process, the panel will:

- consider whether applicants meet the essential and desirable criteria for the role;
- review the applicant's full employment and education history to identify any unexplained gaps, inconsistencies or anomalies;
- consider patterns of repeated short-term employment or frequent changes in employment or location and determine whether further clarification is required;
- review declarations relating to criminal convictions, safeguarding matters, professional conduct, childcare disqualification and overseas employment;

- identify any discrepancies between the application form and supporting information that require further exploration;
- determine any safeguarding-related issues that should be discussed during the interview.

Following shortlisting, the school will:

- obtain references wherever possible before interview to allow any concerns to be explored with the candidate;
- require shortlisted candidates to complete a self-declaration of their criminal record and any information that may affect their suitability to work with children where this has not already been completed as part of the application process;
- undertake an online search of all shortlisted candidates as part of the school's due diligence in accordance with Keeping Children Safe in Education (KCSIE) 2026.

Online searches will:

- only consider information that is publicly available;
- be undertaken by an appropriately authorised member of staff who is not involved in making subjective recruitment decisions wherever practicable;
- focus on identifying information relevant to a candidate's suitability to work with children;
- avoid consideration of information that is irrelevant to the role or relates to protected characteristics under the Equality Act 2010;
- be recorded appropriately, including confirmation that the search has been completed and details of any safeguarding concerns identified;
- provide candidates with an opportunity to discuss any relevant issues identified before a final appointment decision is made.

Where safeguarding concerns arise during the shortlisting process, the panel will ensure that these are investigated thoroughly and fairly before determining whether the candidate should proceed to interview or appointment.

The school will maintain an appropriate audit trail of the shortlisting process, including the reasons for selection decisions, to demonstrate compliance with statutory safer recruitment requirements and the principles of fairness, transparency and safeguarding.

## 6. Seeking References and Verifying Employment History

The school recognises that obtaining and scrutinising references is an essential element of safer recruitment. References provide valuable information about an applicant's suitability to work with children and help verify information provided during the recruitment process.

References will normally be obtained for all shortlisted candidates before interview wherever possible.

Where this is not practicable, references will be obtained and scrutinised before any offer of employment is confirmed.

The school will:

- obtain a minimum of two professional references;
- seek a reference from the applicant's current employer and, where applicable, from the most recent employer where they worked with children;
- not accept open references or testimonials (for example, references addressed "To Whom It May Concern");

- not rely on applicants to provide references on behalf of referees;
- verify that references have been received directly from the referee using an official organisational email address or other authenticated source;
- ensure references are completed by a senior member of staff with appropriate authority to comment on the applicant's suitability for employment;
- verify the applicant's most recent employment where they are not currently employed;
- obtain confirmation of the applicant's conduct where they have previously worked with children.

The school will ensure that references specifically seek information about:

- the applicant's suitability to work with children;
- the applicant's relationships with children and young people;
- disciplinary action relating to the safety and welfare of children, including any in which the sanction has expired;
- whether the referee is satisfied that the applicant is suitable to work with children;
- any substantiated safeguarding concerns or allegations;
- whether the applicant has been the subject of capability or disciplinary procedures where these are relevant to safeguarding;
- the reason for leaving the current or previous employment.

On receipt of references, the recruiting manager will:

- compare the information provided with the application form and any other recruitment documentation;
- identify and investigate any discrepancies, omissions, vague statements or inconsistencies;
- contact referees directly to clarify any information that is unclear or raises safeguarding concerns;
- ensure any concerns are explored fully with the candidate during the interview;
- document all discussions and actions taken.

Where an applicant has lived or worked overseas, the school will obtain additional evidence of conduct and professional standing where available. This may include overseas criminal record certificates, certificates of good conduct or confirmation from relevant professional regulatory authorities.

The school will not confirm an appointment until:

- all references have been received and considered satisfactory;
- any safeguarding concerns have been fully investigated and resolved;
- employment history has been verified and any gaps satisfactorily explained; and
- the recruiting manager is satisfied that there are no outstanding safeguarding concerns.

All references and associated correspondence will be retained securely as part of the recruitment record in accordance with the school's data retention schedule and UK General Data Protection Regulation (UK GDPR) requirements.

## 7. Interview and Selection

The interview process is a critical stage of safer recruitment and provides an opportunity to assess each candidate's suitability to work with children, their values, attitudes towards safeguarding, and their ability to fulfil the responsibilities of the role.

All interviews will be conducted by a panel of at least two members of staff. With, at least one member of the panel will have completed recognised Safer Recruitment Training.

The interview panel will:

- assess each candidate against the published person specification and job description;
- explore the candidate's motivation for working with children and young people;
- assess the candidate's understanding of safeguarding responsibilities and child protection;
- evaluate whether the candidate demonstrates values and behaviours consistent with the school's safeguarding culture;
- ask consistent core questions of all candidates while allowing supplementary questions where clarification is required;
- maintain a written and signed record of questions asked, candidate responses, assessment outcomes and recruitment decisions.

As part of the interview, the panel will explore:

- any gaps in employment or education history;
- frequent changes in employment or location;
- discrepancies between the application form, references and other recruitment information;
- any safeguarding concerns identified through references, self-declarations or online searches;
- the reasons for leaving previous employment;
- any previous disciplinary matters or professional conduct issues relevant to the role;
- the candidate's understanding of professional boundaries and the Staff Code of Conduct.

Candidates will be given the opportunity to explain any information identified during the recruitment process that may be relevant to their suitability for employment. Recruitment decisions will not be based solely on information obtained through online searches or self-declarations without providing the candidate with an opportunity to respond.

Interview questions will include safeguarding-focused scenarios designed to assess the candidate's ability to:

- recognise indicators of abuse, neglect and exploitation;
- respond appropriately to safeguarding concerns;
- understand the importance of reporting concerns promptly;
- maintain professional boundaries with children;
- contribute to creating a safe and inclusive environment for pupils.

Following the interview, the panel will evaluate all available evidence, including:

- the application form;
- interview performance;
- references;
- self-declaration;
- online search findings;
- qualifications and experience;
- safeguarding knowledge and attitudes.

Appointment decisions will be based on the candidate's overall suitability for the role, taking account of their qualifications, experience, competencies and commitment to safeguarding and promoting the welfare of children.

All offers of employment are conditional, subject to the satisfactory completion of all required pre-employment checks. Where safeguarding concerns remain unresolved, the school will not proceed with the appointment.

The school will retain signed interview notes, scoring records and recruitment decisions in accordance with its records management and data protection policies to provide a clear audit trail of the recruitment process.

## 8. Pre-Appointment Vetting Checks

The school will ensure that no applicant is permitted to commence employment until all statutory pre-employment safeguarding checks have been completed satisfactorily or, in exceptional circumstances, an appropriate written risk assessment has been completed and approved by the Headteacher.

All offers of employment are conditional upon the satisfactory completion of all relevant pre-appointment checks.

The school will record all required checks on the Single Central Record (SCR) in accordance with Keeping Children Safe in Education (KCSIE) 2026. Copies of documentation will be retained securely within personnel files in accordance with the school's records retention schedule and UK General Data Protection Regulation (UK GDPR).

### 8.1 Mandatory Pre-Appointment Checks

Before confirming an appointment, the school will verify:

- the applicant's identity from original documentation;
- the applicant's right to work in the United Kingdom;
- the applicant's address and proof of identity where required;
- the applicant's professional qualifications relevant to the role;
- any professional registration required for the post;
- the applicant's employment history and explanations for any gaps;
- the applicant's medical fitness to carry out the responsibilities of the role, where appropriate, in accordance with the Equality Act 2010;
- satisfactory references;
- the outcome of all safeguarding declarations completed during the recruitment process.

### 8.2 Disclosure and Barring Service (DBS) Checks

The school will obtain:

- an Enhanced DBS certificate for all relevant appointments;
- an Enhanced DBS certificate including children's barred list information where the role constitutes regulated activity;
- a separate children's barred list check where an individual is permitted to begin regulated activity before the DBS certificate has been received, in exceptional circumstances.

The school utilises the services of the DBS online update service for all staff, volunteers, governors, directors or contractors who are in regulated activity.

The school will not retain copies of DBS certificates for longer than six months but will retain an appropriate record of:

- the date of the check;
- the certificate number where appropriate;
- the level of check undertaken;
- the recruitment decision.

### 8.3 Prohibition and Additional Statutory Checks

Where applicable, the school will undertake:

- a Prohibition from Teaching check through the Teaching Regulation Agency (TRA);
- a Section 128 Direction check for individuals appointed to relevant management positions;
- Childcare Disqualification checks where required under the Childcare Act 2006 and associated regulations;
- checks of professional sanctions or restrictions where relevant to the role.

### 8.4 Overseas Applicants

Where an applicant has lived or worked outside the United Kingdom, the school will undertake additional checks covering at least the previous 10 years, as appropriate. These may include:

- overseas criminal record certificates;
- certificates of good conduct;
- letters of professional standing from relevant regulatory authorities;
- verification of overseas teaching status where applicable;
- any other checks considered necessary following an assessment of risk.

Where overseas information cannot reasonably be obtained, the school will complete and retain a documented risk assessment explaining the decision to appoint and any additional safeguarding measures implemented.

#### 8.5 Delayed Checks

In exceptional circumstances where an individual is required to commence employment before every check has been completed, the Headteacher must authorise this arrangement following a documented safeguarding risk assessment.

The risk assessment will consider:

- the reason for the delay;
- the duties to be undertaken;
- the level of supervision required;
- whether regulated activity will be undertaken;
- any mitigating safeguarding measures.

Such arrangements will only be used where legally permissible and will be reviewed until all outstanding checks have been completed.

In accordance with the Crime and Policing Act 2026, the supervision exemption previously applicable to individuals undertaking certain activities with children was removed with effect from 1 September 2026.

Individuals who teach, train, instruct, care for or supervise children on more than three days in any 30-day period, or undertake qualifying overnight activity, may be engaged in regulated activity regardless of whether they are supervised by another member of staff.

Where an individual is engaged in regulated activity, the school will ensure that the appropriate Enhanced DBS check, including children's barred list information, is undertaken.

### 8.7 Employment-related exemption for 16 and 17 year olds

Where teaching, training, instruction, care, supervision or relevant advice and guidance relates solely to a 16- or 17-year-old's paid or unpaid employment, those activities do not constitute regulated activity with children on that basis alone.

The school will assess the individual's actual duties and responsibilities to determine whether any other activities establish eligibility for an Enhanced DBS check or children's barred list check.

The school will maintain appropriate safeguarding arrangements for all young people, irrespective of whether the employment-related exemption applies.

### 8.8 Single Central Record

The school will maintain an accurate and up-to-date Single Central Record (SCR) containing all information required by KCSIE 2026.

The SCR will be:

- updated promptly following each recruitment process;
- reviewed regularly by the Headteacher or nominated senior leader;
- formally audited at least once each term, with findings reported to the Governing Body or appropriate committee;
- used as part of the school's safeguarding quality assurance arrangements.

Any discrepancies identified during an audit will be rectified without delay.

No appointment will be confirmed until the Headteacher (or delegated senior leader) is satisfied that all required safeguarding checks have been completed and there are no outstanding safeguarding concerns.

## 9. Existing Staff

The school recognises that safeguarding is an ongoing responsibility and that safer recruitment extends beyond the point of appointment. The school will maintain a culture of vigilance and take appropriate action where concerns arise regarding the suitability of any member of staff, volunteer, governor, director or contractor to work with children.

The school will ensure that all staff continue to meet the required standards of conduct, behaviour and professional practice throughout their employment.

### 9.1 Ongoing Suitability

The school will review the suitability of existing staff where:

- safeguarding concerns arise regarding an individual's conduct or behaviour;
- new information becomes available that may affect an individual's suitability to work with children;
- an individual changes role and begins undertaking regulated activity where they were not previously doing so;
- an individual returns to work following a significant break in service, where additional checks are considered necessary;
- required by changes in legislation or statutory guidance.

Where appropriate, the school will carry out the relevant pre-employment checks again, including obtaining a new Enhanced DBS check or other statutory checks where there is a legitimate safeguarding reason to do so.

### 9.2 Managing Safeguarding Concerns

Any safeguarding concerns relating to an existing member of staff will be managed in accordance with:

- the Child Protection and Safeguarding Policy;
- the Staff Code of Conduct;
- the Managing Allegations Against Staff Policy;
- the Low-Level Concerns Policy;
- the school's disciplinary procedures.

Concerns will be assessed promptly and proportionately, with advice sought from the Local Authority

Designated Officer (LADO), police or other relevant agencies where appropriate.

### 9.3 Ongoing Safeguarding Responsibilities

All staff are expected to:

- maintain high standards of professional conduct;
- comply with safeguarding policies and procedures at all times;
- undertake mandatory safeguarding training and updates;
- report any safeguarding concerns immediately in accordance with school procedures;
- disclose any circumstances that may affect their suitability to work with children, including relevant criminal investigations, cautions, convictions, professional sanctions or restrictions.

Failure to disclose relevant information may result in disciplinary action.

### 9.4 Referrals to the Disclosure and Barring Service

The school has a legal duty to make a referral to the Disclosure and Barring Service (DBS) where the criteria for referral are met.

A referral will be made where the school removes an individual from regulated activity (or would have done so had they not resigned, retired or otherwise left employment) because they have:

- harmed, or posed a risk of harm to, a child;
- engaged in relevant conduct;
- satisfied the harm test;
- received a caution or conviction for a relevant offence.

Where appropriate, referrals will also be made to:

- the Teaching Regulation Agency (TRA);
- the Local Authority Designated Officer (LADO);
- the Police;
- Social Care; or
- any relevant professional or regulatory body.

### 9.5 Monitoring

The Headteacher, Designated Safeguarding Lead (DSL) and Governing Body will monitor compliance with safer recruitment and ongoing suitability arrangements through:

- safeguarding audits;
- Single Central Record audits;
- safeguarding supervision and monitoring;
- regular review of training compliance;
- review of safeguarding incidents, low-level concerns and allegations to identify themes, trends and lessons learned.

The school will take prompt action to address any concerns identified through monitoring to ensure that safeguarding arrangements remain effective and compliant with Keeping Children Safe in Education (KCSIE) 2026.

## 10. Agency and Third-Party Staff

The school recognises that agency, supply and third-party staff have the same responsibility as directly employed staff to safeguard and promote the welfare of children. Before any agency or third-party worker begins work, the school will obtain written confirmation that all relevant safer recruitment and pre-employment checks have been completed in accordance with Keeping Children Safe in Education (KCSIE) 2026.

Before an individual commences work, the school will:

- obtain written confirmation from the supplying agency or organisation that all statutory pre-employment checks have been completed;
- confirm that an Enhanced DBS check has been undertaken and, where appropriate, includes children's barred list information for those engaged in regulated activity;
- verify that identity, right to work, qualifications and any required professional registrations have been checked;
- confirm that any required prohibition from teaching, Section 128, childcare disqualification or overseas checks have been completed where applicable;
- ensure that the individual is suitable to undertake the duties for which they have been engaged.

On the individual's first day at the school, an authorised member of staff will:

- verify the individual's identity against photographic identification and verify their original DBS certificate;
- confirm that the individual presenting for work matches the details provided by the agency;
- ensure the individual has received an appropriate safeguarding induction before working with children.

The safeguarding induction will include:

- the identity and contact details of the Designated Safeguarding Lead (DSL) and Deputy DSL(s);
- the school's Child Protection and Safeguarding Policy;
- the Staff Code of Conduct;
- procedures for reporting safeguarding concerns;
- emergency procedures and site-specific safeguarding arrangements;
- acceptable use of technology and confidentiality expectations where relevant.

Agency and third-party staff will be expected to:

- comply with all school safeguarding and child protection policies;
- adhere to the Staff Code of Conduct;

- report safeguarding concerns immediately using the school's procedures;
- participate in safeguarding briefings where appropriate during longer-term placements.

The school will maintain records of agency confirmations and identity verification in accordance with its safer recruitment procedures.

Where concerns arise regarding the conduct or suitability of an agency or third-party worker, the school will:

- take immediate action to safeguard children;
- notify the supplying agency without delay;
- consider whether referral to the Local Authority Designated Officer (LADO), Disclosure and Barring Service (DBS), Teaching Regulation Agency (TRA), police or other relevant authority is required;
- review whether the individual should continue working within the school.

The Headteacher and Designated Safeguarding Lead will monitor the use of agency and third-party staff to ensure ongoing compliance with statutory safeguarding requirements and the school's safer recruitment procedures.

## 11. Contractors

The school recognises that contractors and their employees may have access to the school site and, in some circumstances, have contact with children. The school will ensure that appropriate safeguarding arrangements are in place before any contractor commences work.

The level of safeguarding checks required will be determined through a risk assessment, taking account of:

- the nature of the work being undertaken;
- whether the work constitutes regulated activity;
- the frequency and duration of contact with children;
- whether the contractor will be supervised at all times;
- the areas of the school to which the contractor will have access.

### 11.1 Pre-Engagement Checks

Before work begins, the school will ensure that:

- contractors engaging in regulated activity have an Enhanced Disclosure and Barring Service (DBS) check with children's barred list information;
- contractors who are not undertaking regulated activity, but whose work provides the opportunity for regular contact with children, have an appropriate Enhanced DBS check where required;
- self-employed contractors obtain the appropriate DBS check where the school is responsible for doing so;
- identity is verified using original photographic identification;
- written assurance is obtained from contracting organisations confirming that appropriate safer recruitment and pre-employment checks have been completed where responsibility rests with the employer.

The school will maintain records of the checks undertaken or assurances received.

### 11.2 Safeguarding Arrangements

All contractors will:

- sign in and out using the school's visitor procedures;
- wear an appropriate visitor or contractor identification badge at all times;
- comply with the school's safeguarding and health and safety procedures;
- remain within authorised areas of the school site;
- report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or another member of the safeguarding team.

Where contractors are expected to have contact with children, they will receive an appropriate safeguarding briefing, including:

- the identity and contact details of the Designated Safeguarding Lead (DSL) and Deputy DSL(s);
- how to report safeguarding concerns;
- expected standards of professional conduct;
- emergency procedures relevant to their work.

### 11.3 Supervision

Contractors who have not completed the required safeguarding checks, or where appropriate assurances have not been received, will:

- be supervised at all times by an authorised member of staff;
- not undertake regulated activity;
- not be permitted unsupervised access to children;
- only access areas necessary for the completion of their work.

Where safeguarding risks cannot be adequately mitigated, contractors will not be permitted to commence work.

### 11.4 Childcare Disqualification

Where contractors undertake work within the scope of the Childcare Act 2006 and associated regulations, the school will ensure that appropriate childcare disqualification checks or risk assessments are completed where required.

### 11.5 Monitoring

The Facilities Manager, People & Wellbeing Lead and Designated Safeguarding Lead will work together to ensure that contractor safeguarding arrangements are implemented effectively.

Compliance will be monitored through:

- contractor records;
- visitor signing-in procedures;
- safeguarding audits;
- periodic reviews of contractor risk assessments; and
- monitoring of contractor conduct while on site.

Any concerns regarding the suitability or conduct of a contractor will be managed immediately in accordance with the school's safeguarding procedures and, where appropriate, referred to the contractor's employer, the Local Authority Designated Officer (LADO), the Disclosure and Barring Service (DBS), the police or any other relevant authority.

## 12. Trainee Teachers and Student Teachers

The school is committed to ensuring that trainee teachers and student teachers are subject to the same robust safeguarding arrangements as all other adults working with children.

Before any trainee or student teacher begins their placement, the school will ensure that all appropriate safeguarding and pre-placement checks have been completed in accordance with Keeping Children Safe in Education (KCSIE) 2026.

### 12.1 Salaried Trainee Teachers

Where trainee teachers are employed directly by the school, they will be subject to the same safer recruitment and pre-employment checks as any other employee.

This includes, where applicable:

- verification of identity;
- verification of the right to work in the United Kingdom;
- verification of qualifications and professional status;
- an Enhanced Disclosure and Barring Service (DBS) check, including children's barred list information where the role constitutes regulated activity;
- prohibition from teaching checks;
- overseas checks where required;
- any additional statutory checks applicable to the role.

### 12.2 Fee-Funded Trainee Teachers

Where trainee teachers are undertaking a placement through an Initial Teacher Training (ITT) provider and are not employed by the school, the school will obtain written confirmation from the provider that:

- all relevant pre-placement safeguarding checks have been completed;
- the trainee has been assessed as suitable to work with children;
- any required Enhanced DBS check has been completed;
- any additional statutory checks have been undertaken where applicable.

The school will verify the trainee's identity on arrival before they commence their placement.

### 12.3 Student Placements

Students undertaking placements as part of further or higher education programmes will be subject to a risk assessment to determine the appropriate safeguarding arrangements, taking account of:

- the nature of the placement;
- the activities to be undertaken;
- the level of supervision;
- whether the placement involves regulated activity;
- confirmation received from the education provider regarding safeguarding checks already completed.

Where responsibility for safeguarding checks rests with the education provider, the school will obtain written assurance that these have been completed before the placement begins.

### 12.4 Induction and Supervision

All trainee teachers and student teachers will receive an appropriate induction before working with pupils.

This will include:

- the Child Protection and Safeguarding Policy;
- the Staff Code of Conduct;
- the identity and contact details of the Designated Safeguarding Lead (DSL) and Deputy DSL(s);
- procedures for reporting safeguarding concerns;
- Being made aware of whistleblowing procedures;
- emergency procedures;
- professional boundaries and expected standards of behaviour.

Each trainee or student teacher will be allocated an appropriately experienced member of staff to provide supervision, support and oversight throughout the placement.

### 12.5 Monitoring

The member of staff responsible for supervising the trainee or student teacher will monitor their professional conduct and safeguarding practice throughout the placement.

Any safeguarding concerns regarding a trainee or student teacher will be managed immediately in accordance with the school's safeguarding procedures and, where appropriate, reported to:

- the Initial Teacher Training provider or education provider;
- the Local Authority Designated Officer (LADO);
- the Disclosure and Barring Service (DBS);
- the Teaching Regulation Agency (TRA); or
- any other relevant authority.

The school will maintain appropriate records of safeguarding assurances, induction and supervision arrangements for all trainee teachers and student placements.

## 13. Volunteers

The school recognises the valuable contribution that volunteers make to the education and wellbeing of pupils. The school is committed to ensuring that all volunteers are recruited, vetted and supervised appropriately to safeguard and promote the welfare of children.

Before any volunteer begins working with pupils, the school will undertake a risk assessment to determine:

- the nature of the volunteer role;
- the frequency and level of contact with children;
- whether the role constitutes regulated activity;
- the level of supervision that will be provided;
- the safeguarding checks required.

The level of safeguarding checks undertaken will be proportionate to the role and will be carried out in accordance with Keeping Children Safe in Education (KCSIE) 2026.

### 13.1 Recruitment and Vetting

The school will:

- obtain an Enhanced Disclosure and Barring Service (DBS) check, including children's barred list information, for all volunteers undertaking regulated activity;

- consider whether an Enhanced DBS check (without barred list information) is appropriate for volunteers who are not engaged in regulated activity, following a documented risk assessment;
- verify the identity of all volunteers before they commence their role;
- obtain suitable references where this is considered necessary following the school's risk assessment;
- undertake childcare disqualification checks where required by legislation.

The school will retain a record of all volunteer risk assessments and safeguarding checks undertaken.

## 13.2 Regulated Activity and Volunteer Safeguarding Checks

Following the removal of the supervision exemption on 1 September 2026, volunteers who undertake teaching, training, instruction, care or supervision of children on more than three days in any 30-day period, or undertake qualifying overnight activity, will be regarded as engaging in regulated activity, even where they are supervised by an appropriately vetted member of staff.

All volunteers undertaking regulated activity must have an Enhanced Disclosure and Barring Service (DBS) check, including children's barred list information.

Before a volunteer commences their role, the school will:

- Assess the nature, frequency and duration of the activities undertaken.
- Determine whether the role constitutes regulated activity.
- Establish the appropriate level of DBS check.
- Verify the volunteer's identity.
- Complete and document a safeguarding risk assessment.
- Ensure that the required safeguarding checks have been completed before the volunteer undertakes regulated activity, subject only to legally permitted arrangements.
- Provide appropriate safeguarding induction and supervision.

**Occasional Volunteers**

Individuals volunteering occasionally, including parents supporting one-off school events or non-overnight school trips, will not automatically be undertaking regulated activity.

The school will assess each role individually to determine the appropriate safeguarding arrangements and whether any DBS check is legally eligible.

**Existing Volunteers**

The school will review existing volunteer arrangements to identify individuals whose activities now constitute regulated activity following the September 2026 legislative changes.

Where an existing volunteer requires additional safeguarding checks, these will be completed in accordance with current statutory guidance.

The school will maintain appropriate records of decisions, checks and risk assessments

## 13.3 Supervision

Supervision must not be relied upon as an exemption from regulated activity where the statutory criteria are met. From 1 September 2026, volunteers undertaking qualifying regulated activity remain subject to the relevant DBS and children's barred list requirements regardless of the level of supervision provided. The

school will ensure that supervision arrangements complement, rather than replace, statutory safeguarding checks.

The level of supervision will be reviewed periodically to ensure it remains appropriate to the volunteer's role and safeguarding risk.

### 13.3 Induction

Before commencing their duties, volunteers will receive an induction appropriate to their role, which will include:

- the school's Child Protection and Safeguarding Policy;
- the identity and contact details of the Designated Safeguarding Lead (DSL) and Deputy DSL(s);
- procedures for reporting safeguarding concerns;
- the Staff Code of Conduct or Volunteer Code of Conduct;
- expectations regarding professional boundaries, confidentiality and appropriate behaviour;
- emergency procedures and relevant site-specific safeguarding arrangements.

Volunteers will be made aware that safeguarding is everyone's responsibility and that they are expected to report any concerns immediately in accordance with the school's safeguarding procedures.

### 13.4 Ongoing Monitoring

The member of staff responsible for supervising the volunteer will monitor their conduct and suitability throughout their period of service.

Where safeguarding concerns arise regarding a volunteer, the school will take immediate action to protect children and will consider whether:

- the volunteer should cease volunteering immediately;
- advice should be sought from the Local Authority Designated Officer (LADO);
- a referral should be made to the Disclosure and Barring Service (DBS);
- the police or other relevant agencies should be informed.

The school will maintain records of volunteer appointments, safeguarding checks, inductions and supervision arrangements as part of its safer recruitment and safeguarding quality assurance processes.

The Governing Body will receive assurance through safeguarding monitoring that volunteer recruitment and supervision arrangements remain effective and compliant with statutory guidance.

## 14. Governors and Directors

The Governing Body and Directors have a strategic responsibility for ensuring that the school operates effective safer recruitment procedures and complies with statutory safeguarding requirements.

All appointments to governance roles will be subject to the appropriate safeguarding and suitability checks in accordance with Keeping Children Safe in Education (KCSIE) 2026.

### 14.1 Pre-Appointment Checks

Before appointment, the school will ensure that the following checks are completed, as appropriate to the type of school and governance role:

- verification of identity;
- verification of the right to work in the United Kingdom, where applicable;
- an Enhanced Disclosure and Barring Service (DBS) check;
- an Enhanced DBS check including children's barred list information where the individual will undertake regulated activity;
- a Section 128 direction check where required;
- overseas criminal record or other relevant checks where an individual has lived or worked outside the United Kingdom;
- any additional statutory checks applicable to the role.

The school will record the completion of all required checks on the Single Central Record (SCR).

### 14.2 Safeguarding Responsibilities

The Governing Body and Directors will ensure that:

- safer recruitment procedures comply with current statutory guidance;
- safeguarding remains a strategic priority across the school;
- appropriate safer recruitment policies are reviewed and approved annually;
- sufficient resources are available to implement effective safeguarding arrangements;
- staff involved in recruitment receive appropriate safer recruitment training;
- safeguarding concerns relating to recruitment are addressed promptly and appropriately.

### 14.3 Monitoring and Quality Assurance

The Governing Body and Directors will receive regular assurance regarding the effectiveness of safer recruitment arrangements.

This will include oversight of:

- the accuracy and completeness of the Single Central Record (SCR);
- outcomes of termly SCR audits;
- safer recruitment file audits;
- safeguarding compliance reports;
- training compliance for staff involved in recruitment;
- any safeguarding themes or lessons learned arising from recruitment processes.

Where deficiencies are identified, the Governing Body and Directors will ensure that appropriate remedial action is taken and monitored to completion.

### 14.4 Induction

Following appointment, governors and directors will receive safeguarding induction appropriate to their role, including:

- the Child Protection and Safeguarding Policy;
- Keeping Children Safe in Education (KCSIE) Part Two (or Part One where appropriate);
- the Staff Code of Conduct where applicable;
- the role of the Designated Safeguarding Lead (DSL);
- safeguarding reporting arrangements;
- governance responsibilities for safeguarding oversight.

Governors and Directors will undertake safeguarding training at induction and receive regular updates to ensure they remain informed of changes to statutory guidance and emerging safeguarding risks.

The Governing Body and Directors will review the effectiveness of safer recruitment arrangements annually as part of its safeguarding assurance programme and will ensure continuous improvement in response to legislative changes, inspection findings and lessons learned from safeguarding practice.

## 15. Staff Working in Alternative Provision Settings

Where the school commissions or places pupils with an Alternative Provision (AP) provider, it remains responsible for ensuring that appropriate safeguarding arrangements are in place and that the provider is suitable to meet pupils' educational and welfare needs.

Before a placement begins, the school will obtain written assurance from the Alternative Provision provider confirming that:

- all staff working with pupils have been subject to the appropriate safer recruitment and pre-employment checks in accordance with Keeping Children Safe in Education (KCSIE) 2026;
- safeguarding and child protection policies are in place and are compliant with statutory guidance;
- staff receive appropriate safeguarding training;
- appropriate arrangements exist for reporting and responding to safeguarding concerns;
- the provider maintains an accurate Single Central Record where required.

The school will also satisfy itself that the provider has:

- effective arrangements for safeguarding and promoting the welfare of children;
- appropriate procedures for managing allegations against staff;
- suitable behaviour, attendance and health and safety procedures;
- appropriate arrangements for recording and reporting safeguarding incidents.

### 15.1 Monitoring Placements

The school will maintain oversight of all pupils attending Alternative Provision through regular communication with the provider.

Monitoring arrangements will include:

- reviewing attendance, behaviour and welfare information;
- receiving safeguarding updates where appropriate;
- monitoring the quality of education and pastoral support;
- ensuring concerns regarding pupils are communicated promptly between the provider and the school;
- undertaking visits where appropriate to satisfy the school that safeguarding arrangements remain effective.

### 15.2 Information Sharing

The school will ensure that relevant safeguarding information is shared with the Alternative Provision provider before a placement begins, including:

- child protection information;
- risk assessments where appropriate;
- medical information relevant to safeguarding;
- details of any safeguarding plans or external agency involvement.

Information sharing will comply with UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and statutory safeguarding guidance.

### 15.3 Concerns About Providers

Where safeguarding concerns arise regarding an Alternative Provision provider, the Headteacher and Designated Safeguarding Lead (DSL) will take immediate action to protect pupils.

This may include:

- reviewing the suitability of the placement;
- undertaking an immediate safeguarding review;
- notifying the relevant commissioning or regulatory body where appropriate;
- making referrals to external agencies where required;
- removing pupils from the placement if safeguarding standards cannot be assured.

The Governing Body and Directors will receive regular assurance that Alternative Provision arrangements are subject to effective safeguarding oversight and remain compliant with statutory requirements.

## 16. Adults Who Supervise Pupils on Work Experience

The school recognises that work experience provides valuable learning opportunities for pupils and is committed to ensuring that appropriate safeguarding arrangements are in place for all placements.

Before any work experience placement is arranged, the school will undertake appropriate checks and a risk assessment to ensure that the placement is suitable and that pupils will be safeguarded throughout the placement.

Where a pupil aged 16 or 17 undertakes paid or unpaid employment or work experience, activities consisting solely of teaching, training, instruction, care, supervision or relevant advice and guidance in connection with that employment do not, by themselves, constitute regulated activity with children. The school will consider whether any other duties or circumstances establish regulated activity or eligibility for a DBS check and will ensure that appropriate safeguarding arrangements remain in place throughout the placement.

### 16.1 Assessing Placements

The school will:

- assess the suitability of the placement and the employer;
- consider the nature of the work to be undertaken;
- consider the age, needs and vulnerabilities of the pupil;
- assess the level of supervision that will be provided;
- determine whether the placement involves regulated activity in accordance with relevant safeguarding legislation.

Where appropriate, the school will obtain written confirmation that the employer has appropriate safeguarding arrangements in place.

### 16.2 Barred List and DBS Checks

The school will consider whether a Disclosure and Barring Service (DBS) check, including children's barred list information, is required for adults supervising pupils on work experience.

This decision will be based on:

- whether the individual will be undertaking regulated activity;
- the frequency and intensity of supervision;
- whether supervision will be unsupervised;
- the age and vulnerability of the pupil;
- the overall safeguarding risk associated with the placement.

Where a DBS check is not required, the school will ensure that appropriate alternative safeguarding measures are in place.

### 16.3 Information Sharing

Before the placement begins, the school will provide employers with appropriate information regarding:

- the school's safeguarding expectations;
- how safeguarding concerns should be reported;
- emergency contact arrangements;
- any relevant information necessary to safeguard the pupil, where lawful and appropriate to share.

Pupils will also receive guidance before commencing their placement, including:

- expected standards of behaviour;
- health and safety requirements;
- how to report safeguarding concerns;
- who to contact if they feel unsafe or require support during the placement.

### 16.4 Monitoring Placements

The school will maintain appropriate oversight of work experience placements by:

- maintaining contact with the employer where appropriate;
- monitoring the pupil's welfare throughout the placement;
- responding promptly to any safeguarding concerns raised by the employer or pupil;
- reviewing the placement following completion to identify any safeguarding lessons learned.

### 16.5 Safeguarding Concerns

Any safeguarding concerns arising during a work experience placement will be managed immediately in accordance with the school's Child Protection and Safeguarding Policy.

Where appropriate, the school will:

- liaise with the employer;
- notify the Designated Safeguarding Lead (DSL);
- seek advice from the Local Authority Designated Officer (LADO), Children's Social Care or the police where required;
- review the suitability of the placement and, if necessary, terminate the placement to protect the pupil.

The Governing Body and Directors will receive assurance that work experience placements are subject to appropriate safeguarding risk assessment and monitoring as part of the school's wider safeguarding quality assurance arrangements.

## 17. Pupils Staying with Host Families

Where the school arranges for pupils to stay with host families, whether in the United Kingdom or overseas, the school will ensure that appropriate safeguarding arrangements are in place to protect pupils throughout their stay.

The school recognises its responsibility to undertake appropriate checks and risk assessments where it arranges accommodation with host families who are not the child's parent, carer or close relative.

### 17.1 Host Family Arrangements within the United Kingdom

Where the school arranges accommodation with host families in the United Kingdom, it will:

- undertake the checks required by Keeping Children Safe in Education (KCSIE) 2026 and any other relevant statutory guidance;
- obtain an Enhanced Disclosure and Barring Service (DBS) check, including children's barred list information where required by legislation;
- verify the identity and address of host family members where appropriate;
- assess the suitability of the accommodation and the host family;
- ensure that safeguarding expectations are clearly communicated to host families before the placement begins.

### 17.2 Overseas Host Families

Where the school arranges accommodation with overseas host families, it recognises that DBS checks cannot normally be undertaken.

In these circumstances, the school will:

- work closely with partner schools, educational organisations or reputable placement providers to obtain appropriate safeguarding assurances;
- seek confirmation that suitable safeguarding checks have been completed in accordance with the legislation and safeguarding arrangements operating within the host country;
- undertake a safeguarding risk assessment before confirming the placement;
- ensure that pupils and parents receive appropriate information about the safeguarding arrangements in place.

### 17.3 Information for Pupils and Parents

Before the placement begins, pupils and parents/carers will receive information about:

- the accommodation arrangements;
- the safeguarding measures that have been implemented;
- expected standards of behaviour;
- emergency contact arrangements;
- procedures for reporting safeguarding concerns while away from home;
- how to obtain support if concerns arise during the placement.

### 17.4 Monitoring During the Placement

The school will maintain appropriate oversight throughout the placement by:

- ensuring pupils know how to contact a member of school staff at any time;

- maintaining contact with pupils and, where appropriate, host families during the visit;
- responding promptly to any safeguarding concerns;
- reviewing safeguarding arrangements following the placement to identify any lessons learned.

### 17.5 Safeguarding Concerns

Any safeguarding concern relating to a host family placement will be treated seriously and managed in accordance with the school's Child Protection and Safeguarding Policy.

Where concerns arise, the school will:

- take immediate action to safeguard the pupil;
- liaise with the host organisation or partner school;
- inform parents or carers as appropriate;
- seek advice from relevant safeguarding agencies where required;
- terminate the placement if safeguarding standards cannot be assured.

The Governing Body will receive assurance that all host family arrangements organised by the school are subject to appropriate safeguarding checks, risk assessments and ongoing monitoring in accordance with statutory guidance.

## 18. Links with other policies

This Safer Recruitment Policy forms part of the school's wider safeguarding framework and should be read alongside the following policies, procedures and guidance. Together, these documents support the school's commitment to safeguarding and promoting the welfare of children.

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Staff Induction Policy
- ECT Induction Policy
- Data Protection Policy
- Staff Disciplinary Policy
- Whistleblowing policy
- Equal Opportunities policy
- SCR Guidance

## 19. Contact Information

For any questions or concerns regarding this policy, please contact the School's Designated Staff Lead;; Emma Stark at emma.stark@ahspurley.com

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## 20. Approval & Policy Review

This Policy has been reviewed and approved by:

| | |
|---|---|
| Policy Approver(s) | Cavendish Education Board of Directors/Senior Leadership Team of the school |
| Storage Location | Online, hard copy in the schools office |
| Effective Date | September 2026 |
| Next Review Date | September 2027 |

## 21. Revision History

| Version | Change | Author | Date of Change |
|---|---|---|---|
| 1 | First published | Cavendish Central Team | September 2026 |
| 1.1 | Updated to reflect Regulated activity: removal of the supervision exemption (comes into force 1 September 2026) | Cavendish Central Team | 28th October 2026 |

## 22. Operational Guidance 01 – Cavendish Education Risk Assessment for staff waiting for DBS

## 23. Operational Guidance 02 – Recruitment and Vetting Checklist

| Recruitment and Vetting Checklist Keeping Children Safe in Education (KCSIE) 2026 | | | | | |
|---|---|---|---|---|---|
| Candidate Name: | | | | | |
| Recruitment Reference: | | | | | |
| Start Date: | | | | | |
| Recruiting Manager: | | | | | |
| Date Checklist Completed: | | | | | |
| Stage 1 – Recruitment Planning | | | | | |
| Check | Yes | No | N/A | Initials | Date |
| Job description reviewed and includes safeguarding responsibilities | ☐ | ☐ | ☐ | | |
| Person specification reviewed | ☐ | ☐ | ☐ | | |
| Recruitment approved | ☐ | ☐ | ☐ | | |
| Interview panel appointed | ☐ | ☐ | ☐ | | |
| At least one panel member holds Safer Recruitment Training | ☐ | ☐ | ☐ | | |
| Stage 2 – Advertising | | | | | |

| Check | Yes | No | N/A | Initials | Date |
|---|---|---|---|---|---|
| Safeguarding statement included | ☐ | ☐ | ☐ | | |
| DBS requirement included | ☐ | ☐ | ☐ | | |
| Online search statement included | ☐ | ☐ | ☐ | | |
| Child Protection Policy available to applicants | ☐ | ☐ | ☐ | | |
| Staff Code of Conduct available | ☐ | ☐ | ☐ | | |
| Stage 3 – Application and Shortlisting | | | | | |
| Check | Yes | No | N/A | Initials | Date |
| School application form used (CV not accepted alone) | ☐ | ☐ | ☐ | | |
| Full employment history reviewed | ☐ | ☐ | ☐ | | |
| Employment gaps explored | ☐ | ☐ | ☐ | | |
| Safeguarding declarations reviewed | ☐ | ☐ | ☐ | | |
| Online search completed | ☐ | ☐ | ☐ | | |
| Online search concerns discussed (if applicable) | ☐ | ☐ | ☐ | | |
| References requested | ☐ | ☐ | ☐ | | |
| Stage 4 – References | | | | | |
| Check | Yes | No | N/A | Initials | Date |
| Two satisfactory references received | ☐ | ☐ | ☐ | | |
| Current/most recent employer reference obtained | ☐ | ☐ | ☐ | | |
| References verified as genuine | ☐ | ☐ | ☐ | | |
| Safeguarding questions answered satisfactorily | ☐ | ☐ | ☐ | | |
| Disciplinary history reviewed | ☐ | ☐ | ☐ | | |
| Any concerns investigated | ☐ | ☐ | ☐ | | |
| Stage 5 – Interview | | | | | |
| Check | Yes | No | N/A | Initials | Date |
| Identity documents seen | ☐ | ☐ | ☐ | | |
| Qualifications verified | ☐ | ☐ | ☐ | | |
| Safeguarding questions asked | ☐ | ☐ | ☐ | | |
| Employment gaps discussed | ☐ | ☐ | ☐ | | |
| Reference concerns explored | ☐ | ☐ | ☐ | | |
| Online search findings discussed (where relevant) | ☐ | ☐ | ☐ | | |
| Interview notes completed | ☐ | ☐ | ☐ | | |

| Stage 6 – Pre-Employment Checks | | | | | |
|---|---|---|---|---|---|
| Check | Yes | No | N/A | Initials | Date |
| Identity verified | ☐ | ☐ | ☐ | | |
| Right to Work verified | ☐ | ☐ | ☐ | | |
| Enhanced DBS completed | ☐ | ☐ | ☐ | | |
| Children's Barred List check completed (if applicable) | ☐ | ☐ | ☐ | | |
| Prohibition from Teaching check completed | ☐ | ☐ | ☐ | | |
| Section 128 check completed (where applicable) | ☐ | ☐ | ☐ | | |
| Childcare Disqualification check completed (where applicable) | ☐ | ☐ | ☐ | | |
| Overseas checks completed (where applicable) | ☐ | ☐ | ☐ | | |
| Medical fitness declaration received | ☐ | ☐ | ☐ | | |
| Professional qualifications verified | ☐ | ☐ | ☐ | | |
| Stage 7 – Single Central Record (SCR) | | | | | |
| Check | Yes | No | N/A | Initials | Date |
| All statutory checks recorded on SCR | ☐ | ☐ | ☐ | | |
| Personnel file completed | ☐ | ☐ | ☐ | | |
| Recruitment documentation securely filed | ☐ | ☐ | ☐ | | |
| Stage 8 – Induction | | | | | |
| Check | Yes | No | N/A | Initials | Date |
| Child Protection & Safeguarding Policy issued | ☐ | ☐ | ☐ | | |
| KCSIE 2026 (appropriate part) issued | ☐ | ☐ | ☐ | | |
| Staff Code of Conduct issued | ☐ | ☐ | ☐ | | |
| Behaviour Policy issued | ☐ | ☐ | ☐ | | |
| Whistleblowing Policy issued | ☐ | ☐ | ☐ | | |
| DSL and Deputy DSL introduced | ☐ | ☐ | ☐ | | |
| Safeguarding induction completed | ☐ | ☐ | ☐ | | |
| IT and Acceptable Use training completed | ☐ | ☐ | ☐ | | |
| **Final Recruitment Approval** | | | | | |
| I confirm that: | | | | Yes | No |

| | | |
|---|---|---|
| All statutory recruitment and safeguarding checks have been completed. | ☐ | ☐ |
| Any identified risks have been assessed and documented. | ☐ | ☐ |
| The appointment complies with Keeping Children Safe in Education (KCSIE) 2026. | ☐ | ☐ |

| Recruiting Manager | |
|---|---|
| Name: | |
| Signature: | |
| Date: | |

| Headteacher Authorisation | |
|---|---|
| I authorise this appointment and confirm that all safer recruitment requirements have been met. | |
| Name: | |
| Signature: | |
| Date: | |

## 24. Operational Guidance 03 - Single Central Record Audit Checklist Keeping Children Safe in Education (KCSIE) 2026

| Single Central Record Audit Checklist Keeping Children Safe in Education (KCSIE) 2026 | |
|---|---|
| School: | |
| Audit Date: | |
| Auditor: | |
| Role: | |
| Reporting To: | |

| Audit Summary | | | | | |
|---|---|---|---|---|---|
| Audit Outcome | | ☐ | | | |
| Fully Compliant | | ☐ | | | |
| Minor Actions Required | | ☐ | | | |
| Significant Actions Required | | ☐ | | | |
| Immediate Safeguarding Action Required | | ☐ | | | |

| Section 1 – Single Central Record Management | | | |
|---|---|---|---|
| Audit Question | Yes | No | Action Required |

| | | | |
|---|---|---|---|
| SCR is maintained electronically or securely in accordance with school procedures | ☐ | ☐ | ☐ |
| SCR is up to date | ☐ | ☐ | ☐ |
| SCR is accessible only to authorised personnel | ☐ | ☐ | ☐ |
| Responsibility for maintaining the SCR is clearly identified | ☐ | ☐ | ☐ |
| Previous audit actions have been completed | ☐ | ☐ | ☐ |

| Section 2 – Staff Checks | | | | |
|---|---|---|---|---|
| Random Sample Size Reviewed: | | | | |
| Check | Yes | No | Comments | |
| Identity verified | ☐ | ☐ | | |
| Right to Work recorded | ☐ | ☐ | | |
| Enhanced DBS recorded | ☐ | ☐ | | |
| Children's Barred List recorded (where applicable) | ☐ | ☐ | | |
| DBS date recorded | ☐ | ☐ | | |
| Prohibition from Teaching check recorded | ☐ | ☐ | | |
| Section 128 check recorded (where applicable) | ☐ | ☐ | | |
| Overseas checks recorded (where applicable) | ☐ | ☐ | | |
| Qualifications verified | ☐ | ☐ | | |
| Start date accurate | ☐ | ☐ | | |

| Section 3 – Governors and Directors | | | | |
|---|---|---|---|---|
| Check | Yes | No | Comments | |
| Identity checks completed | ☐ | ☐ | | |
| Enhanced DBS recorded | ☐ | ☐ | | |
| Section 128 checks completed (where applicable) | ☐ | ☐ | | |
| Overseas checks recorded where required | ☐ | ☐ | | |
| SCR entries complete | ☐ | ☐ | | |

| Section 4 – Volunteers | | | | |
|---|---|---|---|---|
| Check | Yes | No | Comments | |
| Volunteer risk assessments completed | ☐ | ☐ | | |
| DBS checks appropriate to role | ☐ | ☐ | | |
| Barred List checks completed where regulated activity applies | ☐ | ☐ | | |
| Volunteer supervision arrangements documented | ☐ | ☐ | | |
| Volunteer induction completed | ☐ | ☐ | | |

| Section 5 – Agency and Supply Staff |
|---|

| Check | Yes | No | Comments | |
|---|---|---|---|---|
| Written assurance received | ☐ | ☐ | | |
| Identity verified on first day | ☐ | ☐ | | |
| Safeguarding induction completed | ☐ | ☐ | | |
| Records retained | ☐ | ☐ | | |
| Section 6 – Contractors | | | | |
| Check | Yes | No | Comments | |
| Contractor risk assessments completed | ☐ | ☐ | | |
| DBS requirements determined appropriately | ☐ | ☐ | | |
| Written assurances obtained | ☐ | ☐ | | |
| Visitor procedures followed | ☐ | ☐ | | |
| Safeguarding briefing provided where required | ☐ | ☐ | | |
| Section 7 – Recruitment Documentation | | | | |
| Random Sample Size Reviewed: | | | | |
| Check | Yes | No | Comments | |
| Approved application form used | ☐ | ☐ | | |
| Employment history checked | ☐ | ☐ | | |
| Online search recorded | ☐ | ☐ | | |
| Two references obtained | ☐ | ☐ | | |
| References verified | ☐ | ☐ | | |
| Interview records completed | ☐ | ☐ | | |
| Recruitment checklist completed | ☐ | ☐ | | |
| Personnel file complete | ☐ | ☐ | | |
| Section 8 – Induction | | | | |
| Check | Yes | No | Comments | |
| Safeguarding induction completed before unsupervised work | ☐ | ☐ | | |
| KCSIE 2026 issued | ☐ | ☐ | | |
| Child Protection Policy issued | ☐ | ☐ | | |
| Staff Code of Conduct issued | ☐ | ☐ | | |
| DSL introduced | ☐ | ☐ | | |
| Induction checklist completed | ☐ | ☐ | | |
| Section 9 – Quality Assurance | | | | |
| Check | Yes | No | Comments | |
| Recruitment files demonstrate consistent safer recruitment practice | ☐ | ☐ | | |
| SCR accurately reflects personnel files | ☐ | ☐ | | |

| | | | | |
|---|---|---|---|---|
| Recruitment records retained appropriately | ☐ | ☐ | | |
| Safer Recruitment training is current | ☐ | ☐ | | |
| Annual policy review completed | ☐ | ☐ | | |
| Previous audit recommendations implemented | ☐ | ☐ | | |

| Compliance Summary | |
|---|---|
| Area | RAG Rating |
| Single Central Record | |
| Recruitment Files | |
| Governors/directors | |
| Volunteers | |
| Agency Staff | |
| Contractors | |
| Induction | |
| Overall Compliance | |

| **Actions Required** | | | | | | |
|---|---|---|---|---|---|---|
| Priority | Action | | | Lead | Deadline | Completed |
| High | | | | | | FALSE |
| High | | | | | | FALSE |
| Medium | | | | | | FALSE |
| Medium | | | | | | FALSE |
| Low | | | | | | FALSE |
| Low | | | | | | FALSE |

| | |
|---|---|
| Auditor's Evaluation | |
| | |
| Strengths Identified | |
| | |
| Areas for Improvement | |
| | |
| Safeguarding Risks Identified | |
| | |

| Audit Sign-Off | |
|---|---|
| Auditor | |
| Name: | |
| Signature: | |
| Date: | |

| Headteacher | |
|---|---|
| Name: | |
| Signature: | |
| Date: | |
| **Governor Responsible for Safeguarding (or Chair of Governors)** | |
| Name: | |
| Signature: | |
| Date: | |

| Recommended Audit Frequency | |
|---|---|
| **Activity** | **Frequency** |
| Single Central Record review | Monthly (HR) |
| Formal SCR audit | Termly |
| Recruitment file audit | Termly (minimum 10% sample or all appointments since previous audit) |
| Safer Recruitment Policy review | Annually |
| Governor safeguarding report | Termly |
| External safeguarding audit | Every 2–3 years or as required |
| Good Practice: The audit should be undertaken jointly by the Headteacher (or delegated senior leader), HR lead and the Safeguarding Governor. Findings should be reported to the Governing Body and incorporated into the school's safeguarding action plan where improvements are identified. | |

## 25. Operational Guidance 05 - Cavendish Education Recruitment Templates

- Cavendish Education Application Form
- Recruitment of ex-offenders policy template
- Staff code of conduct template
- Staff Induction Policy Checklist
- Staff induction checklist template
- Staff Medical Fitness Declaration
- Staff Recruitment Risk Assessment Decision Matrix
- Volunteers Policy