Leigh Primary School

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'Caring, Sharing and Learning Together'

Recruitment Policy

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Guidance Note:

This policy has been developed by HR Connect HR Consultancy for use in all Schools and Academies.

Kent Schools

The Local Authority expects that all KCC Community and Voluntary Controlled Schools will use this document as the basis for their Recruitment policy. This document is also strongly recommended for consideration for adoption by Foundation and Aided Schools.

This document has been shared with representatives of KCC's recognised trade union / professional associations for comment. Schools are advised to ensure staff and unions have the opportunity to comment on the proposed Recruitment policy prior to the document being formally adopted by Governors.

1. Policy Statement

This policy has been adopted by the Governing Body of Leigh Primary School to provide a policy framework for the recruitment and selection of staff to all posts within the approved staffing structure of the school. Leigh Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The Governors of Leigh Primary School fully understand their responsibilities in ensuring that recruitment procedures are free from unlawful discrimination in line with the Equality Act 2010. An equality impact assessment will be undertaken to ensure that no groups or individuals with protected characteristics are unintentionally disadvantaged by this policy.

The Governors also fully appreciate the importance of fair, open, and effective procedures to enable the school to recruit people with the right skills, aptitudes, and attitudes.

The Governors of Leigh Primary School will ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE 2022), Disqualification under the Childcare Act (DUCA) 2006 and related updates, the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

The Governors of Leigh Primary School fully understand their responsibilities in managing the personal data of job candidates in line with the General Data Protection Regulations (GDPR).

All staff, governors and volunteers are expected to share a commitment to safeguard children and vulnerable groups and, as part of that commitment, follow 'Safer Recruitment' guidance in line with the Keeping Children Safe in Education – statutory guidance for schools and colleges.

As part of the School's commitment to safeguarding children and vulnerable groups, Enhanced DBS checks and/or Barred List checks on all posts must be carried out where they are required.

All staff and governors involved in recruitment and selection decisions are required to work in ways that are entirely consistent with this policy.

The school will ensure that training is provided for all staff and governors involved in the recruitment and selection of staff and that it is appropriate to their role.

It is a statutory requirement for maintained schools that all selection panels must include at least one member who has successfully completed safer recruitment training. This forms part of the School Staffing (England) Regulations 2009.

2. Scope

This Policy applies to all employees of Leigh Primary School and candidates to posts within the School.

Existing Employees should be aware that not all the pre-employment checks described for external candidates will be applicable when an internal appointment is made.

3. Adoption Arrangements and Date

This policy was adopted by the Governing Body of Leigh Primary School on 01/05/2023 and supersedes any previous Recruitment Policy.

This policy will be reviewed by the Governing Body annually or earlier if there is a need. This will involve consultation with the recognised unions.

4. Equal Opportunities Statement

This school is committed to ensuring that each stage of the recruitment and selection process is accessible to all. The School will review the recruitment policy and procedure regularly to ensure that it takes account of the Equality Act 2010 and does not discriminate against candidates on the grounds of race, religion or belief, disability, age, pregnancy and maternity, gender reassignment, marriage and civil partnership, sex, or sexual orientation.

5. 'Prevent'

The school has a duty under section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015") to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the 'Prevent' duty.

In carrying out its obligations under 'Prevent' the school will assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. The school will not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex, or sexual orientation, marital or civil partnership status, disability, or age.

6. Prior to Advertising

When a vacancy occurs the line manager will review the need for the post and consider all options (internal and external) before deciding that there is a need to recruit. If there is a need to recruit the job description and person specification will be reviewed in line with the school workforce plan prior to seeking the approval of the Headteacher to commence recruitment.

Consideration will also be given to the working hours and contractual arrangements for each post to ensure that posts are open to candidates wishing to work on a part-time or job-share basis where possible and practical.

7. Job Description

The job description is a statement of purpose and scope and defines both the job role and expectations. It will:

- Summarise the job purpose/impact
- Set out key responsibilities and accountabilities
- Set out reporting and line management arrangements

An up-to-date job description and person specification will be available for each vacancy advertised and consideration may be given to whether bench-marking is appropriate.

Managers will refer to the Professional Standards for Teachers and to the School Teachers' Pay and Conditions Document (which sets out the expected attributes of Main Scale, Post Threshold, Advanced Skills and Excellent Teachers) when creating job descriptions for teaching posts.

All job descriptions, person specifications or adverts will clearly state to what extent the role will involve contact with children, whether they will be engaged in regulated activity relevant to children, and the post holder's responsibility for promoting and safeguarding the welfare of children and young people.

8. Person Specification

The person specification is a description of the qualifications, experience, knowledge, skills, competencies, and other attributes of the ideal person to fill the role.
It will classify each attribute as either 'Essential' to do the job or as a 'Desirable' attribute for the post holder to have and indicate how each attribute will be assessed e.g. application form, interview, reference, test etc.
Candidates will be objectively assessed against the required attributes.

9. Advertising

All vacant posts will be advertised in a fair, open, and honest manner and will be advertised by means of a formal notice on the staff notice board as a minimum. In most cases, vacant posts will be advertised externally.

The advert will include the safeguarding responsibilities of the post as set out in the job description and person specification and state whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. This means that when applying for certain jobs and activities, some spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

To demonstrate to potential job candidates the School's commitment to Safeguarding and the welfare of children, the following statement will be included on any relevant advertisements and documentation sent out to candidates:

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

The advert will also advise that the School will undertake an online check of shortlisted candidates in accordance with the requirements of Keeping Children Safe in Education.

Guidance Note:

The requirements when advertising for Headteacher and Deputy Headteacher vacancies are set out in the School Staffing (England) Regulations 2009 which require the Governing Body to advertise Headteacher and Deputy Headteacher vacancies "unless it has a good reason not to" and in sections 35 and 36 of the Education Act 2002.

Before the Governing Body decide not to advertise, the DfE recommend that they seek advice from the local authority. Any decision not to advertise should be documented in full and should only be taken if the governing body can demonstrate there is a good reason not to. "Staffing and Employment Advice for Schools document October 2018 (section 2.14)".

(Please delete for Academies where this is not applicable)

10. Applications

All candidates will be asked to complete the relevant application form in full to enable the panel to shortlist in a fair and objective manner. This requirement also applies to internal candidates.

The school may reasonably decide to reject an application where incomplete and/or ambiguous information is provided. All Applicants are required to sign and date a copy of their application form. Applications made by CV will not be considered.

The school should include a statement in the application form, or elsewhere in the information provided to applicants, that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

A copy of the school's child protection policy and policy on employment of ex-offenders will be shared with applicants in the application pack

Applicants are required to provide:

- personal details, current and former names, current address and national insurance number
- details of their present (or last) employment and reason for leaving
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment
- qualifications, the awarding body and date of award
- details of referees/references (see below for further information), and
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

11. Shortlisting

Shortlisted candidates will be asked to complete a separate Criminal Convictions Self-Disclosure form and must be signposted to publicly available guidance and support on which cautions or convictions they must disclose and be given time to obtain advice. This information is available here and on the Ministry of Justice website.
Candidates will be required to declare any unspent convictions or conditional cautions, any spent adult cautions (simple or conditional) or convictions that are not protected as defined by either the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales, or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland.

They will also be asked to declare:

- Whether they have ever been known to any Children's Services department or Police as being a risk or potential risk to children.
- Whether they have ever been the subject of any investigation and/or sanction by a professional body due to concerns about their behaviour towards children.
- Whether they have any overseas convictions; and
- Whether they are included on the DBS Children's Barred List
- If they are known to the police and children's local authority social care
- If they are prohibited from teaching

Failure to declare relevant information may disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.

All candidates are required to sign and date the declaration to confirm that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

Wherever possible at least 2 people are involved in the shortlisting process, one of whom should be the line manager (or School to amend where panel arrangements differ). Any inconsistencies and gaps in employment and reasons will be considered and potential concerns explored.

All shortlisting decisions will be made with clear reference to the skills and qualities set out in the person specification using an agreed method of scoring against the essential and desirable criteria. Each candidate will be considered on their own merit. Internal candidates will also be reviewed based on the strength of their application against the skills and criteria set out in the person specification. An internal candidate may be shortlisted based on the evidence (not opinions) those shortlisting have of the candidate in their current position. However, if the application completed by the internal candidate does not reach a good standard, it is highly unlikely that the candidate will be shortlisted in any event.

The equal opportunities monitoring form will be separated from the main application form to reduce any likelihood of conscious or unconscious bias.

12. References

In order to comply with Keeping Children Safe in Education 2025, it is the policy of Leigh Primary School that all references will be obtained, and concerns resolved, before confirming an appointment. This will be done either by letter seeking to verify the skills, experience, competencies, and employment history of the applicant, or by a standard reference form.

It is the school's practice, with the consent of the applicant, to take up references before interview. If candidates have indicated that they do not consent to references being sought prior to interview, further information should be sought, and agreement to proceed with the reference obtained from the applicant where possible.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. Any discrepancies or anomalies will be noted and addressed during the applicant's interview.

The reference will include specific questions to explore the applicant's suitability to work with children. Where the referee has concerns, they will be asked to give their reason for this.

In order to comply with the Equality Act 2010, reference requests sent prior to an offer of employment will not request details of attendance or absence however, further information will be requested and compared with the medical questionnaire following the applicant's acceptance of a conditional offer of employment – see 14 below.

Candidates will be required to specify the details of 2 referees, one of which will be the current or most recent employer. References will only be obtained directly from the referee: testimonials or open references (those addressed 'To whom it may concern') will not be considered. Referees will be provided with a copy of the job description and person specification to assist them in their response. Information will be verified with the person providing the reference and all electronic references must originate from a legitimate source (e.g. school/government email address rather than a personal email address).

References for staff currently working in an education setting will be sought from the Headteacher. In other settings, references will be sought from the line manager of the applicant.

Where a candidate is not currently working in a school or childcare setting but has done so in the past, one reference should be from their most recent children's workforce employer in line with Safer Recruitment guidelines.

The School reserves the right to request that the applicant provides alternative referees where the initial referees are deemed inappropriate e.g. where the current or most recent employer is not provided. Where information is vague or insufficient on a reference, referees will be contacted for clarification. If there are discrepancies between the reference, interview and application form this will be discussed with the candidate.

The School will seek to confirm whether the candidate has been subject to any formal disciplinary procedures within the last two years and to establish any details, outcomes or 'live' sanctions which are in place.

In cases where there have been disciplinary concerns which involved children or safeguarding that have been substantiated, the referee will be required to confirm details.

In accordance with Keeping Children Safe in Education, cases in which an allegation is proven to be false, unsubstantiated, or malicious should not be included in employer references.

In accordance with the School Staffing Regulations 2012, the School will seek to confirm whether candidates for teaching posts have been subject to formal capability proceedings in the past two years.

In the case of recruitment to all other posts the School will ask referees to confirm whether candidates are currently subject to any live capability warnings as part of the appointment process.

13. Online Search of All Shortlisted Candidates

In accordance with the requirements of Keeping Children Safe in Education (2025), the School will undertake an online search via search engines and social media platforms of publicly available information concerning all shortlisted candidates.

The purpose of this search is to identify any issues or incidents which may either call into question an applicant's suitability to work with children or young people in a School setting or in the role for which they have applied or present a reputational risk to the school should they become part of the School's workforce.

Should a concern be identified, the recruiting manager will discuss this with the applicant at interview in order to assess whether this information makes the applicant unsuitable for the job role. The recruiting manager may undertake a risk assessment to assess the relevance and impact of any information. In exceptional circumstances and where the gravity of the concern warrants, the School may decide to withdraw the applicant from the recruitment process prior to interview.

This process will be carried out for all shortlisted staff regardless of the job role being applied for.

The School will endeavour to undertake all online searches in a fair and objective manner

14. Interview and Selection

The school is committed to ensuring that all interviewees are assessed according to their ability to meet the criteria of the job description and person specification and to fulfil their obligation regarding keeping children safe.

Candidates may have indicated on their application form that they have a disability and, in order to promote fairness and to meet the School's obligations under the Equality Act 2010, the letter of invitation will encourage candidates to contact the school if they require any adjustments to enable them to attend the interview.

Candidates are required to bring evidence of relevant qualifications to interview where the original documents must be checked, and a signed and dated copy retained. When attending for interview, each candidate will be asked to sign a copy of their application form and their self-declaration form in the presence of the person undertaking the document and identity checks.

The interview panel will include at least one member who has undertaken safer recruitment training in accordance with the School Staffing (England) Regulations 2009 and should not include an Employee where one of the candidates is a relative, partner or close friend.

The panel will take notes during the interview to enable a scoring matrix to be completed and, at the conclusion of the interviews; the panel will consider each of the candidates against the criteria for the post before reaching their decision.

The panel will take extra care to ensure a fair process when considering internal candidates.

Structured questions should include:

- finding out what attracted the candidate to the post being applied for and their motivation for working with children
- exploring their skills and asking for examples of experience of working with children which are relevant to the role, and,
- probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

Areas of concern that will lead to further probing include:

- implication that adults and children are equal
- lack of recognition and/or understanding of the vulnerability of children
- inappropriate idealisation of children
- inadequate understanding of appropriate boundaries between adults and children, and,
- indicators of negative safeguarding behaviours.

Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case. Pupils/students should be involved in the recruitment process in a meaningful way. Observing short listed candidates and appropriately supervised interaction with pupils/students is common and recognised as good practice. All information considered in decision making should be clearly recorded along with decisions made.

15. Pre-employment Checks

All offers of employment will be conditional on the successful completion of the pre-employment checks listed below and will include confirmation of salary, start date and any information that the successful applicant needs to provide before commencing employment e.g. DBS form and pre-employment questionnaire.

All offers of employment will be subject to and conditional upon:

- Enhanced DBS check
- DBS Barred list check where applicable (i.e. if working in regulated activity)
- Verification of identity including Date of Birth
- Verification of entitlement to work in the UK
- Verification of any relevant qualifications including checking the TRA's Employer Access Service to verify Qualified Teacher Status
- Receipt of 2 satisfactory references
- Satisfactory pre-employment health clearance
- Prohibition checks for those in teaching work and those with previous teaching experience (including unqualified teachers, HLTA's etc.)
- A section 128 Prohibition from Management check (Independent/free schools/academies only).
- Overseas checks as appropriate including:
    - obtaining an enhanced DBS certificate with barred list information even if the teacher has never been to the UK. Since 1st January 2021, the Teacher Regulation Agency no longer maintains a list of EEA teachers with sanctions.
    - criminal records checks for overseas applicants - Home Office guidance can be found on GOV.UK;

  and for teaching positions:

    - obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach.
- Disqualification checks under the 2018 Childcare Disqualification Regulations for individuals employed to work in reception classes, or in wraparound care for children up to the age of 8 in schools providing childcare. Further information can be found in the Guidance Notes which accompany this policy and in the Disqualification under the Childcare Act 2006 statutory guidance on Gov.UK
- Online search to identify if there are any concerns which would lead the school to question the candidate's suitability to work with children, which will have been discussed with the candidate either before or at the interview

If these are not satisfactory an offer of employment may be withdrawn or, where an individual has commenced work, employment may be terminated.

15.1. Right to Work

In order to comply with the Asylum and Immigration Act 1996 – Prevention of Illegal Working – interview candidates will be asked to bring certain documentation to the interview which shows their eligibility to work in the UK. No offer of employment can be made unless one of the original documents listed on the Home Office Right to Work Checklist is produced.

The interview candidate's original documents must be checked, and a signed and dated copy retained for at least six months or in line with the school retention policy if longer. Documents relating to unsuccessful candidates will be retained with the interview papers and destroyed six months from the date on which the position was offered and accepted by the successful candidate.

The Home Office Right to Work Checklist shows the acceptable identity documentation as currently defined by the Home Office and further information on establishing an individual's right to work can be found at:

Right to work checks: an employer's guide - GOV.UK (www.gov.uk);

Candidates from EU,EEA and Swiss citizens should be aware of the revised requirements for obtaining right to work following the UK's departure from the EU.

15.2. DBS and Barred List Checks

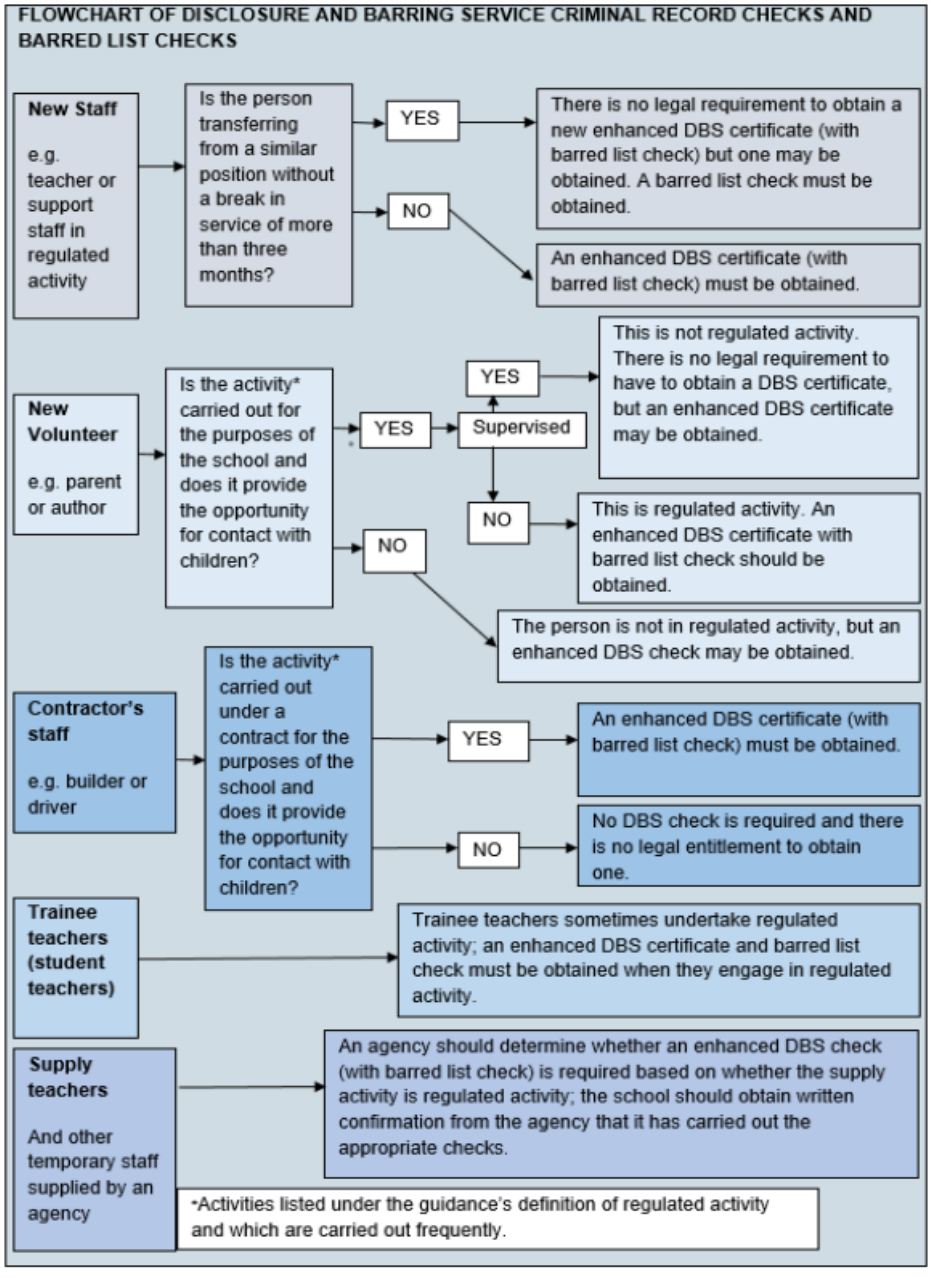
All those directly employed by Schools and Academies in paid positions are required to obtain an enhanced Disclosure and Barring Service (DBS) check.

It is an offence to employ, in a school or academy, an individual who is barred from working with children. A check against the Children's Barred List will be requested as part of the enhanced DBS Disclosure for all employees working in regulated activity i.e. having unsupervised, frequent, or intensive contact with children.

It is the schools practice that individuals obtain a satisfactory enhanced DBS check before commencing work. In exceptional circumstances where the applicant is required to commence work before the full disclosure certificate is received, where working in regulated activity, a barred list check must be carried out before employment commences and supervision must be in place until a satisfactory DBS check is obtained.

In cases where the School is notified that a DBS check is positive for criminal convictions, cautions, warnings etc, the contents of the certificate will be discussed with the HR Consultant/Provider.

More information about posts which require an Enhanced DBS and how to check the Barred List can be found at www.gov.uk/dbs-check-applicant-criminal-record



15.3. Prohibition of Teachers

The School will verify that anyone appointed to carry out teaching work (including HLTA's and unqualified teachers) has not been prohibited from doing so by the Secretary of State in accordance with the Teachers' Disciplinary (England) Regulations 2012. All those in teaching work, or those with previous teaching experience, will require a prohibition check. Teaching staff will be checked on the Teacher Regulation Agency self-service portal (formerly known as the Employer Access Service) to ensure that they have the required teaching qualifications, have successfully completed statutory induction where it is necessary i.e. for teachers who obtained QTS after May 1999, and have not been prohibited from teaching.

A person who is prohibited must not be appointed to a role that involves teaching work.

The School can use the TRA's Employer Access service to make prohibition, direction, restriction, and children's barred list checks. The service is free to use and is available via the TRA's web page. Users will require a DfE Sign-in account to log onto the service.

Further information about obtaining a DfE Sign-in account and using the Employer Access service to carry out a range of 'teacher status checks'84 including verification of qualified teacher status (QTS) and the completion of teacher induction or teacher probation can be found on GOV.UK.

15.4. Section 128 Management Checks

Section 128 directions are made by the Secretary of State under s. 128 of the Education and Skills Act 2008, barring individuals from taking part in the management of schools. The school will undertake a section 128 check for those taking up management positions. This includes Governors. A person subject to a section 128 direction is also disqualified from holding or continuing to hold office as a governor of a maintained school.

15.5. Overseas Checks

In accordance with Keeping Children Safe in Education, this school will ensure that individuals who have lived or worked outside the UK will undergo the same checks as all other staff in schools or colleges. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK

In addition, the School will make any further appropriate checks so that any relevant events that occurred outside the UK can be considered. Leigh Primary School will apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world. This will include

- obtaining a criminal record check for time spent abroad. Further information on how to obtain such a check can be found at: https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants/guidance-on-the-application-process-for-criminal-records-checks-overseas
- for teaching positions obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. Candidates can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Candidates can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body.

The overseas checks will be carried out in addition to obtaining an enhanced DBS check as the DBS check alone is not sufficient to establish the candidate's suitability to work with children.
Since 1 January 2021 the Teaching Regulation Agency no longer maintains a list of EEA teachers with sanctions.

15.6. Proof of Qualifications

Proof of qualifications will be checked to ensure that they match with the candidate's application form. The name of the qualification, awarding institution, date of qualification and candidate name will be checked. A signed and dated copy of the certificate will be retained as evidence of when the check was carried out, and by whom.

In the case of teachers, Qualified Teacher Status (QTS) will be checked via the Teacher Regulation Agency's Self-Service Portal at https://teacherservices.education.gov.uk/

In the event of any concerns regarding the validity of the qualification, a candidate may be required to obtain confirmation or clarification in writing from the exam board or awarding institution.

15.7. Follow-up References

Following a written conditional offer of employment to the successful candidate, a supplementary reference request may be sent to their original referees. This is an opportunity to request information about sickness absence and attendance records which cannot be requested prior to an offer of employment in order to comply with the Equality Act 2010.

The offer of employment is conditional of both parts of the reference being satisfactory.

15.8. Pre-employment Medical History Questionnaire

The school will require all successful candidates to complete a medical history questionnaire to verify their medical fitness. There is also a requirement for schools to ensure that staff appointed to teaching posts have the necessary physical and mental fitness to teach under the Education (Health Standards) (England) Regulations 2003.

Completed medical history questionnaires will then be considered in conjunction with the follow-up references which specifically explore sickness absence and attendance issues and, where appropriate, further advice about fitness to carry out a role will be sought from Occupational Health. In order to comply with the Equality Act 2010, reasonable adjustments will be explored to enable a candidate to take up their role.

In circumstances where the candidate is assessed as medically unfit to carry out the role, or where it is not possible to make reasonable adjustments, an offer of employment may be withdrawn.

16. Withdrawal of Offers

In the event that the pre-employment checks are unsatisfactory, or where the identity, qualifications or right to work in the UK of a successful candidate cannot be verified, (name of school) will consider withdrawing the conditional offer of employment. Where the successful candidate has started in post and information becomes available which would have caused the offer to be withdrawn, employment may be terminated. In these circumstances, advice may be sought from the school's HR Consultant/Provider

17. Single Central Record

In accordance with the terms of the School Staffing (England) Regulations (as amended) Leigh Primary School will retain details of recruitment and vetting checks undertaken in a Single Central Record (SCR). This data will be collated, used, and stored and deleted in line with GDPR. Further details of the information required can be found in Part 2 - Guidance Notes for Managers.

18. Complaints

An individual who feels that their treatment during the recruitment and selection process is unfair may raise a formal complaint. This can be done by writing to the Headteacher/Chair of Governors setting out the key points of their complaint. The complaint will be investigated in line with Leigh Primary School's Complaints Procedure.

Existing employees of the school should raise their concerns through the Grievance Procedure.

19. Induction

Induction is essential in ensuring that new employees are properly equipped for work, their role in the life of the school and feeling part of the school community.

Leigh Primary School will put in place an induction programme for all staff joining the school. This will vary taking into account previous experience and the nature of the role but will ensure that all staff and volunteers receive guidance on safe working practices and the safeguarding policies of the school.

20. Record Keeping

Accurate and contemporaneous records including copies of application forms, shortlisting and interview notes and details of scoring will be kept throughout the process and will be retained for a minimum of 6 months from the appointment date in line with the school's document retention schedule.

At the end of the appointment process all copy identity documentation (passport/birth certificate etc.) relating to unsuccessful candidates will be securely destroyed. Copies of application forms, shortlisting and interview notes, scoring and references will be retained for six months from the date that the post is offered and accepted. All personal data will be stored and destroyed in line with GDPR.

Please note that original and copy DBS forms will not be retained on personal files and that the details will, instead, be recorded on the Single Central Record. Details of any online checks do not need to be recorded on the Single Central Record.

21. Confidentiality and Data Protection

This school recognises its obligations under the General Data Protection Regulation and associated legislation, and the rights of Employees with regards to the personal data held on them.

All records relating to the recruitment process will be gathered, processed, held, and shared in accordance with the requirements of the General Data Protection Regulation and Data Protection Act. Please refer to the School/Academy's Data Protection Policy and Privacy Notice for further details.

22. Employment of Ex-Offenders

Leigh Primary School is committed to working in accordance with Keeping Children Safe in Education, and the DBS Code of Practice, which require that the school makes available a copy of its Policy on the Recruitment of Ex-offenders to all job applicants.
This policy provides a framework within which the school will seek to ensure that all cases are assessed fairly, and on an individual basis. Leigh Primary School will not discriminate because of a conviction or other information revealed. This applies to all Employees and Governors of Leigh Primary School.

22.1 Background

The Rehabilitation of Offenders Act 1974 allows most convictions and cautions to be considered spent after a specified period of time. Once a caution or conviction is spent the person is considered rehabilitated and the ROA treats the person as if they had never committed an offence. This means that jobseekers with criminal records have the right to legally withhold such information from a prospective employer when applying for most jobs.

All positions that involve working with children are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Candidates applying for a vacancy will be asked to complete a Self-Disclosure form on which they will be asked to disclose any relevant convictions, court orders, reprimands, warnings, or other matters which may affect an applicant's suitability to work with children.

Further information on the Self-Declaration process for job applicants is contained in the main body of the Recruitment Guidance Notes. Additional information can also be found at https://www.nacro.org.uk/criminal-record-support-service/support-for-employers/asking-about-criminal-records/?nowprocket=1

22.2 Legal Requirements

Keeping Children Safe in Education

Keeping Children Safe in Education gives statutory guidance and states:

- Where a role involves engaging in regulated activity relevant to children, schools and colleges should include a statement in the application form, or elsewhere in the information provided to applicants, that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- Schools and colleges should also provide a copy of the school's or college's child protection policy and practices and policy on employment of ex-offenders in the application pack or refer to a link on its website.
- Schools and colleges should assess cases fairly, on an individual basis. A decision not to appoint somebody because of their conviction(s) should be clearly documented, so if challenged the school or college can defend its decision, in line with its policy on recruitment of ex-offenders.

DBS Code of Conduct

The DBS Code of Conduct, published under section 122 of the Police Act 1997, advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.
Registered Bodies, and those in receipt of the DBS Update Service information, must have a written policy on the suitability of ex-offenders for employment in relevant positions. This should be available upon request to potential applicants and, in the case of those carrying out an umbrella function, should be made available to their clients. Clients of Registered Bodies should make this policy available to their potential or existing employees.

22.3 Policy Statement

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Leigh Primary School will comply fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.
- Leigh Primary School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Leigh Primary School will only ask an individual to provide details of convictions and cautions that Leigh Primary School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- Leigh Primary School can only ask an individual about convictions and cautions that are not protected.
- Leigh Primary School is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, or offending background.
- Leigh Primary School will make this written policy on the recruitment of ex-offenders available to all DBS applicants at the start of the recruitment process.
- Leigh Primary School actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Leigh Primary School select all candidates for interview based on their skills, qualifications, and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts, and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Leigh Primary School ensures that all employees involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences using information available at www.nacro.org.uk
- Leigh Primary School also ensures that employees have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, Leigh Primary School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Leigh Primary School makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- Leigh Primary School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Approval	Signed	Date
Approved by Governing Body	Governing Body	22/06/2026
Chairman of Governors	Dave Dorrell	22/06/2026
Head Teacher	Jenna Halfhide and Joanne Shobbrook	22/06/2026

APPENDIX 1

Recruitment Process Checklist

For a UK National / Employee not requiring certificate of sponsorship

Applicant's Name:		
Post:		
Date to be advertised:		
Closing date:		
Interview date/s:		
Interview panel:		
Action / Comments:		
1. Identify the Vacancy:		*Date*
	If you are seeking to recruit a non-UK national or a candidate requiring a certificate of sponsorship – please contact HR Connect for guidance before commencing the recruitment process.	
a	Define the requirements of the role – e.g. hours / weeks / temporary or permanent / grade.	
b	Draw up the job description & person specification.	
c	Plan Recruitment Timescales (i.e. closing dates, testing dates, interview dates).	
d	Agree interview panel and inform them of timescales. Ensure one member of the panel has undertaken safer recruitment training.	
2. Advertise Post:		*Date*
a	Prepare and place advert.	
b	Compile Application pack. To include: • Cover letter with instructions for completing the application. • Job Description and Person Specification. • Application Form. • Employer information and relevant policies. • Safeguarding statement. • Online check statement for shortlisted candidates • Outline whether the post is exempt from the Rehabilitation of Offenders Act 1974	

3. Shortlist Candidates:		*Date*
a	Review application forms to check for omissions/anomalies.	
b	Shortlist candidates against Job Description and Person Specification.	
c	Record shortlisting decisions on selection matrix.	
d	Devise selection programme – including any selection activities.	
4. Pre-Interview Checks:		*Date*
a	Request references in advance of interview. *Ensure one reference is from current / most recent employer. Where the applicant is not currently working in school / childcare setting – but has done so in the past – one reference must be from the most recent children's workforce employer*	Date Reference 1 received: Date Reference 2 received:
b	Review references to check for omissions/anomalies Seek clarification from referee if required	
c	Send shortlisted candidates Self disclosure form to complete and return prior to interview (now within 48 hours)	Date received:
d	Review self-disclosure form for any declarations of offences and/or 'online' check issues. In situations where there has been a disclosure ensure that the information is reviewed by the recruiting manger/panel and discussed at interview. For serious disclosure concerns discussions should be held with the applicant before interview. Complete risk assessment.	
e	Complete Teacher Status Check via Teacher Service Register Verification of: • UK QTS • Check prohibition from teaching orders where applying for a teaching role, or where applicant has held a teaching post in the past (this provision applies to any post requiring an individual to undertake teaching work such as unqualified teacher or HLTA) https://www.gov.uk/guidance/teacher-status-checks-information-for-employers;	
5. Prepare Interviews:		*Date*
a	Prepare interview questions - incorporating safer recruitment questions for all posts; include questions regarding any incidents/issues which were identified as part of the online check and which were deemed not necessary to address prior to interview.	
b	Arrange venue.	
c	Invite candidates to interview.	

	Check whether candidates have any additional requirements / require adjustment at interview. Request that candidates bring documents to verify ID, original right to work documents and examination certificates to interview for inspection. NB Best practice for ID checking is to check the name on an applicant's birth certificate.	
6. Interview:		*Date*
a	Ensure candidates are asked all planned questions.	
b	Explore any omissions/anomalies arising from references/self-disclosure/online checks with candidate.	
c	Record interview decisions on selection matrix and risk assessment if needed.	
d	Verify and copy exam certificates.	
e	Verify candidate's identity.	
f	Verify and copy right to work documents. Refer to Gov.UK Right to Work Checklist for details of current documents: Right to work checklist - GOV.UK (www.gov.uk) • Check the validity of the documents and verify that the documents and any stamps / visas endorsements are genuine. • Make clear copies of any passport – any pages containing personal details or UK government endorsements showing right to work. • Make full copies – including the reverse - of List A or List B Statutory Excuse Documents. • Verify on copies that originals have been seen. • Date and sign copies. • Note if the employee has any time limited restrictions on their right to work. *If you are unsure from the evidence provided whether a prospective employee has eligibility to work in UK- please seek advice from the UK Visas and Immigration or HR Connect prior to a conditional offer of employment being made.* • ***ID Checks -*** *When carrying out an ID check* ✓ *you do have to see at least 1 document to confirm an applicant's current address* ✓ *you must only accept valid, current and original documentation for checks – no photocopies* ✓ *you should, where possible, ask for photographic identity (e.g. passport, new style driving licence, etc. and for this to be compared against the candidate's likeness)* ✓ *Must check the name on their birth certificate to verify a candidate's ID, if different must see deed poll, decree absolute, marriage certificate to evidence change* • **Overseas Checks -** If from overseas, individuals must undergo the same checks as all other staff in schools. This includes obtaining	

	an enhanced DBS certificate even if the individual has never been to the UK. • Whether from an EEA country or the rest of the world overseas checks should now include: - ✓ obtaining a criminal record check (via the applicant) for time spent abroad where by reason of the individual's living or having lived overseas, obtaining an enhanced DBS certificate is not sufficient to their suitability to work and/or where the individual has lived outside of the UK for a period of more than 6 months in the last 5 years. ✓ for teaching positions obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are not aware of any reason why they may be unsuitable to teach.	
7. Post Interview:		*Date*
a	Make verbal offer and confirm offer in writing. Advise applicant that the offer is conditional subject to: • A satisfactory enhanced check from the Disclosure and Barring Service and check against the ISA barred list for children. • Identity check and verification of their entitlement to work in the UK • Verification of any relevant qualifications, including Qualified Teacher Status if the post requires QTS • Check against the Teacher Service Register for any teaching prohibition or restriction orders where applying for a teaching post, or if the applicant has worked as a teacher in the past • Receipt of 2 satisfactory references. • Satisfactory pre-employment health clearance and verification of your mental and physical fitness to carry out the role. • Meeting the requirements under the Childcare Disqualification Regulations • For those taking up management positions in Academies or Governors in mainstream schools – verification they are not subject to a Section 128 direction • Overseas checks where applicable Provide written confirmation of all terms of the offer: • Job Title • Grade/Starting Salary/Allowances • Hours/Days/Weeks worked • If the post is temporary/fixed term state reason and duration. • Probationary clause where relevant	
b	Send letters to unsuccessful candidates. Offer feedback to unsuccessful candidates. Securely destroy copied right to work documentation for unsuccessful candidates. Other documentation/interview notes for unsuccessful candidates should be retained for 6 months.	

8. On Acceptance of Appointment:		*Date*
a	Start DBS/Barred List check as soon as possible. https://www.gov.uk/government/collections/dbs-checking-service-guidance--2; If portable DBS check accepted - record details (where there is a break of employment of less than 3 months and KCC is the counter signatory). It is recommended that, where candidate has lived/worked overseas for a period of more than 6 months in the last 5 years, a school requests that the individual provides a criminal record check from the appropriate authorities. https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants;	
b	Complete Single Central Record *For further guidance on DBS and Single Central Record please contact HR Connect.*	
c	Follow up any outstanding references.	
d	Undertake pre-employment health checks.	
e	Provide new starter with joining instructions & copy of school's code of conduct	
f	Remind new starters of their obligations under the Childcare Disqualification Regulations https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006;	
g	For those appointed to management positions in Academies and Free Schools, verify they are not subject to a Section 128 prohibition order https://teacherservices.education.gov.uk/;	
9. Contract / Payroll Set up		*Date*
a	Inform personnel and payroll provider to set up on payroll and issue contract.	
b	Set up personal file for employee to include: • References • Application form • Interview Paperwork • Offer letter • Copy of Right to work information and ID verification • Copy of qualification documents	

10. Follow- up checks:		*Date*
a	Where an employee has a time restriction to their stay/work in the UK, annual re-check of documentation should be undertaken. Diary date when follow-up check is due:	
b	Where an employee is offered a temporary or fixed term contract, the employment should be reviewed. Diary date when follow up check is due:	
c	Annual reminder to all employees of their obligations under the Childcare Disqualification Regulations Diary date when reminder is due:	

APPENDIX 2

Safer Recruitment Checklist

The tasks in this checklist are taken from the statutory guidance document Keeping Children Safe in Education, published by the Department for Education (DfE). The guidance is statutory for all types of school. The checklist is intended to provide an overview of the school's obligations surrounding Safer Recruitment.

Task	Date Completed	Notes/Action
Pre-Interview		
Planning – timetable decided: Job description and person specification for the position to be advertised has been prepared and will be used to form the basis of shortlisting criteria. Application form seeks all relevant information and includes relevant statements about references etc.		
Vacancy advertised: Advert includes a safeguarding statement including the school's commitment to safeguarding and the need for successful applicants to be DBS checked. Reference also made to safeguarding policy in application pack. Applicants also need to be informed that an online check will be undertaken if shortlisted. will be carried out as part of **recruitment process.**		
Applications on receipt: Only accepted application forms (no CV's). Applications have been judged by a minimum of 2 people against the criteria for the post. Gaps/discrepancies/anomalies in employment have been scrutinised and to be explored further at interview if shortlisted. **Can be explored if candidate considered for shortlisting.**		
Interview Panel: At least 1 person on the recruitment panel has undertaken safer recruitment training (although not mandatory for academies it is advised as panel members should also be appropriately trained)		

Shortlist Prepared and Interview		
Self-Disclosure Form: Only those candidates shortlisted should be sent the self-disclosure form. The form signposts candidates to Ministry of Justice website for details of which convictions needs to be disclosed. Candidates can also give information about names/tags/handles they are known by for 'online' searches and any detail that they may feel will be found, that would be considered a concern.		
Signatures: Shortlisted candidates should be asked to sign a paper copy of both the application and self-disclosure form.		
Online Check: Should be carried out only for shortlisted candidates. Search should be conducted by somebody not on the recruitment panel. The search is for any Information in the public domain that would question the applicant's suitability to work with children/and/or could harm the reputation of the school should the candidate become part of the school's workforce. Findings should be collated and passed to the recruitment panel for a decision.		
References: We have requested references directly from the candidate's referees. This includes from the last/most recent employer and last childcare employer.		
References on receipt: We have scrutinised these references and taken up any discrepancies to take up with referee and/or applicant		
Interview arrangements: We have a panel made up of a minimum of 2 interviewers, who have the authority to appoint. Panel members have met and agreed issues and questions/assessment criteria/standards		
Interview: The panel have explored applicant's suitability for work with children as well as suitability for the requirements of the post and where appropriate discussed any self-disclosure of criminal history or issues of suitability as a result of the online check.		

Pre-Appointment Checks		
Conditional offer of appointment: We have made an offer of appointment conditional upon satisfactory completion of the following pre appointment checks.		
Identification: We have verified the candidate's identity		
Qualifications: We have verified the candidate's professional qualifications required for the post		
Right to Work: We have verified the candidate's right to work in the UK		
DBS certificate: We have carried out an Enhanced DBS Check (for all staff and governors)		
Barred list check: We have carried out a DBS Barred list check (for all staff, governors and volunteers working in regulated activity)		
Prohibition: For anyone involved in teaching work, we have checked that the candidate is not prohibited from teaching using the Teacher Services' system		
Prohibition from management: We have completed a Section 128 check using the Teacher Services' system (Required for all those in management positions in independent/academies/free schools & Governors in maintained schools)		
Overseas checks: We have carried out the additional checks required for applicants living or working outside the UK.		
Health: We have verified the candidate's mental and physical fitness to take up the post.		
Record Keeping		
Single Central Record: We have recorded the necessary information in the school's single central record which is stored securely.		
Successful candidates: Copies of documents used to verify candidates identify, right to work and required qualifications have been kept for the individual's personal file along with the successful candidate(s) recruitment documentation e.g. shortlisting and interview records. NB This does not include copies of DBS certificates.		
Unsuccessful candidates: We have kept recruitment records for unsuccessful candidates. These will be destroyed 6 months after the date of the successful appointment.		

Appendix 3 - SELF-DISCLOSURE FORM

Congratulations on being shortlisted.

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, and / or whether you have any relevant convictions, court orders, reprimands, warnings, or other matters which may affect your suitability to work with children. This form also requires information from you to be used by the school to carry out an online recruitment check in line with KCSIE.

Please complete the following form as accurately as possible and return this disclosure form to the school **within 48 hours of being received.**

Note: You are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), If you are not sure whether one of your convictions is 'protected', you can check here before answering the following questions. More information about filtering and protected offences can also be found on the Ministry of Justice website.

How the Information will be used

We will use this information to:

- Determine whether you are eligible or not for the role based on barring or childcare disqualification requirements
- Inform our discussions at interview in relation to information disclosed

If you are offered the position, as the role you have applied for involves contact with children, you will also be required to undergo the relevant vetting and barring checks including a DBS check. Information that you provide in this self-declaration will be compared with the appropriate checks.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.

Surname:		Previous name(s) (if any):	
Forename(s):		Preferred title:	Date of birth:
National Insurance No:	Teacher Ref. No: (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?			Yes ☐ No ☐
If yes, please provide further information:			
Do you have any unspent convictions or conditional cautions?			Yes ☐ No ☐
If yes, please provide further information:			

Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by either? - The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales - Or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland?	Yes ☐ No ☐
If yes, please provide further information:	
Have you been the subject of any investigation and/or sanction by a professional body due to concerns about your behaviour towards children?	Yes ☐ No ☐
If yes, please provide further information:	
Do you have any overseas convictions?	Yes ☐ No ☐
If yes, please provide further information:	
Are you included on the DBS Children's Barred list or prohibited from teaching?	Yes ☐ No ☐
If yes, please provide further information:	

Only answer this question if, in accordance childcare disqualification requirements **the post requires you to work with pupils under 5 and/or pupils under 8 in wraparound care.** Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you? This includes, but is not limited to: - Orders disqualifying you from caring for children - Orders disqualifying you from private fostering - Any refusal of an application for you to be registered in relation to a children's home - Care/child protection orders issued in respect of a child in your care	Yes ☐ No ☐
If yes, please provide further information:	
Only answer this question if in accordance childcare disqualification requirements **the post requires you to work with pupils under 5 and/or pupils under 8 in wraparound.** Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018? This includes, but is not limited to: - Any offence against or involving a child - Any sexual offence - Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH)	Yes ☐ No ☐
If yes, please provide further information:	
If an 'online check' was carried out about you (For example a search on Google, Bing, Yahoo!, Facebook, Linkedin, Instagram, Tik Tok) would there be any information available in the public domain that would lead an employer to question your suitability to work with children and/or potentially damage the reputation of the school/trust?	Yes ☐ No ☐
If Yes, please provide further information:	

Please provide any other 'Names' or 'Handles' you are known by online or on social media to allow 'online checks' to be carried out as part of the recruitment process:	
Confirmation of declaration: (tick boxes below)	
☐	I agree that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children.
☐	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the organisation's attention.
***Signature of candidate:**	
Print name:	
Date:	

*In accordance with Keeping Children Safe in Education, where the signature is electronic, the shortlisted candidate should physically sign a hard copy at the point of interview.