



# HOWE GREEN HOUSE

## BISHOP'S STORTFORD

### SAFER RECRUITMENT POLICY

ISI Reference	18a
Issue Number	4
This policy is endorsed by	Governing Board and the Headteachers
This policy is owned by	Governing Board and the Headteachers
Review Body	Governing Board and the Headteachers

Most Recent Revision Date	Michaelmas 2025
Last Reviewed by Governors	Michaelmas 2024
Period of Review	Annual
Next Review Date	Michaelmas 2026
Previous Reviews	Michaelmas 2023, 2024

To be made available	YES
To be on website	YES
Internal staff only	NO
Internal students only	NO
Internal staff and students	YES

## **Safer Recruitment Policy**

### **Howe Green House School & Little Oaks Nursery**

**This Policy also includes the Before and After School Provision**

#### **Statement of Intent**

The governors and staff of Howe Green House School and Little Oaks Nursery fully recognise the contribution it makes to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

#### **Safer Recruitment and Selection**

The school pays full regard to current guidance Keeping Children Safe in Education 2024.

We ensure that all appropriate measures are applied in relation to everyone who works in the school and who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and staff employed by contractors, as well as those that the school hires facilities to.

This policy operates in conjunction with the Child Protection and Safeguarding policy.

Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

Safer recruitment practice adheres to current regulations and the following will apply:

- advertisements for roles in the school, the associated application forms, job descriptions and person descriptions will all convey the school's commitment to safeguarding and explain that checks will be made for suitability to work with children;
- applications will be scrutinised for employment gaps;
- all short-listed candidates will be interviewed;
- candidates invited to interview must bring with them photo ID documents, original qualification certificates and evidence of any training that has been completed;
- safeguarding questions will be discussed at interview;
- academic or vocational qualifications verified;
- two references will be sought, where possible before interview, from the most recent employer and a character reference including a request as to whether the referee is aware of any reason or has any concern that the applicant may not be suitable to work

with children. References from family members will not be accepted. Electronic references must originate from a legitimate source. Referees will be contacted to clarify vague or insufficient information.

- previous employment history checked
- A disclosure and Barring Service check (DBS) including Barred List obtained for ALL new appointments to our school's workforce including regular volunteers, who may at any time, be required to assist in regulated activity e.g. personal care.
- Overseas check - All new appointments to our school who have lived or worked outside the UK for over 3 months within the last 5 years will be subject to an overseas check. The candidate will be required to obtain a Certificate of Good Conduct in line with the Home Office guidelines for the relevant country;
- Identity and the right to work in the UK checks will be carried out on all appointments to our school workforce before the appointment is made;
- For those undertaking a teaching role, checks will be made against the DfE's list of prohibited teachers;
- Prohibition from management check (Section 128 check) will be carried out where appropriate;
- Successful candidates will be required to complete a medical questionnaire, and if the position is related to physical fitness, interview questions relating to their health and physical capacity for the job will be asked.

Changes throughout this appendix to reflect the EYFS statutory framework, including:

- A note that the EYFS statutory framework includes its own requirements for safer recruitment.
- References from family members will not be accepted (for schools with EYFS provision).
- Electronic references must originate from a legitimate source.
- Referees will be contacted to clarify vague or insufficient information.
- Requiring references for volunteers before they are recruited.

All offers of employment are conditional pending all required checks being in place.

If a DBS has not arrived by the time a role is due to begin, then a risk assessment will be made and arrangements put in place to ensure safeguarding is maintained.

Where applicants are rejected because of information that has been disclosed they have the right to know and challenge incorrect information.

The school will keep an up-to-date central record of checks (SCR) carried out on all staff which is checked on an annual basis by the Chair of Governors.

The school will ensure that there is at least one person on every recruitment panel that has completed Safer Recruitment training.

The school has procedures for dealing with allegations of abuse against staff and volunteers and will send a report promptly to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned. The school will meet the requirements of the Vetting and Barring Scheme such as reporting any member of staff whose services are no longer used because they are considered to be unsuitable to work with children to the DBS within one month of them leaving.

A referral will be made to The Teaching Regulation Agency where a teacher has been dismissed (or would have been dismissed had he or she not resigned) and a prohibition order may be appropriate, because of 'unacceptable professional conduct', 'conduct that may bring the profession into disrepute', or a 'conviction at any time for a relevant offence'.

Date: 13<sup>th</sup> November 2025

Reviewed by the Finance Committee

Chair of Finance Committee:

*Headteachers: Anna Lipani and Paul Bailey*

Next Review: Michaelmas 2026