



St Joseph's Catholic Primary School
part of
The Good Shepherd Catholic Trust



Safer Recruitment Policy

Owner: Mrs A Hinton (Headteacher)
Approved by: Mrs G Spencer (Chair of Governors)
Date approved: Summer 2026
Next review date: Autumn 2027

Policy name and scope

This Safer Recruitment Policy applies to all staff, volunteers, governors, contractors, supply staff and visitors who work with or have access to pupils at St Joseph's Catholic Primary School, whether on a permanent, temporary, casual or voluntary basis. It covers recruitment, vetting, induction and ongoing oversight of adults engaged by the school (including staff employed by the Local Authority, Trust or third parties) and the maintenance of required records.

Statutory framework and guidance

This policy is written to meet statutory requirements and best practice, including Keeping Children Safe in Education (KCSIE) (latest version), Disclosure and Barring Service (DBS) guidance, the Prevent duty (Counter-Terrorism and Security Act 2015) and DfE/Trust guidance. The school follows The Good Shepherd Catholic Trust safer recruitment procedures and will ensure recruitment panels include at least one member who has completed accredited safer recruitment training.

Rationale and aims

Rationale: The safety, security and wellbeing of pupils at St Joseph's Catholic Primary School is entrusted to our staff and volunteers. We have a duty to ensure pupils are safeguarded from harm by ensuring people employed or engaged by the school are suitable for their roles.

Aims:

- To ensure all pupils are taught and cared for in a safe environment.
- To ensure that adults working or volunteering in school have appropriate, verified checks.
- To maintain an accurate, robust Single Central Record (SCR) of recruitment and vetting checks.
- To embed safer recruitment into our leadership, governance and operational arrangements.

Responsibilities and accountability

- The Headteacher has overall responsibility for ensuring this policy is implemented.
- The Assistant Business Manager is responsible for operational personnel matters, initiating checks, maintaining personnel files, and keeping the Single Central Record (SCR) accurate and secure.
- The Chair of Governors (or nominated governor) provides governance oversight and will be informed immediately of any concerns arising from checks or allegations.
- At least one member of every recruitment panel must have completed accredited safer recruitment training (renewed every three years).

- The nominated safeguarding governor will conduct periodic audits of safer recruitment compliance and report termly to the full governing body or Trust Board.

Safer recruitment training

At least one member of each recruitment panel will have current accredited safer recruitment training. The Assistant Business Manager, the Headteacher, Deputy Head and at least one governor/trust representative will undertake refresher safer recruitment training as required, at least every three years. Training records will be recorded on the SCR.

Pre-employment checks required

The school will carry out the following checks for all prospective employees and regular volunteers in line with statutory guidance and risk-based judgement:

Identity and right to work

- Verify original photographic identity documents (e.g., passport, driving licence) and evidence of name (birth certificate, marriage certificate where relevant).
- Verify original documents confirming the right to work in the UK before employment commences and retain copies on the personnel file. Where right-to-work is time-limited, the school will conduct timely follow-up checks.

Disclosure and Barring Service (DBS) and barred list checks

- Obtain an enhanced DBS check for all staff and regular volunteers where their role involves regulated activity. Where eligible, require evidence of DBS status via the DBS Update Service or obtain a new DBS check when required.
- Conduct checks of the DBS barred lists where the role involves regulated activity.
- No adult will be permitted to undertake unsupervised regulated activity with pupils until appropriate checks (including DBS and barred list where applicable) have been completed, unless a documented risk assessment permits supervised activity pending clearance.

References and employment history

- Obtain at least two written references for all shortlisted candidates, one of which should be the current or most recent employer. References will be verified directly (by phone or email confirmation) and should confirm the applicant's employment history, reasons for leaving and any safeguarding concerns.
- Verify and record full employment history, including any gaps. Gaps or inconsistencies will be explored and documented.

Qualifications and professional status

- Verify original certificates of qualifications and professional status (including Qualified Teacher Status where applicable) and retain copies on the personnel file.

Right to work and overseas checks

- Where applicants have lived or worked overseas, the school will carry out appropriate overseas police checks or obtain evidence as required by statutory guidance.
- Where relevant and applicable, the school will check with professional regulators (e.g., TRA for teachers) for any sanctions or restrictions.

Supply staff, agency staff and contractors

- The school will verify that agencies and contractors have obtained appropriate checks (enhanced DBS, barred list checks where required) and will record the agency's confirmation on the SCR.
- The school will sight original ID and qualification documents for supply staff on arrival and record evidence on the personnel file/SCR.
- Contractors who are unsupervised and have access to pupils will be subject to identity checks and DBS clearance where required; short-term visitors not working with pupils will be supervised at all times.

Volunteers and governors

- Volunteers: The school adopts a risk-based approach to DBS checks. Regular volunteers (those who provide sustained, unsupervised activity with pupils) will require an enhanced DBS and barred list check. Occasional volunteers (e.g., parents on a single outing) will be supervised and may not require DBS checks but must receive safeguarding induction and be subject to barred list screening where appropriate.
- Governors: All governors (including foundation/Trust governors) will be subject to an enhanced DBS check and barred list check where eligible. The SCR will record governor checks and appointment details.

Safer working practice, induction and ongoing training

- All staff, volunteers and governors will receive safeguarding induction on appointment which includes: the school's Child Protection Policy, how to record and report concerns, the identity of the Designated Safeguarding Lead (DSL) and deputy DSLs, safer working practice guidance, and Prevent duty awareness.
- All staff must complete Prevent training and any Trust/LA mandated safeguarding updates. The DSL will ensure regular refresher training takes place and that staff understanding is checked.

Single Central Record (SCR)

- The school will maintain an accurate and up-to-date Single Central Record of recruitment and vetting checks for all staff, supply staff, regular volunteers, governors and contractors as required by statutory guidance.
- The SCR will record, where applicable: identity checks, recruitment/appointment dates, right to work checks, enhanced DBS certificate number and date, barred list check confirmation, qualifications and professional status, references, safer recruitment training records for panel members and agency confirmations.
- The SCR will be reviewed by the School Business Manager and the Chair of Governors (or nominated governor) at least termly. The SCR will be held securely and in line with data protection requirements.

Record retention and data protection

- Pre-employment checks and personnel records will be stored securely in compliance with data protection legislation and DBS guidance.
- Where possible, the school will not retain copies of DBS certificates. Instead, the school will record the date of disclosure, disclosure number (if provided), and the outcome on the personnel file and SCR, retaining only what is permitted by the DBS and data protection guidance. Personnel records will be retained in line with The Good Shepherd Catholic Trust retention schedule.

Offer of employment and conditional checks

- Offers of employment will be conditional on satisfactory completion of required checks, including enhanced DBS and barred list checks where applicable, receipt of satisfactory references, proof of right to work and verification of identity and qualifications.
- Where the position allows, and in accordance with guidance, a risk assessment may be completed if an individual must commence supervised activity before DBS clearance is received. The risk assessment will be recorded and approved by the Headteacher.

Managing concerns, allegations and referrals

- The school follows The Good Shepherd Catholic Trust/Local Authority Allegations Management Policy. Any allegation that meets the threshold for referral will be reported immediately to the Local Authority Designated Officer (LADO) and the Trust as required.
- The Headteacher (or Chair of Governors if the allegation concerns the Headteacher) will follow the agreed procedures, including suspension where necessary pending investigation, and will seek LA HR and LADO advice.
- Where appropriate, the school will make referrals to the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (TRA) in line with statutory requirements.

Monitoring, governance oversight and reporting

- The governing body (or Trust Board delegate) will receive termly reporting on safer recruitment checks, SCR audits and relevant personnel/compliance issues.
- The nominated safeguarding governor will conduct periodic audits of safer recruitment compliance and report findings and recommendations to the full governing body.

Confidentiality and handling of DBS information

- All information regarding checks is confidential and will be handled in accordance with data protection law and DBS guidance.
- DBS certificates are sent to the candidate. The School Business Manager will record and verify the DBS outcome. Where there is any entry or concern identified on a disclosure, the Headteacher and Chair of Governors will be alerted immediately; LA HR and LADO advice will be sought as appropriate. Any employment decision in light of disclosure information will be made in line with Trust policy and statutory guidance, recorded and retained securely.