

Hazelwick Safer Recruitment Policy

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Committee:	Resources
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Purpose

To ensure our recruitment practices help deter, reject or identify people who might pose a risk to children.

This Policy illustrates the statutory requirements set out in the Department for Education (DfE) guidance "Keeping Children Safe in Education".

2. Scope

This policy must be read and understood by all Hazelwick staff who are involved in the recruitment or selection of employees and /or volunteers.

Organisations that provide Hazelwick School with agency workers or provide services on our behalf must have practices that are consistent with this Policy.

3. Principles

As a school, it is essential that we do all that we can to ensure the safety and wellbeing of our students. One important aspect of that is the implementation of Safer Recruitment Practices.

Our Safer Recruitment Practices will help:

- Deter applicants with inappropriate motivations as they will not see the school as a 'soft target' and they will not see opportunities to abuse.
- Detect inappropriate behaviour at the earliest opportunity and respond decisively by rejecting the applicant.
- Prevent opportunities for abuse by proactively managing the environment, assessing risk and creating clear expectations of standards of behaviour.

4. Provisions

This section covers safer recruitment provisions that must be implemented.

4.1 General

We will ensure compliance with Keeping Children Safe in Education statutory guidance.

4.2 Training

A minimum of one person on a recruitment panel must have completed Safer Recruitment Training. The training will cover, at a minimum, the content of the statutory Guidance '[Keeping Children Safe in Education](#)'.

It is best practice to have someone that has received Safer Recruitment training at each stage of the recruitment process.

4.3 Role Profiles/Person Specifications

Role profiles/Person Specifications must include a statement illustrating that safeguarding and promoting the welfare of children is an essential requirement of the role.

4.4 Job Advertisements

Job advertisements must include a statement illustrating our commitment to safeguarding and promoting the welfare of children.

Adverts must illustrate that the preferred candidate will be subject to a DBS check.

4.5 References

References must be requested for all applicants invited for interview and must be returned and scrutinised prior to interview.

Only where an applicant has not given consent for a reference to be obtained from their current employer prior to interview, will a reference be requested after interview for the preferred candidate.

References for external appointments must:

- Be a minimum of 2 references;
- Cover a minimum 5-year period;
- Include their last employer where they worked in a school;
- Include the reasons for leaving.

References must be independently verified, by:

- Telephoning the author to confirm they provided the reference; and
- checking the existence of the employer/school (phone book or internet search)

4.6 Shortlisted Candidate Information Form

Applicants invited to interview must complete the Shortlisted Candidate Information Form prior to interview. Where required, content contained on the form will be discussed by the applicant and the chair at interview.

4.7 Interviews

Staff involved in the recruitment process are responsible for carefully scrutinising application forms, shortlisted candidate information forms and references, in order to identify any anomalies, employment gaps or safeguarding concerns, which will then be discussed and understood at interview.

The interview panel must ask questions that cover safeguarding. Example questions are available from the HR Manager.

4.8 Pre-Employment Checks

The successful candidate must not commence employment prior to the completion of satisfactory pre-employment checks. This includes checking:

- References
- Shortlisted Candidate Information Form
- Qualifications and membership to a Professional Body
- Right to Work in the UK
- A Medical
- A DBS
- Any overseas checks (where applicable) for example a Certificate of Good Conduct
- Prohibited Teacher Status check (where applicable)
- Qualified Teacher Status Check (where applicable)
- Section 128 check (where applicable)

Note: in addition to the above, and as per paragraph 225 of the KCSIE guidance document, an online search may be considered as part of the due diligence on shortlisted candidates.

4.9 DBS Checks

Where the successful applicants DBS certificate contains information the positive disclosure process must be followed.

4.10 Overseas Criminal Record Checks

If the successful applicant has lived or worked overseas in the last 5 years, they must obtain a certificate of good conduct or appropriate criminal records information for their time that has been spent overseas, where possible.

For those that lived or worked overseas more than 5 years ago, the decision is with the school as to whether this is required

Where a certificate of good conduct contains information, the positive disclosure process must be followed.

4.11 Overseas teacher

Teachers that have taught overseas will be requested to provide a letter of professional standing issued by the professional regulating authority in the country in which they worked.

4.12 Induction

All new members of staff will be given an induction programme and handbook which will clearly identify our policies and procedures and where to find them. This will include:

- Safeguarding and welfare e.g. child protection, anti-bullying, anti-discrimination, physical intervention/restraint, intimate care, internet safety.
- Discipline and Grievance, Capability, Code of Conduct and Whistleblowing Policy.
- Raising a concern.

4.13 On-going Employment (Post Employment)

We recognise that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. We will therefore provide ongoing training and support for all staff on an annual basis.

5. Supporting Documentation

The Hazelwick Safer Recruitment Policy should be read with reference to:

- Department for Education Guidance 'Keeping Children Safe in Education'

Guidance documents;

- WSCC Procedure for completing Pre-Employment Checks within the Recruitment Process
- WSCC Shortlisting and Interviewing Candidates
- WSCC Interview Procedure Checklist

The combination of these documents will ensure the robust implementation of safer recruitment practices within the school.

6. Where to get support?

For further information and to request accompanying guidance documents please contact the Hazelwick HR Manager or:

- Relevant Trade Union

7. Version Control

Revision Number	Summary of Changes	Date of Change
2	A complete update in line with WSCC and KCSIE guidance	October 2019
3	Updated in line with WSCC Model Policy providing more detailed information within the policy and referring to WSCC recruitment guidance documents	May 2022
4	Updated in line with WSCC Model Policy: • Organisations providing agency workers or providing services must have practices consistent with this policy. • Added reference to carrying out an online search on shortlisted candidates as detailed in KCSIE.	June 2025
5	Updated formatting of policy, link within document and reference to KCSIE 2025.	June 2026