



HOMEBROOK WOODS

SAFER RECRUITMENT POLICY

REFERENCE:	SR-01 Safer Recruitment Policy v.01 07/2026
OWNERSHIP:	Headteacher / Proprietor
AUTHORISED BY:	Homebrook Woods Advisory Board
REVIEW:	07/2027

PURPOSE

The purpose of this policy is to to **safeguard and promote the welfare of children and young people** by preventing unsuitable individuals from gaining access to them through employment or volunteering roles.

SCOPE

This policy applies to Homebrook Woods; this includes all employees who work within Homebrook Woods as well as contractors, volunteers and visitors.

SAFEGUARDING COMMITMENT

As an organisation that prioritises the safeguarding of children and all vulnerable people, Homebrook Woods is committed to providing a safe environment across all we do by actively adopting strategies that embed a culture of zero tolerance for abuse of any kind.

RESPONSIBILITIES

Headteacher / Proprietor - ultimate responsibility for ensuring the rigorous application of this Safer Recruitment Policy, guaranteeing that all recruitment and vetting processes comply with statutory guidance and best practice.

Designated Safeguarding Lead (DSL) – provides expert advice on safeguarding matters

within recruitment and ensuring the currency of all pre-employment checks.

Staff involved in the recruitment and selection process - responsible for understanding and diligently adhering to the policy's procedures, maintaining confidentiality, and raising any concerns about a candidate's suitability.

Candidates - responsible for providing accurate and complete information throughout the application and vetting stages.

DEFINITIONS

For the purpose of this policy, **safer recruitment** refers to the set of practices and procedures designed to ensure that all individuals appointed to work or volunteer at Homebrook Woods are suitable for working with children. This includes, but is not limited to, conducting comprehensive pre-employment checks. A **regulated activity** is work with children which an individual is not permitted to do if they are a 'barred person' (as defined by the Safeguarding Vulnerable Groups Act 2006). A **DBS check** (Disclosure and Barring Service check) is a criminal record check used to identify any criminal convictions, cautions, reprimands, and warnings an individual may have, helping to assess their suitability for working with children.

POLICY

Recruitment and selection process

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children 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.

Advertising

When advertising roles, we will make clear:

- Our 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

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 (where the role involves this type of regulated activity)
- Our child protection and safeguarding policy: [Homebrook Woods Safeguarding and Child Protection Policy 26-27.pdf](#)

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, 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 if they are not currently working with children
- 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
- Record all information considered and decisions made

Pre-appointment vetting checks

We will record all information on the checks carried out in the provision'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.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school college or alternative provision, 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; 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

Homebrook Woods may engage agency and supply staff where required. Before any agency or supply worker commences work, Homebrook Woods will obtain written confirmation from the employment business that all statutory pre-employment checks required under the Independent School Standards and Keeping Children Safe in Education have been completed.

This written assurance will include confirmation, where applicable, that:

- identity has been verified;
- an enhanced DBS check has been completed;
- Children's Barred List checks have been completed where required;
- prohibition from teaching checks have been completed where applicable;
- Section 128 checks have been completed where required;
- qualifications have been verified where relevant;
- right to work in the UK has been confirmed;
- references have been obtained and considered;
- medical fitness has been confirmed; and
- overseas checks have been completed where appropriate.

Where an enhanced DBS certificate has been obtained by the employment business before the individual starts work, Homebrook Woods will request a copy where appropriate in accordance with statutory guidance.

Before the individual begins work, Homebrook Woods will:

- verify the person's identity on arrival, irrespective of checks undertaken by the agency;
- satisfy itself that the individual is suitable for the duties they will undertake;
- record the required information on the Single Central Record (SCR); and
- ensure the individual receives an appropriate safeguarding, child protection, health and safety and emergency procedures induction before working with pupils.

Homebrook Woods uses a [Supply Staff & Agency Worker Suitability Checklist \(SR-10\)](#) to

evidence completion of these requirements.

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.

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.

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

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.

CONTEXT

This policy/procedure relates to the following legislative requirements, standards and internal documents:

Legislation/Standards	☐ Keeping Children Safe in Education (KCSIE) 2026 (Department for Education statutory guidance) ☐ The School Staffing (England) Regulations 2009 ☐ Rehabilitation of Offenders Act 1974 (and the Exceptions Order 1975) ☐ Safeguarding Vulnerable Groups Act 2006 ☐ Disclosure and Barring Service (DBS) guidance ☐ Equality Act 2010 ☐ Data Protection Act 2018 / UK GDPR
Related Forms & Documents	• Safeguarding and Child Protection Policy • SR-02 Recruitment & Selection Checklist • SR-03 Interview Record • SR-04 Pre-Employment Checks Checklist • SR-05 Personnel File Checklist • SR-06 Reference Checking Record • SR-07 Medical Fitness Declaration • SR-08 Staff Code of Conduct • SR-09 Single Central Record (SCR) • SR-10 Supply Staff & Agency Worker Suitability Checklist

VERSION CONTROL

Version	Date	Change Summary	Author/Reviewer	Approved by:
2				
1	10/07/2026	Initial Version	Vonny Shelley	

Monitoring and Review

The Headteacher / Proprietor is responsible for ensuring this policy is implemented effectively and reviewed annually, or sooner where changes in legislation or statutory guidance require.

Approval

Approved by	Vonny Shelley – Headteacher/Proprietor
Approval Date	10 th July 2026
Review Date	July 2027