



HERNE BAY HIGH SCHOOL — SAFEGUARDING RECRUITMENT STATEMENT (2025/2026)

At Herne Bay High School, the safety and well-being of our students is our highest priority. We are committed to safer recruitment practices that ensure all individuals working in our school are suitable to work with children. All staff, volunteers, governors, contractors and agency workers are expected to share this commitment.

As part of our safer recruitment procedures, and in line with *Keeping Children Safe in Education (KCSIE, 2025)*, we carry out robust background and pre-employment checks on all applicants.

Our key safeguarding recruitment requirements include:

Full Application Form. Candidates must complete a full application form.

CVs alone will not be accepted but may be submitted if using indeed to apply. You will then be contacted to complete a full application, following shortlisting.

Online Searches (Mandatory)

We will conduct online searches on shortlisted candidates as part of our due diligence.

This is to identify any publicly available information that may indicate safeguarding or suitability concerns.

Employment History

A full employment history must be provided, including any gaps, with dates (month/year) and contact details of previous employers.

References

We request two references:

- One from the current or most recent employer
 - We reserve the right to contact any previous employer
- Referees will be asked specifically about safeguarding concerns and disciplinary issues, including those relating to children.

Self-Declaration of Criminal History

All shortlisted candidates must complete a self-declaration of criminal record.

The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore all relevant convictions, cautions and warnings must be disclosed.

Statutory Pre-Employment Checks

If you are successful, you will be required to undergo the following checks:

- Enhanced Disclosure & Barring Service (DBS) check with barred-list information
- Prohibition from teaching check (where applicable)
- Section 128 check (for management and leadership roles)
- Identity verification
- Right to work in the UK verification
- Qualification verification
- Overseas police checks (if you have lived or worked abroad in the past 3 years)
- Confirmation of medical fitness where required



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No individual will be permitted unsupervised access to children until all checks have been completed and verified.

Regulated Activity

It is a criminal offence for a barred person to apply for or work in regulated activity.

Herne Bay High School will not appoint any individual who does not meet safeguarding suitability standards.

Probationary Period

All new staff appointments are subject to a six-month probationary period.

Ongoing Safeguarding Culture

All staff, including temporary and volunteer staff, must:

- Adhere to our safeguarding policies
- Complete regular safeguarding and Prevent training
- Uphold the highest standards of behaviour and conduct

Equality and Fairness

Recruitment decisions are made solely on suitability for the role.

We are an equal opportunities employer and welcome applications from all sections of the community.

If you have any questions about our safer recruitment procedures, please contact the HR Manager.

We look forward to receiving your application and thank you for supporting our commitment to safeguarding.