Safer Recruitment Policy

The Cottesloe School

Policy Type:	Non-Statutory
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Date:	Autumn Term 2026
Approved by:	Resources and People - October 2026
Next review:	Autumn Term 2027

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1. Legislation

The Cottesloe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow guidance as detailed in current legislation/advice:

- Buckinghamshire Council Minimum Safer Recruitment Standards (September 2026)
- Department for Education Keeping Children Safe in Education (September 2026)
- HM Government Working Together to Safeguard Children 2026
- Department for Education Staffing and Employment Advice for Schools (September 2025
- Buckinghamshire Council Single Central Record (SCR) - Guidance for Schools (August 2026)

2. **Safer Recruitment**

We are committed to recruiting and selecting high quality staff with the necessary skills, experience and aptitude to care for, nurture and enable our students to learn and thrive in a happy, caring and safe environment.

3. **Equality**

We ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position, and further ensure that all job applicants are considered equally and consistently.

We are committed to ensuring that no job applicant is treated unfairly and we are aware of our responsibilities set out in the Equality Act 2010.

4. **Safeguarding Statement**

All adverts, job descriptions/person specifications and applicant booklets will contain a safeguarding statement and reference to the safer recruitment process and vetting checks that will be undertaken for successful applicants.

5. **Overseas vetting checks**

For individuals who have lived or worked outside the UK additional appropriate checks must be made so that any relevant events that occurred outside the UK can be considered. This could include obtaining a letter via the applicant from the professional regulating authority in the country (or countries) to confirm no sanctions or restrictions have been

imposed or they are aware of any reasons why they may be unsuitable to work with children.

6. **Interview panel**

   When recruiting any staff there is at least one member of staff on the interviewing panel who has completed the Safer Recruitment in Education Training. This is captured in the SCR. Recruiting staff will be required to renew their Safer Recruitment in Education Training every 3 years.

7. **DBS check requirement**

   All staff (including regular visitors, governors, volunteers, contract staff, supply staff, trainee teachers and peripatetic music teachers) will be required to undertake an Enhanced Disclosure with barred list check via the Disclosure and Barring Service (DBS). Under no circumstances will the school permit an unchecked staff member or volunteer to have unsupervised contact with students.

8. **Application form**

   All applicants for any post within the school will be required to complete a MyNewTerm Cottesloe School teaching or support staff application form and a Curriculum Vitae (CV) ***will not*** be accepted in place of this.

9. **References**

   All applicants will be asked to provide two referees, one of whom should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past then a reference will also be obtained from that previous employer. All applicants shortlisted will have references taken up and a minimum of two satisfactory references must be received before we confirm any offer of an appointment. References will be sought directly from the referee and will request details about any safeguarding concerns, capability procedures in the previous two years and any current disciplinary warnings. Open references and references from family members or friends will not be accepted,

10. **Social media and online check**

    We will undertake publicly visible online and social media searches of all shortlisted applicants with their consent as part of due diligence checks and any identified incidents or issues that are available online will be addressed at interview.

11. **Shortlisting**

    During the shortlisting process all applications will be carefully scrutinised by at least two people, who will also carry out the interview, to ensure that the information provided is consistent, does not contain any discrepancies and to identify any gaps in employment. Incomplete application forms will

not be accepted and will be returned for completion. Check a Teacher's Record checks will be undertaken for prohibition orders (Teachers, Unqualified Teachers and Assistant Teachers), failed induction or probation, and historic sanctions and restrictions.

12. **Criminal convictions self-declaration**

Shortlisted applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children, subject to Ministry of Justice guidance on the disclosure of criminal records. The information they give will be treated as strictly confidential. Disclosure of a conviction or caution will not automatically disqualify them from consideration. Any offence will only be taken into consideration if it is one which would make them unsuitable for the type of work they are applying for. However, offences relating to children are likely to make them unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000 (see Annex A for full details).

13. **Guaranteed Interview Scheme**

The school operates the Guaranteed Interview Scheme for Disabled People where we guarantee to interview all applicants with disabilities who meet the essential criteria for a vacant post.

14. **Discrepancies**

During the interview, any discrepancies noted from the shortlisting will be explored. If the interviewing panel are not satisfied with any explanation given the applicant will not be successful.

15. **Successful candidate checks**

A successful candidate will be offered a conditional offer of employment; this will be subject to a series of checks:

- Receipt of at least two satisfactory references, confirming that the referee knows of no reason why the candidate should be prohibited from working with young people. References must cover a 5 year consecutive period. Where an applicant is not currently working with children but has done so in the past then a reference will also be obtained from that previous employer. References will be requested in advance of an interview unless permission is expressly refused.
- Verification of the candidate's identity (best practice is to request sight of a birth certificate to identify any name changes) and entitlement to work in the UK including under the EU Settlement Scheme.
- Barred list check obtained and risk assessment undertaken if candidate is to start prior to DBS clearance with supervision until clearance is received.
- Enhanced Disclosure with barred list check via DBS.
- Provision of a Certificate of Good Conduct where a candidate has lived outside the UK for six months or more within the last five years, and any

appropriate overseas checks which could include the applicant providing a letter from the professional regulating authority in which they have worked confirming they are suitable to teach.
- 'Check a Teacher's Record' checks for prohibition orders (Teachers, Unqualified Teachers and Assistant Teachers), failed induction or probation, and historic sanctions and restrictions.
- Section 128 Barring Direction Check for Governor and Senior Leadership appointments
- Verification of the candidate's mental and medical fitness for the appointed role.
- Verification of professional qualifications and status as required (eg. PGCE, QTS/QTLS, TRA/GTCS/GTCW/GTCNI registration, Statutory Teacher Induction, NPQH, IOSH, CIMA, Nursing/Medical, etc).
- Non-teaching posts - satisfactory completion of the probationary period.
- The Headteacher and Safeguarding Governor will check and sign staff recruitment folders to ensure all mandatory checks have been undertaken satisfactorily.

16. **Monitoring**

The School aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at The Cottesloe School.

17. **Single Central Record**

The SCR is maintained by the school and lists all staff (including supply staff and former staff), volunteers, governors, contractors and all others who visit frequently or intensively, which includes details of the checks outlined above where applicable. The Governing Board is required to feel confident that the SCR is up-to-date and follows recommended best practice that the Headteacher and Safeguarding Governor checks the SCR at least once per term and signs to acknowledge they have done so.

18. **Supply staff and third parties**

School staff will obtain written confirmation from supply agencies and third parties that the same checks have been undertaken to establish an individual's suitability to work with children. The Headteacher and Safeguarding Governor will scrutinise these records when checking the SCR. On arrival supply staff will be asked to show a form of photo identity (e.g passport, driving licence) to prove who they are.

19. **Alternative Provision**

Where students are placed with an alternative provision provider, the school will obtain a Letter of Assurance from the provider that appropriate safer recruitment checks and safeguarding training has been carried out on individuals working at the establishment, and that the provider will inform the school of checks carried out on any new staff. Letters of Assurance from providers will be requested at the start of each academic year.

20. **Lettings Policy**

Safer recruitment extends to the systems and checks of anyone who hires facilities within our school grounds and this is reflected in our Lettings Policy. It may be necessary for the Hirer to submit proof to the Lettings staff that they have undergone a successful check under the Disclosure and Barring Service. If a particular letting involves contact with children and young people, it is the responsibility of the Hirer to ensure and be able to fully demonstrate that they have complied with the DBS Code of Practice and any relevant Safeguarding requirements. A copy of the DBS registration for the event organiser will be requested for lettings involving children under the age of 18. When there is a requirement for DBS checks to be undertaken, the Hirer must keep appropriate records for all adults in line with the DBS Code of Practice and report to the Headteacher any safeguarding concerns which may arise. The Hirer must be able to provide evidence that DBS checks have been carried out for all relevant adults on request. See our current Lettings Policy for further information.

21. **Safeguarding Induction**

New staff will receive induction information about safeguarding procedures and statutory safeguarding training will be arranged by the school's Deputy Designated Safeguarding Lead on their first day working in school. They will also receive current copies of the following school documents which they must sign as having received and read:

- Keeping Children Safe in Education Part 1 – information for all school and college staff
- What to do if you're worried a child is being abused
- Safeguarding and Child Protection Policy
- Code of Conduct for Teaching and Support Staff
- Behaviour for Learning Policy
- Child Protection Advice for New Staff leaflet
- Whistleblowing leaflet
- Professional Boundaries: Your Role with Children and Young People leaflet
- Guidance for students and parents on the use of mobile phones leaflet
- New Staff Handbook
- AI Policy
- Digital Technology Acceptable Use Policy
- E-Safety/Online Safety Policy
- Equality, Diversity, Community Cohesion and Inclusion Policy
- Guidance for staff on the performance management system
- Guidance for online statutory safeguarding training and reporting of concerns for new staff
- Health and Attendance Policy
- Health and Safety Policy
- Job description/person specification
- Support Staff Performance Management / Teacher Review and Development Policy
- Probation Policy for Support Staff

- Safeguarding Children Induction Booklet
- Staff Wellbeing Policy

22. **SafeSmart Policy Tracker**

All new staff will be required to log on to SafeSmart during their first week working in school in order to read the following current policies:

- Behaviour for Learning
- Bucks Council Code of Conduct
- Bucks Council Conduct and Discipline
- Bucks Council Health and Attendance
- Bucks Council Leave of Absence
- Bucks Council Whistleblowing
- Equality, Anti-Discrimination, Diversity and Inclusion

Staff will be required to undertake annual statutory online and in-person safeguarding training and to confirm reading safeguarding and conduct policies thereafter.

23. **Annual Review and Development Process**

All staff are subject to our annual review and development process. The school must refer as soon as possible anyone who has harmed or poses a risk of harm to a child who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left, to the DBS and/or TRA as required; this includes supply staff.

24. **DBS Renewal**

The school's policy is to renew DBS checks for all staff, volunteers and governors every 5 years. They are informed that they have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

25. **Annual Safeguarding Report**

The school will submit an annual Safeguarding Report to the Governing Body and the Local Authority Education Safeguarding Advisory Service.

26. **Safeguarding and Child Protection Policy**

This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy.

27. **Review**

This policy will be reviewed annually

Appendix 1 - Employment of Ex-Offenders - Disclosure and Barring

If you are shortlisted for any of our posts, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The Cottesloe School policy requires all applicants for employment to disclose any previous unspent criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the role you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of 'protect' cautions and convictions which do not need to be disclosed by a job applicant can be found at DBS filtering guide - GOV.UK (www.gov.uk). The information you give will be treated as strictly confidential. Disclosure of a conviction or caution will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000. Failure to disclose any relevant offences or give false information will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

Where a disclosure or the results of a DBS check reveal that an applicant is barred from the role or ineligible to be employed in that role, their recruitment process will not proceed any further, and they will be informed that they legally cannot be considered for the job.

Staff will determine, with support from HR specialists, whether disclosures warrant a discussion between our school and the candidate. When assessing any disclosure information on a DBS certificate, schools should take into consideration the explanation from the applicant, including for example:

- the seriousness of any offence and relevance to the post applied for
- how long ago the offence occurred
- whether it was a one-off incident or a history of incidents
- the circumstances around the incident, and
- whether the individual accepted responsibility for their actions.

The school will also consider the incident in the context of the Teachers' standards and Teacher misconduct guidance, if the applicant is applying for a teaching post.

Staff will then assess whether applicants' previous convictions or cautions make them unsuitable for the role.

As a school, we operate safer recruitment practices and ensure that successful applicants are subject to safeguarding checks.