



Safer Recruitment and SCR Policy.

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PREFACE

Chiltern Hills Academy is a learning environment at the heart of its community. We encourage every person in our community to:

Create, Aspire and Excel to 'Live life in all its fullness' (John 10:10)

We achieve this through our dedication to the seven Christian values of love, hope, self-discipline, compassion, forgiveness, respect and honesty.

We are a community in which staff, students and parents work collaboratively to develop a learning environment and organisation which is spiritual, safe, innovative, creative and exciting. All members of the Academy are motivated and inspired by the vision to give their best and to play a full part in the life of the school and in their own developing lives.

The Governors at Chiltern Hills Academy are committed to achieving the vision and values.

They oversee and monitor this policy to ensure that this is being achieved.

Contents

1	Introduction	4
2	Scope and Purpose	5
3	Safer Recruitment.....	5
4	Advertising	6
5	Job Description.....	7
6	Application Form.....	7
7	Applicants Invited to Interview	8
8	Interviews	9
9	Other selection methods.....	11
10	Level of language proficiency	11
11	Pre-employment checks	12
12	Disclosure and Barring Service (DBS) checks - new employees and volunteers	14
13	Disclosure and Barring Service (DBS) checks - existing employees and volunteers	16
14	Agency staff.....	17
15	Breaches of the policy.....	18
16	Record keeping and data protection.....	18
17	Review of policy	18
	Appendix 1: Disqualification from Childcare information for new employees.....	19

1. Introduction

- 1.1.1 Recruiting the best people to Chiltern Hills Academy is vital for our continued success in providing the highest standards of education to our pupils. Chiltern Hills regards the Safeguarding students and safe working practice as a priority. This policy sets our commitment and working practice when working with students.
- 1.1.2 Not appointing the right people to our roles can have a negative impact on the performance of Chiltern Hills Academy.
- 1.1.3 The Head Teacher is responsible for recruitment arrangements for all posts except the Head Teacher and Deputy Head Teacher posts, where responsibility for the appointment rests with the Governing Body.
- 1.1.4 In carrying out our recruitment processes we:
- 1.1.5 are committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance.
- 1.1.6 we will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time.
- 1.1.7 our Data Protection Policy sets out how we will comply with Data Protection Legislation.
- 1.1.8 will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.
- 1.1.9 In the very exceptional cases where we are required to discriminate due to an occupational requirement this must be approved by the Governing Body who will provide reasons for this requirement.
- 1.1.10 Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job.

- 1.1.11 If an applicant makes the School aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.

2. Scope and Purpose

- 2.1 The purpose of this policy is to set out the school's procedures for the safer recruitment, selection and appointment of employees and other individuals who work within the school.
- 2.2 Sections 13 and 14 on Disclosure and Barring Service checks also applies to volunteers in our School.

3. Safer Recruitment

- 3.1 All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our students' pupils.
- 3.2 The School is committed to safeguarding and promoting the welfare of children and young people. The recruitment of all employees and volunteers will, without exception, follow the safer recruitment requirements set out in *Keeping Children Safe in Education (KCSIE) 2026*. All appointments are subject to satisfactory pre-employment checks and the School being satisfied that the individual is suitable to work with children and young people.
- 3.3 Any person involved in the recruitment and selection of staff must read and be familiar with the current version of *Keeping Children Safe in Education (KCSIE)*, including the safer recruitment requirements contained within Part Three, together with the School's Child Protection and Safeguarding Policy. These documents are available on the School website and in the safeguarding section of SharePoint.
- 3.4 All recruitment must be planned to ensure that there is adequate time available to recruit safely.
- 3.5 Any person who becomes aware that this policy is not being followed during recruitment must inform the Head Teacher or the Designated Safeguarding Lead immediately.
- 3.6 All of the checks described in Sections 12 and 13 must be carried out and have been determined as satisfactory before an applicant can start their employment in the School

4. Advertising

- 4.1 Any vacant position will normally be advertised through appropriate channels to attract a suitable field of applicants. Vacancies will ordinarily be advertised via MyNewTerm and may also be advertised through other appropriate channels where necessary. The school will determine whether vacancies are advertised externally, internally, or both, having regard to the nature of the role and the needs of the school.

- 4.2 All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check:

Chiltern Hills Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory pre-employment checks, including an Enhanced DBS check.

Where appropriate, the School will undertake a prohibition from teaching check for teaching staff and for other roles where the post holder may be involved in the planning, delivery or supervision of educational activities. The School may also undertake prohibition checks for certain non-teaching roles where there is a safeguarding rationale for doing so, including where an individual may previously have undertaken teaching work or where there is a reasonable possibility that teaching duties could form part of the role in the future. This reflects the School's commitment to robust safer recruitment practices and ensuring the suitability of all staff working with children.

- 4.3 All advertisements will also include the following statement if the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975 (2013, 2020 and 2023): This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers and, if disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

- 4.4 Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales). For example, a teaching assistant required to communicate with pupils to support their learning, would be viewed as operating in a public-facing role. Adverts (and Job Descriptions) should make clear the necessary standard of spoken English or Welsh required for the role.

- 4.5 All applicants will be provided with access to the Schools Recruitment Privacy Notice, which explains how personal data will be collected, processed, stored and retained during and after the recruitment process.
- 4.6 Adverts and job descriptions will make clear the standard of spoken English required for the role, where applicable, in line with the Public Sector Fluency Duty.

5. Job Description

- 5.1 A job description will be required for all posts which describes the duties and responsibilities of the post. It must be up to date, accurate and specific to the role. The job description must also include a person specification which outlines all of the necessary skills, abilities, experience, attitude, behaviours, qualifications and knowledge requirements for the post.
- 5.2 All job descriptions and person specifications must make reference to the responsibility for safeguarding and promoting the welfare of children.

6. Application form

- 6.1 All applicants are required to fill out our standard application form on the MyNewTerm recruitment portal. A completed application form is required for all appointments. CVs submitted without a completed application form will not be considered.
- 6.2 Applicants will be shortlisted against the requirements of the person specification. The shortlisting process will be carried out by at least two members of the recruitment panel and, where practicable, three members. Wherever possible, the same panel members will undertake both the shortlisting and interview stages to ensure consistency throughout the recruitment process. The outcome of the shortlisting process will be recorded and retained.
- 6.3 The equal opportunities monitoring form from MNT must be removed from the application and not provided to the short-listing panel.
- 6.4 The shortlisting panel is responsible for scrutinising application forms and identifying any gaps in employment, discrepancies, anomalies or other matters that may affect an applicant's suitability to work with children and young people. Any concerns identified during the shortlisting process, including concerns arising from online searches carried out as part of the Trust's due diligence, must be explored with the applicant at interview. A satisfactory explanation must be obtained and recorded before any appointment is confirmed.

7. Applicants Invited for Interview

- 7.1.1 Once the shortlisting panel have determined applicants who will be invited to interview the following checks must take place:
- 7.1.2 References:
- 7.1.3 All offers of employment will be conditional upon receipt of at least two satisfactory written references. References will:
 - 7.1.4 be requested for all shortlisted applicants, including internal applicants;
 - 7.1.5 be obtained from the applicant's current employer. Where an applicant for a teaching post is not currently employed as a teacher, a reference will also be sought from the employer where they most recently worked as a teacher.
 - 7.1.6 seek information about the applicant's suitability to work with children and will ask employers to provide details of any formal capability procedures within the previous two years, including the reasons for, and outcome of, the process.
 - 7.1.7 be directly from the referee, who will be a senior person with appropriate authority and confirmed as accurate by the Headteacher in respect of any disciplinary investigations;
 - 7.1.8 not be accepted if they are 'to whom it may concern' letters;
 - 7.1.9 request information on the applicant's suitability to work with children and young people from the last employer where the applicant worked with children (if not currently working with children);
 - 7.1.10 be verified with the person who provided the reference and, where the reference is provided electronically, verify that it is from a legitimate source;
 - 7.1.11 be clarified with the referee where the information is vague or insufficient;
 - 7.1.12 establish the reason for the candidate leaving their current or most recent post;
 - 7.1.13 be compared with the information set out in the application form and any discrepancies discussed with the candidate;
 - 7.1.14 be requested before the interview; and
 - 7.1.15 be explored further with the referee and with the applicant during the interview if necessary.
- 7.1.16 Where it has not been possible to obtain references before the interview any concerns that are subsequently raised will need to be resolved before the appointment is confirmed.

7.1.17 In order to comply with the Equality Act 2010, information relating to sickness absence will only be requested after a conditional offer of employment has been made.

7.1.18 The School may conduct searches, either themselves or through a third party, of the online presence and publicly available social media content of shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern.

7.2 Management of online searches (either by carrying out the search or instructing a third party to do so), and the collation of information will be carried out independently from those managing the shortlisting process. Only information relevant to potential reputational damage and/or safeguarding concerns obtained from the search will be passed to those managing the shortlisting process.

7.3 Shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Applicants will only be asked to disclose and discuss criminal convictions and/or cautions which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) that may deem them unsuitable. Where this is provided electronically, the shortlisted candidate will be asked to physically sign a hard copy at the point of the interview.

8. Interviews

8.1 A face-to-face interview must take place for all applicants to all posts. The use of video conferencing, Microsoft Teams, Skype, FaceTime or other similar technologies is acceptable for this purpose where circumstances make an in-person interview impractical, including where candidates are applying from overseas or require sponsorship to work in the UK.

8.2 Where a candidate requires sponsorship, the School will undertake the necessary right to work and immigration checks and confirm eligibility for sponsorship in accordance with Home Office requirements before any offer of employment is confirmed.

8.3 Those involved in interviewing should have an understanding of the recruitment process, the requirements of this policy and relevant safeguarding responsibilities. At least one member of the interview panel must have completed safer recruitment training in accordance with statutory guidance.

8.4 The purpose of the interview is to assess the merits of each applicant against the job description and person specification to establish their suitability for the post and to work with children and young people.

- 8.5 Interviews should be conducted by a minimum of two panel members. Wherever possible, the panel should be diverse and include a balance of perspectives. At least one member of the panel must have completed appropriate safer recruitment training. One panel member may lead questioning whilst another observes, assesses responses and records notes.
- 8.6 Before the interview commences the interview panel should have:
- 8.6.1 The schools standard interview questions provided in the recruitment interview folder prepared for the role;
 - 8.6.2 The prepared questions to test the applicant's suitability to work with children and young people;
 - 8.6.3 identified any areas for further probing, e.g., if a criminal record has been declared, any information about past disciplinary action/allegations, or if there are gaps in employment etc;
 - 8.6.4 agreed assessment criteria which reflects the person specification; and
 - 8.6.5 decided a structure to the interview and established which member of the panel will ask which questions.
 - 8.6.6 A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning.
 - 8.6.7 Any gaps in employment history and any concerns identified as part of the online and social media checking process must be explored during the interview process.
 - 8.6.8 Candidates shortlisted for interview will be asked about their suitability to work with children. Areas that may be concerning and lead to further questions may include:
 - implication that adults and children are equal;
 - lack of recognition and/or understanding of the vulnerability of children;
 - inappropriate idealisation of children;
 - inadequate understanding of appropriate boundaries between adults and children; and
 - indicators of negative safeguarding behaviours;
- 8.7 The interview panel must ensure a fully completed Self-Declaration form is discussed and considered. Should a disclosure be present on the declaration form, or the applicant verbally shares a disclosure, the panel must complete the Disclosure Discussion Form.

8.8 Taking Notes during the Interview

Panel members should record all relevant information provided by applicants, as this information will be needed to assess each applicant against the requirement of the job.

Write up all notes immediately after the interview – recording relevant answers and detail, bearing in mind the provisions of the Data Protection Act 2018, which will enable the candidates to ask to see interview notes where they form part of a 'set' of information about the candidate.

9. Other selection methods

9.1.1 In addition to a face-to-face interview with the interview panel a variety of other selection methods may be used, such as:

9.1.2 Observation of teaching practice in our school or in the applicant's current school or academy;

9.1.3 One or more additional panel interviews (for example, a panel made up of pupils from our school.

9.1.4 A presentation;

9.1.5 In tray exercises; and

9.1.6 Psychometric testing.

9.1.7 Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection methods in consultation with HR. They will be relevant and appropriate to the role and will be based on the requirements for the particular post as set out in the job description and person specification.

9.1.8 Candidates will be informed in advance if any selection methods are to be used in addition to a face-to-face interview and what these are.

10. Level of language proficiency

10.1.1 Under the "fluency duty" (Part 7 of the Immigration Act 2016), public authorities are required to ensure that workers in public facing roles are fluent in English (or Welsh in Wales). Public facing roles are those members of teaching and support staff who, as a regular and intrinsic part of their role, are required to speak to members of the public (including students in schools). Evidence may include:

- Competently answering interview questions in English.
- A qualification relevant to the role obtained through education in the UK or taught in English by a recognised institution overseas.
- A recognised spoken English qualification or language competency test at CEFR Level B1 or above.

11. Pre-employment checks

11.1.1 An offer of appointment to the successful applicant will be conditional upon the following:

11.1.2 receipt of at least two satisfactory written references (one of which must be their current or most recent employer);

11.1.3 verification of the applicant's identity, preferably using current photographic identification and proof of address. The School must be satisfied that the individual is who they claim to be and should be alert to the possibility of name changes. As a matter of best practice, the School will seek to verify the name shown on the applicant's birth certificate, where available, and obtain appropriate documentary evidence of any name changes, such as a marriage certificate, deed poll or statutory declaration

11.1.4 verification of the applicant's medical fitness;

11.1.5 verification of qualifications where relevant;

11.1.6 Verification of professional status, qualifications and eligibility to undertake the role will be carried out where applicable. For teaching staff, this includes verification of Qualified Teacher Status (QTS), any mandatory teaching qualifications and completion of statutory induction, where required, through the DfE Teacher Services online service.

11.1.7 satisfactory enhanced DBS check (see Section 13);

11.1.8 satisfactory online searches (see Section 8)

11.1.9 for management positions (Applicable to governors/trustees, Headteachers, members of the Senior Leadership Team and departmental heads only), verification that they are not subject to a section 128 direction by checking the Teacher Services System;

11.1.10 for teachers and other employees who are working in non-teaching roles, verification that they are not subject to a prohibition order by checking the DfE Teacher Services online service;

- 11.1.11 For teaching positions, where an applicant has lived or worked outside the UK, the school will consider whether further overseas checks are required. This may include obtaining, via the applicant, a letter of professional standing from the professional regulating authority in the country or countries where the applicant has worked, confirming whether any sanctions or restrictions have been imposed, or whether there are any known reasons why the applicant may be unsuitable to teach.¹
- 11.1.12 a clear children's barred list check, where the role amounts to regulated activity with children. From 1 September 2026, this includes volunteers who teach, train, instruct, care for or supervise children frequently, on more than three days in any 30-day period, or overnight between 2am and 6am, whether or not they are supervised.;
- 11.1.13 verification of right to work in the United Kingdom;
- 11.1.14 any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas; [Criminal records checks for overseas applicants - GOV.UK](#)
- 11.1.15 All checks must be completed and evidenced before employment commences. Confirmation of the checks undertaken must be retained on the employee's personnel file and recorded on the Single Central Record (SCR) in accordance with Keeping Children Safe in Education. Copies of identity, right to work and qualification documents will be retained on the personnel file in line with statutory requirements.

¹ In accordance with KCSIE, where an applicant has lived or worked outside the UK, schools should consider what additional overseas checks are appropriate. For teaching posts, this may include obtaining (via the applicant) a letter from the professional regulating authority in the country or countries in which the applicant has worked, confirming that no sanctions or restrictions have been imposed and that there are no known reasons why the applicant may be unsuitable to teach.

12. Disclosure and Barring Service (DBS) checks - new employees and volunteers

12.1.1 The School applies a proportionate, risk-based approach when determining the level of pre-placement safeguarding checks required for volunteers, work experience placements and other individuals undertaking activities within the School, in accordance with Keeping Children Safe in Education.

Who?	Definition	Type of check
Employees engaging in regulated activity	Regulated activity with children as defined in current legislation and statutory guidance	Enhanced DBS check with children's barred list information
Volunteers engaging in regulated activity	A volunteer who teaches, trains, instructs, cares for or supervises children frequently, on more than 3 days in any 30-day period, or overnight between 2am and 6am. From 1 September 2026 this applies whether or not the volunteer is supervised.	Enhanced DBS check with children's barred list information
Volunteers not engaging in regulated activity	A volunteer whose activity does not meet the regulated activity threshold	No DBS check, or enhanced DBS check without barred list information, where appropriate following a written risk assessment
Work experience / young volunteers (under 18)	Case-by-case assessment based on activity, contact with pupils and current statutory guidance	As determined by written risk assessment; no barred list check unless the role amounts to regulated activity and the legal entitlement exists

- 12.1.2 The School will carry out a role-based safeguarding risk assessment to determine the level of DBS check required for each volunteer, work experience placement and other individuals undertaking activity within the School, in accordance with Keeping Children Safe in Education 2026 and current DBS/DfE regulated activity guidance. From 1 September 2026, supervision does not by itself prevent a volunteer from being in regulated activity. The School will therefore assess the activity undertaken, whether it is carried out frequently, whether it is undertaken on more than three days in any 30-day period, and whether it includes overnight activity between 2am and 6am.
- 12.1.3 In determining whether a volunteer is in regulated activity, the School will consider the volunteer's activity at the School and any information disclosed by the volunteer about equivalent activity in other settings, where relevant to assessing whether the frequency or period condition is met
- 12.2 In exceptional circumstances, a new employee or volunteer may be able to start work before the enhanced DBS certificate has been received, but only after:
- An enhanced DBS application has been submitted.
 - A children's barred list check has been completed and is satisfactory.
 - All other pre-employment checks have been completed and deemed satisfactory.
 - A documented risk assessment has been completed and approved by the Headteacher or designated senior leader.
- 12.3 Pending receipt of the DBS certificate, the individual must remain under supervision at all times. Supervision arrangements must include:
- No unsupervised contact with pupils.
 - No responsibility for personal care or intimate care.
 - No one-to-one working with pupils behind closed doors.
 - A named member of staff responsible for oversight throughout the working day.
 - The individual remaining within sight or hearing of a DBS-cleared member of staff when working with pupils
- 12.4
- Restrictions on access to safeguarding records and sensitive pupil information unless required for their role and authorised by the Headteacher.
- 12.5 The supervision arrangements and review date must be recorded within the risk assessment and remain in place until the enhanced DBS certificate has been received and reviewed.

- 12.6 DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The DBS certificate will be cross-referenced with the applicant's signed self-declaration, and the interview notes to ensure the information disclosed has been assessed correctly. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR). We are not required to take a copy of your DBS certificate; however, we may choose to do so for decision making purposes. Any copy will be held for no longer than necessary, and up to a period of six months and be processed in line with Data Protection Legislation.
- 12.7 Any applicant who refuses to produce their DBS disclosure will not be able to start work at the School and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in School.
- 12.8 Applicants (free for volunteers) can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required. Applicants or volunteers should be asked if they have subscribed to this service. The cost of this service is £18 per year. The School will fund this if required. Where the applicant or volunteer has subscribed they should provide the School with the original disclosure document to be verified and the School will check the online update for any changes.
- 12.9 Applicants will only be asked to declare convictions and cautions that are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).
- 12.10 Information relating to an individual's criminal record will only be shared with the relevant people to enable the School to make a decision about their suitability to work with children and young people.

13. Disclosure and Barring Service (DBS) checks - existing employees and volunteers

From summer 2026, the School will maintain a register of volunteers and review whether any volunteer will fall within regulated activity with children from 1 September 2026. The Headteacher and/or DSL will review this register and ensure that any required enhanced DBS check with children's barred list information is obtained as soon as the legal entitlement arises.

The children's barred list is separate from an enhanced DBS certificate. An individual may be included on the children's barred list even where they have no criminal conviction. The

School will therefore obtain children's barred list information whenever there is a legal entitlement to do so.

- 13.1 Where an existing employee's or volunteer's role changes, or where a volunteer will fall within regulated activity with children from 1 September 2026 because of changes to the law on supervised volunteers, the School will determine whether additional safeguarding checks are required. This will include obtaining an enhanced DBS check with children's barred list information where the role amounts to regulated activity.
- 13.2 Where the School has safeguarding concerns about an individual's suitability to work with children and young people, it may obtain a new enhanced DBS check and, where the role amounts to regulated activity, children's barred list information. Where a volunteer is not in regulated activity, the School may obtain an enhanced DBS check without barred list information where there is legal entitlement and this is considered appropriate following a written risk assessment.
- 13.3 DBS certificates will only be issued to the applicant. The School expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.
- 13.4 All existing employees are required to inform us immediately if they are the subject of a police investigation or receive any conviction or caution which is not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) or any occurrence that may disqualify them from providing childcare under the Childcare (Disqualification) Regulations 2009. Failure to immediately report such information will result in disciplinary action, up to and including dismissal. The School may require all employees to sign a declaration on an annual basis that there has been no change in their criminal record. Action may be taken as a result of any change or any failure to inform the School of any change.

14. Agency staff

- 14.1 In the case of agency staff, the School must ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out in section 12, including DBS and children's barred list checks, that the School would otherwise complete for its staff. The School must obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This must be recorded in the single central record (SCR).
- 14.2 For agency and supply staff, the School will obtain written confirmation from the agency that all required safer recruitment checks, including an enhanced DBS check and barred

list check where applicable, have been completed. The Academy reserves the right to request sight of the DBS certificate or other evidence of checks where deemed appropriate.

- 14.3 Upon the engagement of Agency Staff, in line with Keeping Children Safe in Education 2025, the School will obtain written notification from any agency supplying staff that all required safer recruitment checks have been completed. The School will also ensure that agencies are aware of the School's safeguarding expectations and procedures for reporting safeguarding concerns, allegations and low-level concerns relating to agency workers.²
- 14.4 Where an enhanced DBS certificate has been obtained by the agency and contains disclosed information, the School will obtain a copy of the DBS certificate from the agency and consider the information before the individual commences work at the School.
- 14.5 Any safeguarding concerns or allegations involving an agency worker will be shared promptly between the School and the agency and managed in accordance with the School's safeguarding procedures, local safeguarding arrangements and statutory guidance.

15. Breaches of the policy

- 15.1 Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.
- 15.2 Any complaint in relation to this policy, including its application will be managed through the School's Grievance Policy (for existing employees).

16. Record keeping and data protection

All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the School in line with our Retention and Destruction Policy and in line with the requirements of Data Protection Legislation.

17. Review of policy

This policy is reviewed annually by HR and the Headteacher. We will monitor the application and outcomes of this policy to ensure it is working effectively.

² Keeping Children Safe in Education 2026, Part Three: Safer Recruitment, paragraphs 356-359 (Agency and Third-Party Staff).

Appendix 1:

Disqualification from Childcare information for new employees

This appendix applies only to employees whose roles fall within the scope of the Childcare Act 2006 and associated regulations

This information is provided to make you aware of your obligations under the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2018

Your role has been identified as one to which the childcare disqualification requirements apply. As a result, you are required to inform the School if you are, or become, disqualified from providing childcare.

So, what does this mean in practice?

We need to make you aware that there are certain things that may mean that you are automatically disqualified from providing childcare (affecting your role within this school) by you having committed a disqualifiable offence or a disqualifying event. These broadly fall into the four below categories:

That you have a caution/conviction for certain violent/sexual offences

Grounds relating to the care of children

That you have had registration refused/cancelled in relation to childcare

That you have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

Ofsted have provided a list of disqualifiable offences/events in tables A & B of the below guidance

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

You need to read through this and report to the Headteacher without delay if there is anything to declare under the disqualification guidance. It is only the offences/events on this list that we require you to declare. If you are unsure of a specific offence/event is applicable after reading the Ofsted lists, then please let us know so that we can advise you appropriately.

You should also be aware that from this point forward if your circumstances change relating to the disqualification guidance, you are obligated to inform us of this without delay.

You will be required to sign to confirm that you are clear relating to your obligations regarding disclosure pertaining to Disqualification under the Child Care Act 2006, so please do make sure that you ask any

If you require additional information or help with any aspect of this, then please let the Headteacher know so that we can take advice from our HR provider on your behalf.

I have read and understood the information in this document.

Signed.....

Print name

Date