



Safer Recruitment Policy

CEO Approval: May 2026

Review Date: May 2027

Safer Recruitment Policy Statement

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Prime7 MAT (the Trust) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The Trust recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. It is committed to ensuring that the recruitment and selection of all who work within the Trust is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The Trust will uphold its equal opportunity obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants for paid work and relevant volunteers will be required to declare all unfiltered convictions, cautions and bind-overs, including those regarded as spent and to have a Children's Barred List and an Enhanced Criminal Records Disclosure check. A previously issued Disclosure and Barring Service Disclosure Certificate will only be accepted if the individual is registered with the DBS Update Service. Workers and volunteers will also be required to complete the other appropriate safer recruitment checks as set out in Keeping Children Safe in Education.

Prime7 MAT is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The Trust's recruitment procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

Throughout the selection and recruitment process, the Trust will have regard to the guidance as set out in various Government policies as mentioned above:

This will involve:

- Including the Trust's Safeguarding policy statement on any job advertisement
- Requesting applicants to complete an application form, which requests National Insurance number, a full, chronological career history since leaving secondary education, and relevant or required qualifications; and details of referees
- Providing a clear indication in application paperwork that the applicant, if successful will undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Also highlighting that it is an offence to seek employment in regulated activity if the applicant is on a barred list.
- Ensure candidates have completed a signed declaration confirming the information they have provided is true.
- Seeking references in advance of interview for any successfully shortlisted candidates

- Checking candidate's documentation evidence of their ID and educational/professional qualification prior to the interview
- Asking candidates appropriate questions at interview relating both to their skills and their reasons for wanting to work with children
- Ensuring that all interviews explore an element of the candidate's understanding of safeguarding in schools
- Advise the applicants that a general internet/social media (e.g. LinkedIn, Facebook, Tiktok, Instagram) search may be carried out pre-interview.

Shortlisting:

Our shortlisting process will involve at least 2 people, 1 of which must have completed Safer Recruitment training and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Seeking references and checking employment history:

We will obtain references before interview (if applicant has given authority). 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

Following interview Prime7 MAT will:

1. Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references and three for senior management positions

- Verification of the candidate's identity
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- A satisfactory enhanced DBS disclosure
- A prohibition from teaching check (teachers only)
- A prohibition from management check (section 128) for management positions
- Verification of the candidate's mental and physical fitness
- Verification of qualifications
- Verification of professional status where required e.g. QTS status
- The production of evidence of the right to work in the UK
- (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- If the person has lived or worked outside the UK, make any further checks the Trust consider appropriate

APPOINTMENTS ARE CONDITIONAL ON THE RECEIPT OF SATISFACTORY REFERENCES AND CANDIDATES WILL NOT TAKE UP THEIR EMPLOYMENT UNTIL THEY ARE RECEIVED AND VERIFIED BY TELEPHONE CALL

2. Keep and maintain a single central record of recruitment and vetting checks, in line with the DfE requirements.

3. Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The Trust will monitor the compliance with these measures and obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks. We will also check that the person presenting themselves for work is the same person on whom the checks have been made (See further details below).

4. Require staff who are convicted or cautioned for any offence during their employment with the Trust to notify the Trust, in writing of the offence and penalty. The Trust will periodically request DBS check renewals for existing members of staff.

5. The Trust will refer to the Local Authorities internal registers of individuals whose previous employment history may give cause for concern and will refer individuals to the Disclosure and Barring Service as required for possible inclusion on the Children's Barred List.

Appointment and Safeguarding Procedures for Others:

Supply Staff – obtain assurances from recruitment agency prior to commencing work in the schools with regard to appropriate references and DBS checks being in place

Self Employed Professionals or Volunteers – the same checks will apply as those for staff

Staff from Other Organisations – The Trust will ensure that individuals from contracted companies will either hold a recent DBS or will not be left unsupervised with children

School Trustees/Representatives – will have ID checked, and enhanced DBS conducted, a prohibition from management check, right to work in the UK and overseas check where appropriate. The Chair of Directors/Trustees will have their DBS check countersigned by the Secretary of State.