Safer Recruitment Policy Including EYFS

Abbotsford Prep School

1. Introduction

Our policy reflects the DfE guidance, in particular 'Keeping Children Safe in Education' (DfE, 2025), 'Staffing and Employment Advice for Schools' (DfE, 2024) and 'Disqualification under the Childcare Act 2006' (DfE, 2018)

This policy should be read in conjuncture with the policies listed below:

- Safeguarding and Child Protection
- Code of Conduct for Staff

'The School aims to provide a caring environment where traditional values of courtesy, respect for others and pride in work enables all students to develop their talents, gain self-esteem and reach their full potential.'

2. Rationale:

The School is committed to safeguarding and promoting the welfare of students and expects all its staff, including those employed by contractors, and volunteers to share this commitment.

The School will safeguard and promote the welfare of all its students, in compliance with DfE Guidance "Keeping children safe in education (DfE, 2025)" The Headteacher is trained in Safer Recruitment. They will therefore be involved in any recruitment process for appointments at the School.

3. Staff Appointments Requirements

- Ensure that the details of the post refer to the responsibility for safeguarding and promoting the welfare of students.
- Provide a job description that clearly states the main duties and responsibilities of the post and the individual's responsibility for data protection and for promoting and safeguarding the welfare of students in the School.
- Provide a person specification that describes the competences and qualities that the applicant should have in addition to qualifications and experience relevant to the post.
- Ensure that the application form states that the successful applicant will be required to provide an enhanced DBS disclosure. All positions are subject to enhanced DBS checks (the School will apply for enhanced DBS disclosure checks including barred list information for applicants who will be taking part in regulated activity).
- Where a DBS check from a previous employer is being accepted, but has not yet arrived, it will be necessary to carry out a barred list check on the member of staff before they are allowed to start work and engage in any regulated activity.

- DBS check documentation will not be kept on file in line with Data Protection regulations.
- Carry out a Prohibition from Teaching check for all staff, and a Prohibition from Management check for those who are to be appointed to a management position.
- Complete a Declaration of Disqualification form that the School will then record on the staff member's file. This includes whether the staff member is disqualified from childcare.
- Use an application form to obtain a common set of data from all applicants including verification of professional status such as DfE reference number, QTS, NPQH, GTC. Include a statement to say that any previous employer may be approached. CVs will not be accepted on their own: an application form for each candidate is required.
- Scrutinise the applicant's employment record looking for any gaps in employment, anomalies or discrepancies and question these should the applicant be invited to attend for interview.
- Obtain at least two references, one must be a professional reference, that answer specific questions, which assess the applicant's suitability to work with children. Request the return of the declaration form from each referee, signed and dated. References must be specific to the applicant and to the post applied for.
- Check previous employment history and experience – telephone previous employer/s to check authenticity of information.
- Organise and conduct face to face interviews with suitable applicants for the post.
- Ensure that a part of the interview includes an assessment of the candidates understanding of safeguarding issues.
- Check the applicant's identity and right to work in the UK, and keep a record of this.
- Verify the successful candidate's qualifications, academic and vocational, as claimed on the application form.
- Verify that the successful candidate has the health and physical capacity to carry out the responsibilities of the post. All applicants should sign a declaration that they are mentally and physically fit to undertake the role in question.
- Carry out further checks on those who have lived overseas if a DBS enhanced disclosure is insufficient to establish the successful candidate's suitability to work with children.
- State clearly verbally, and in writing that any offer made is subject to satisfactory references, medical fitness and enhanced DBS check.
- As part of the shortlisting process, the school will carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview. This could include evidence of offensive or inappropriate behaviour, jokes or language, discriminatory comments, inappropriate photos, drug or alcohol misuse and anything that suggests they may not be suitable to work with children.
- Keep a central register of appointments, which includes the checks made in respect of permanent fulltime and part-time, peripatetic and supply staff. (Identity, DBS and barred list information, qualifications, right to work in the UK, references and medical fitness – in line with current regulations.) The central register includes all staff, teaching and non-teaching, and volunteers who have direct contact with the students.
- Any unchecked staff are constantly supervised until the appropriate safer recruitment checks are completed.

4. For Supply Staff and Volunteers:

At our School we believe that continuity of teaching staff is paramount to the student's sense of security and therefore ability to learn. For this reason, the use of supply staff is avoided in almost all circumstances.

Exceptional circumstance where supply staff are required:

It is the School's responsibility to ensure unsuitable people are prevented from working with children. The School follows the safer recruitment protocols in Keeping Children Safe in Education (DfE, 2025) and the guidance 'Disqualification under the Childcare Act 2006' (DfE, 2018). Recruitment of Supply Staff will follow the School's Safeguarding Policy. All Supply Teachers will have the full checks conducted e.g. DBS, 2 references, copies of qualifications and medical declaration forms.

Supply Teacher's will be expected to be: punctual, smartly dressed, prepared for the days lessons, mark work at the end of the day, set homework, ensure students have left the School safely with their belongings and before leaving have a debrief with the Headteacher.

Serious disciplinary matters should be reported to the Headteacher immediately. In the case of an incident the supply staff must log the incident in writing. Supply staff are responsible for reading and following the School's handbook including the school rules and policies for example safeguarding, equal opportunities and behaviour.

- The School will ensure that the individual's identity is checked by the School on arrival and that it matches the agency's intended teacher's identity.
- The School will ensure that it has written notification from agencies that an enhanced DBS certificate has been obtained not more than three months before the person is due to begin work at the School. (A teacher from an agency should have a fresh DBS check every three years or earlier if there has been a break of three months or more.) Also whether such a DBS certificate disclosed any matter or information in accordance with section 113B(6) of the Police Act 1997 and, if so, a copy of the DBS certificate should be supplied.
- The School will obtain written confirmation that all appropriate checks have been carried out by the agency.
- The School will ensure that it has seen a copy of the DBS certificate.

5. For Directors

- An enhanced DBS check countersigned by the Secretary of State must be obtained for the Director.
- The Director's identity must be checked and, if relevant, his/her right to work in the UK.
- All Directors appointed on or after 1st May 2007 must have enhanced DBS checks.
- Any Director appointed after 1st September 2003, who has regular involvement with children in the School, must have an enhanced DBS check.
- Whenever appointed, all Governors/Directors must be recorded on the central register of appointments, with entries for DBS status, identity and, if applicable, right to work in the UK.

Date	Position	Name of Reviewer	Date of Next Review
August 2025	Headteacher	C Howard	August 2026
August 2025	Proprietor	Mr A. Khan	August 2026