ECCLESTON PRIMARY SCHOOL

incorporating

Beechbuds Pre-School

Safer Recruitment Policy

Inspiring independent learners to thrive in a changing world

Safer Recruitment Policy

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children. Eccleston Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and competent in their roles.

The school recognises the value of and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such it is committed to a recruitment and selection process which is systematic, efficient, effective, and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Introduction

The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to Eccleston Primary School.
It also sets out the minimum requirements to:

- attract the best possible applicants to vacancies;
- deter prospective applicants unsuitable for work with children;
- identify and reject applicants unsuitable for work with children.

Practices

Eccleston Primary School will ensure that at least one member of the appointment panel has successfully completed Safer Recruitment Training.
Staff and who have attended safer recruitment courses are:
Mrs Elizabeth Speakman (Headteacher) – September 2026
Mrs Ann Duckworth (Business Manager) – September 2023

The following procedures and practices are in place to ensure the safe recruitment of staff:

Stage 1: Advertising and Inviting Applications

All advertisements for all posts will clearly stipulate the stance adopted by Eccleston Primary School by the inclusion of the following statement:

"Eccleston Primary School is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service disclosure."

Stage 2: Pre -Application Pack

Prospective applicants are supplied with the following:

- Application Form;
- Job Description & Person Specification;
- School prospectus and information pack
- Selection Procedure for the post
- All applicants must complete the application form in full.

Stage 3 Applicant Short-Listing

Candidates for the post, and suited to the job description and person specification following analysis of their applications, will be short-listed following consultation between the Headteacher, Governors and others involved in the interviews process.

Where possible, references will be taken up before the selection stage. However, should a candidate progress to selection and interview stage prior to their receipt, appointments would be subject to satisfactory references.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A written note will be kept of any such exchanges. References will be requested in accordance with LA guidelines.

Stage 4 Interview

Candidates selected for interview will have to provide:

- proof of identity
- certificates of qualifications
- eligibility to live and work in the UK

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and significantly in terms of safer recruitment practices will explore attitudes towards working with children.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to the interviewers;
- to declare any information that is likely to appear on a CRB disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

References

References are sought directly from the referee. References or testimonials provided by the candidate are never accepted instead of a signed reference from a referee. In cases of applicants being invited to interview, referees can be contacted by telephone or e-mail prior to receiving a written, signed reference. The Headteacher and School Business Manager will record on any application when referees have been contacted for proof of clarification of originality.

Stage 5 Successful Candidate: Pre Employment Checks

Further to those checks at the point of interview the candidate will be required to provide all of the following prior to taking up the post:

- receipt of at least two satisfactory references
- verification of the candidate's identity
- a list 99 check
- a satisfactory Enhanced DBS disclosure.
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g.QTS
- the production of evidence of the right to work in the UK

Stage 6 Induction

All newly appointed staff will, either prior to or at the point of taking up the post, undergo a programme of induction appropriate for their post. The induction will specifically address issues concerning the safeguarding of children and young people and safe working practises as well as matters directly related to the operation of the post.

Central Record of Pre-Employment Checks

In addition to the various staff records kept in school and in individual personnel files, a single central record of recruitment is kept.

This record contains details of checks:

- All staff who are employed to work at the school;
- All staff who are employed as supply staff to the school whether employed directly by the school or through an agency;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school.

Rehabilitation of Offenders Disclosure

All posts within Eccleston Primary School are exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

Review of the Safer Recruitment Policy
Reviewed: November 2026
Next Review Date: November 2027