



*Elmley Dray
School*

Safer Recruitment Policy

Recruitment and selection process

Recruitment at Elmley Dray School is in line with part 3 of Keeping Children Safe in Education 2025.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children and vulnerable adults have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children and vulnerable adults.

Advertising

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children/vulnerable adults
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children/vulnerable adults
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

Application forms

Our application forms will:

- 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 or vulnerable adults (where the role involves this type of regulated activity)

- Include a copy of, or link to, our safeguarding, child and vulnerable adult protection policy and our policy on the employment of ex-offenders

Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children/vulnerable adults, so that they have the opportunity to share relevant information and discuss it at interview stage.

The information we will ask for includes:

- If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant overseas information
- Sign a declaration confirming the information they have provided is true

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

Seeking references and checking employment history

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the Headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed

- Secure a reference from the relevant employer from the last time the candidate worked with children/vulnerable adults if they are not currently working with children/vulnerable adults
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

Interview and selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children/vulnerable adults
- Record all information considered and decisions made
- Interviews will normally be conducted face-to-face where possible, or via secure video if necessary.

Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. The organisation will not retain a copy of the DBS certificate. The original certificate will be seen and verified by an authorised member of staff. A record will be kept on the Single Central Record (SCR) and/or the individual's personnel file to confirm that the check has been completed, including the date it was seen, the level of check, and the recruitment decision taken, in line with data protection requirements.
- Where a DBS certificate contains information, a risk assessment will be completed by the DSL/Director, recorded, and a management decision documented before any appointment is confirmed. All staff receive safeguarding induction and ongoing supervision.
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities

- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
 - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
 - For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach
- Check that candidates taking up a management position* are not subject to a prohibition from management (section 128) direction made by the secretary of state. * Management positions are most likely to include, but are not limited to, Headteachers, principals and deputy/assistant Headteachers.
- We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006 (if enrolling learners aged under 8). Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children/vulnerable adults; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children/vulnerable adults; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children/vulnerable adults; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or

- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the ‘harm test’ is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children/vulnerable adults

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006 (if enrolling learners aged under 8). Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Safer recruitment requirements are embedded within contracts with third-party providers, and compliance is monitored as part of ongoing contract management.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children/vulnerable adults.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006 (if enrolling learners aged under 8).

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006 (if enrolling learners aged under 8). Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Governors (PAT)

All governors (PAT) will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity.

The chair of the board will have their DBS check countersigned by the secretary of state.

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)).
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Staff working in alternative provision settings

Where we place a learner with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Adults who supervise learners on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children/vulnerable adults from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a learner under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Learners staying with host families

Where the school makes arrangements for learners to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

Induction processes

All newly appointed staff will complete a safeguarding induction and will be subject to ongoing supervision and appraisal in line with the organisation's performance management procedures.

Organisational audits and quality assurance processes

The organisation regularly quality assures safer recruitment practice, including SCR checks, and full auditing. Policies and procedures are reviewed and approved, at a minimum of annually, by suitably qualified and experienced individuals, including but not limited to the Director, Headteacher and Chair of Governors.

Version control - Approval and review

Version No.	Reviewed By	Approved By	Approval Date	Main Change	Review Period
1	Emily Hollis MBE	Hayley Furnell	August 2024	Initial policy approved	Annually
2	Emily Hollis	Hayley	August 2025	Annual	Annually

	MBE	Furnell		review in line with KCSIE 2025 updates	
3	Emily Hollis MBE	Hayley Furnell	January 2026	Update to retainment of DBS processes	Annually



Hayley Furnell, Director,
on behalf of Elmley Dray School
Dated: January 2026
Next review: August 2026



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Application Form

Thank you for applying to work with our organisation.

Job applied for:	
Where you saw this job advertised:	
Closing Date:	

Personal Details

Title (e.g. Ms, Mr, Dr, etc.):

Surname:

First Names:

Address:

Postcode:

Home Telephone:

Mobile Telephone:

Email:

National Insurance No:

TEACHERS ONLY	
Are you recognised by the Department for Education and Skills as a qualified teacher in the UK?	
Please give date of recognition:	
Teaching Reference Number:	

Education and Training

Schools, colleges etc. attended since age 13 years and postal address	Dates		Qualifications		Dates	
			Subject	Grades		
	<u>Month</u>	<u>Year</u>			<u>Month</u>	<u>Year</u>

You will be required to provide evidence of qualifications if asked to interview

Please specify any relevant training you have received or courses attended (Include dates) for the past three years

Month and Year	Training Provider	Training Course

Are you a member of any professional organisation? Include status and dates

Full Employment History from leaving school - you must include all details

Employer's name and address (current or most recent job first)	Job title	Dates				Reason for leaving
		From		To		
		<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	
Non Educational Roles						

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Please state your current or most recent salary and/or salary scale

Breaks in Employment

All breaks in employment must be included

Please indicate nature/reason(s) for any breaks in employment including relevant dates (month and year)

References

Please provide at least two references; one must be your most recent employer. Both references must be from 2 different organisations. All details must be completed in full. Referees should not be friends, relatives, or immediate colleagues. If this is your first appointment, one reference should be from your Headteacher, lecturer or similar. Referees will be contacted for all shortlisted applicants before an offer of employment is confirmed. Please continue a separate sheet if necessary.

REFERENCE 1 This must be your current or most recent employer	REFERENCE 2
Name: 	Name:
Job Title of Referee: 	Job Title of Referee:
Business Address: 	Business Address:
Email: 	Email:
Business Tel No: 	Business Tel No:
Dates of your employment with this company (from/to) 	Dates of your employment with this company (from/to):

How do you know this person?	How do you know this person?
May we approach them at this stage?	May we approach them at this stage?

REFERENCE 3	REFERENCE 4
Name:	Name:
Job Title of Referee:	Job Title of Referee:
Email:	Email:
Business Tel No:	Business Tel No:
How do you know this person?	How do you know this person?
May we approach them at this stage?	May we approach them at this stage?

Skills and Competence

This section provides an opportunity to describe your skills and competence that are relevant to the position for which you are applying. You should refer to the job description and person specification, ensuring that you highlight any information that demonstrates your suitability for the position. Think carefully about how you meet the job requirements, considering your achievements and skills gained in paid and/or voluntary employment, outside interests and any other relevant activities. This information is an important part of the selection process and should be completed by both internal and external applicants.

Please ensure that you limit your supporting statement to the equivalent of three A4 pages.

Further Information

What period of notice is required by your present employer?

Do you consider yourself disabled?

This information is needed so all applicants who have a disability and meet the essential criteria for this position are offered an interview.

Are you related to, or have a close relationship with, any member of this organisation? E.g., Partner, spouse, other relative?

If so, please state the name and nature of this relationship.

Eligibility to Work in the UK

Please tick the relevant box that applies to you

1. European Economic Area (EEA) and Swiss citizens applicants living in the UK before 31st December 2020 for a *maximum of 5 years* at the point of 30th June 2021 can apply for EU settlement status by 30th June 2021

Yes / No

2. European Economic Area (EEA) and Swiss citizens applicants living in the UK before 31st December 2020 for *less than 5 years* at the point of 30th June 2021 must apply for pre-settlement status by 30th June 2021

Yes / No

Are there any restrictions affecting your ability to take up employment in the UK?

Yes / No

If yes, please give details:

You need to provide the documentation for eligibility to work in the UK and this must be brought to interview if shortlisted.

Declaration

The information I have provided on this application form is, to the best of my knowledge, correct. I understand that deliberately falsifying or withholding information may result in my dismissal if appointed.

I understand that it is an offence to apply for a role if I am barred from engaging in regulated activity relevant to children or vulnerable adults where the role involves this type of regulated activity.

I understand that the organisation has to protect the money it deals with and may use the information I have given to prevent and detect fraud.

For any shortlisted candidate, you will be asked to complete a confidential declaration of Criminal Record and other relevant information form.

Due to the nature of the duties the post holder will be expected to undertake, you are required to disclose details of any criminal record. The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your record need to be disclosed

A copy of the school's safeguarding and safer recruitment policies, including the employment of ex-offenders will be linked directly on all advertisements and can also be found on our website - [Elmley Dray School](#)

Signed:

Date:

Workforce monitoring: Application Reference Number:

We have a legal duty to promote equality. This duty applies to everything we do as an employer. To help us do this, please answer the following questions and complete the declaration at the bottom of the page.

Please mark the box with a X, against the group in the following list that best applies to you.

White

1. British
2. Irish
3. Other European
4. Any Other White Background

Mixed

1. White and Black Caribbean
2. White and Black African
3. White and Asian
4. Any Other Mixed Background

Black or Black British

1. Caribbean
2. African
3. Any Other Black Background

Asian or Asian British

1. African Indian
2. Indian
3. Pakistani
4. Bangladeshi
5. Any Other Asian Background

Any Other Group

1. Moroccan Arab
2. Other Arab
3. Chinese
4. Filipino
5. Somalian
6. Any Other Ethnic Background

Date of Birth:

Please indicate your sex

Male Female Other

Do you consider yourself disabled?

Yes / No

I give my consent for the school to process the above personal information, in accordance with the Data Protection Act. This information will not be seen by the people who are recruiting to the job.

Name (please print in block capitals):

Signed:

Date:
