St Antony's Catholic Primary School

SAFER RECRUITMENT POLICY

Learning Together in God's Love

Reviewed by staff: Autumn 2026
Agreed by Governors: Autumn
2026 Review date: Autumn 2028

St Antony's Safer Recruitment Policy



Our Mission Statement:

At St. Antony's Catholic Primary School, we celebrate our special talents as children of God:

We try to be like Jesus and always keep him in our hearts.

We work together in our homes, school and parish sharing our gifts and learning together.

We understand that we are all different and we respect each other.

We look after our world so that we may share it together in peace.

Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a good practice framework to comply with the principles set down in the school's Equality Policy.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind- overs, including those regarded as spent and have an Enhanced Disclosure and Barring Service check.

The school is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

The school will:

● ensure that appropriate staff who undertake recruitment have received safer recruitment training and successfully completed the safer recruitment training assessment

● work towards every appointment panel to include one member who has received safer recruitment training

● implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role

● keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements

- ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance of all in this procedure

- require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty.

The following pre-employment checks will be undertaken:

● Receipt of at least two satisfactory references, one of which will be from the former or most recent employer

● Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006

● A list 99 check

● A satisfactory DBS clearance

The following pre-employment checks will be undertaken:

● Verification of the candidate's medical fitness

● Verification of qualifications

● Verification of professional registration as required by law for teacher

● Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999)

● A completed Disqualification Declaration form as updated in September 2024 in the statutory guidance

Roles and responsibilities

It is the responsibility of the governing body to:

● Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements

● Monitor the school's compliance with them

It is the responsibility of the Head Teacher and other managers involved in recruitment to:

● Ensure that the school operates safe recruitment procedures and makes sure all

appropriate checks are carried out on all staff and volunteers who work at the school

● To monitor contractors' and agencies' compliance with this document

● Promote welfare of children and young people at every stage of the procedure

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safer recruitment pre- employment checks.

It is the responsibility of the school's HR to:

● Deal with the administration of the disclosure system for the school

● Maintain an up to date Single Central Record of all staff and volunteers at the school

The school uses EPM as HR advisers. DBS checks have been undertaken through this service and the school maintains its own single central record (SCR) through ARBOR
In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Head Teacher to lead in all appointments outside of the leadership group.

School governors may be involved in staff appointments but the final decision will rest with the Head Teacher.

The Head Teacher may delegate the selection process of staff outside of the leadership group to other managers in the school, but remains responsible for the decision to appoint.

The Procedure

When advertising roles, we will make clear:

● Our school's commitment to safeguarding and promoting the welfare of children

● 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

● 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.

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible, normally this will entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

Volunteers in school are also welcome to apply to internally advertised posts.

The school also works in partnership with various universities. Trainees in the final year of their teaching practice or on professional graduate programmes such as the School Direct programme are placed in the school via these universities.

Any unsalaried trainees would be subject to the recruitment and DBS checks by the university / SCITT.

Absences due to short and long term sickness is usually covered using school staff in the first instance until it is known how long the member of staff is likely to be absent. Temporary positions will then be advertised for long term absence positions.

Applications

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 (where the role involves this type of regulated activity)

● Include a copy of, or link to, our child protection and safeguarding policy

The form – The school uses a Catholic Education Service (CES) standard application form. CVs will not be accepted.

The school requires candidates to account for any gaps or discrepancies in employment history on this application form.

Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (e.g. General Teaching Council for England).

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. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken.

● 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/ Subject Leaders

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. 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; or carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; 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

● An individual moves from a post that is not regulated activity to one that is

● 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

● 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

● 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)

● 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

● 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. 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.

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.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare

Disqualification Regulations and Childcare Act 2006.

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. 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

● All governors 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.

● 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).

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 pupil 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 pupils on work experience

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

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil 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.

Pupils staying with host families

Where the school makes arrangements for pupils 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.

References

References for shortlisted candidates will be sent for immediately after shortlisting. References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable.

The school will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable. Reference requests will specifically ask:

● About the referee's relationship with the candidate

Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

● The applicant's current post, salary and attendance record

● Performance history and conduct

● Any disciplinary procedures in which the sanction is current

● Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview and references will be verified with a follow up phone call.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

Self-declaration of convictions by job applicants:

The school's policy is to require shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution. Such declarations will be made on an appropriate form and should be submitted in a sealed envelope, marked strictly private and confidential to the chair of the selection panel / Head Teacher, prior to the interview. The chair of the panel /Head Teacher will discuss relevant, positive declarations confidentially with the applicant at interview.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Interviews

The selection process will always include the following a panel made up of at least 3 members of Leadership: 2 members of SLT and A Senior Governor who is safer recruitment qualified when recruiting Class Teachers or Senior Admin Staff. Three members of SLT when recruiting Support or Site Staff. A comprehensive panel of Governors inclusive of the HT and Parish Priest When recruiting SLT member of staff. Interviews must be held :

● Face to face for professional interviews where possible/ or Virtual where relevant

● A young people panel / activity where an SLT role is being filled

● Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status.

● Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a Disclosure and Barring Service check on the preferred candidate.

● Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. The school will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, the school will require sight of a properly certified copy. Where candidates have obtained qualifications abroad, a certified comparability check by NARIC will also be required.

● Proof of identity and other documentation will be verified by the chair of the panel / Head Teacher

In unusual circumstances it is permitted to commence employment prior to receiving a cleared DBS check. However a List 99 check and risk assessment must be completed.

Employment Offer

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks detailed above must all be completed BEFORE a person's appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment.

Once all pre-employment checks have been satisfactorily completed / received, an offer of

employment will be made and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

Record Retention / Data Protection

The school will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (ie: shredded). The 6 month retention period will allow the school to deal with any data access requests, recruitment complaints or respond to any complaints made to the Employment tribunal during the probationary period.

Under the Data Protection Act 1998, applicants have a right to request access to minutes/ notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel / Head Teacher within 6 months of the interview date.

Personal file records

For the successful candidate, the school will retain the following information which will make up part of their personal file:

- Application form
- References
- Disclosure of convictions form
- Proof of identification
- Proof of academic qualifications
- Proof of registration with General Teaching Council (for teaching staff)
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance from Occupational Health
- Evidence of the DBS clearance
- Single Central Record of Recruitment Vetting Checks

In line with DfE requirements, the school will keep and maintain a single central record (SCR) of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g. specialist sports coach or artist.

The central record will indicate whether or not the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Additionally for those applying for teaching posts, registration check with the DfE where appropriate
- Checks of right to work in the United Kingdom

- Start date of commencement of employment with Our Lady of Grace Catholic Academy Trust
- List 99 checks
- DBS Enhanced Disclosure
- Further overseas records where appropriate
- Medical check date

● It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

Probation periods

Newly appointed teachers who are new to the employment of the governing body will be subject to the school's probationary period.

School staff will be given a copy of the DfE guidance on Safe Working Practice and asked to sign a declaration that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all times. The school has a specific safeguarding related whistle blowing policy which has been disseminated to all staff and volunteers.

The school adopts a culture of vigilance where all concerns are listened to and taken seriously. The school will follow DfE and LB Newham Safeguarding Children Board allegations procedures and refer any allegation for initial consultation with the Local Authority Designated Officer.

Induction

All newly appointed staff will, either prior to or at the point of taking up the post, undergo a program of induction appropriate for their post. The induction will specifically address issues concerning the safeguarding of children and young people as well as matters directly related to the operation of the post.

Rehabilitation of Offenders Disclosure

All posts within the London Borough of Newham are exempt from the Rehabilitation of Offenders Act 1974.

Applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

Links to other policies relevant to this process

Safeguarding & Child Protection Policy
Equalities Policy
Keeping Children Safe in Education (KCSIE 2026)
Whistle Blowing Policy, Disciplinary Policy
Complaints Policy, Intimate Care Policy