LALEHAM LEA SCHOOL & NURSERY

SAFER RECRUITMENT POLICY

This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.

	Date	Signed
Date reviewed	September 2026	*M Reece* Head Teacher
Ratified by the Board of Governors	October 2026	Y Epale Chair of Governors
Date of next review	September 2027	

Mission Statement

Recognising that Gospel values are central to the life of the school, we at Laleham Lea aim to create a loving, welcoming environment in which our children may grow intellectually, socially and emotionally; an environment in which their talents are recognised and fostered and their weaknesses treated with compassion; an environment which provides quality teaching and learning within a balanced curriculum framework and which helps every child to reach their true potential.

Together with parents, who are the first educators, we aim to lead our children towards tolerance, understanding and sensitivity to the needs of others so that they may grow up as well-balanced individuals with a strong sense of personal identity and an awareness of God's love.

1 INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a safe recruitment process that aims to

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children or young people
- Identify and reject applicants who are unsuitable for work with children and young people

2 STATUTORY REQUIREMENTS

There are statutory requirements for the appointment of staff in schools; and the school will ensure these requirements are met.

The School recognises its commitments under:

- The Independent School Standard Regulations.
- The Safeguarding Vulnerable Groups Act (2006) as amended by the Protection of Freedom Act (2012).
- Working Together to Safeguard Children (2023) (WTSC).
- Keeping Children Safe in Education - September 2026 (KCSIE) and will comply with these regulations and statutory guidance.
- Statutory framework for the early year's foundation stage
- The Prevent Order 2015.

This Policy should be read with the following policies and guidance

- The School's Safeguarding and Child Protection Policy
- The School Visitors Policy

Preventing unsuitable people from working with children and young people is essential for keeping children safe. Rigorous selection and recruitment of staff and volunteers is therefore a key responsibility of the Head Teacher and Governing Body. We will ensure that the following areas are addressed:

Pre-Appointment Vetting Checks

- All appointments are subject to checks in accordance with DFE and ISSR current guidance and regulations including: enhanced Disclosure and Barring Service (DBS) list checks; identity and qualification checks; right to work in the UK; receipt of at least two satisfactory references. The school will check that no prohibition from teaching order is in place and, where relevant, the applicant is not subject to disqualification by association.
- In exceptional circumstances, where a non-EYFS staff member in regulated activity is required to start work before their full Enhanced DBS certificate has been issued, a separate Children's Barred List check must be completed, a written risk assessment approved by the Head Teacher, and continuous supervision put in place.
- In strict compliance with the *Statutory Framework for the Early Years Foundation Stage (EYFS)*, no member of staff or volunteer working within EYFS provision will be permitted to commence work or volunteering under any circumstances until BOTH the Children's Barred List check AND the physical Enhanced DBS disclosure certificate have been received, inspected, and recorded by the School. Starting work on a Barred List check alone while awaiting a full DBS certificate is strictly prohibited in EYFS.
- A Barred List check will also be carried out if a pre-existing enhanced DBS is accepted under the three-month rule or if an enhanced DBS is available through the DBS update service but does not have barring information
- Qualified teachers are checked on the Teaching Regulation Agency's Employer Access Service
- Applicants are required to declare in writing any convictions received; their mental and physical capability to do the job they are applying for
- All necessary checks should be in place and recorded prior to the applicant receiving confirmation of the appointment and starting work in the school
- The Head Teacher and nominated Governor will receive training in Safer Recruitment and ensure that safe recruitment procedures are followed
- Anyone appointed to a management role (including Governors, Head Teacher, Senior Management Team, and teaching Heads of Department) requires an additional check to ensure they are not subject to a Section 128 direction. A Section 128 direction prohibits an individual from taking part in the management of an independent school. This check is conducted via the DfE's 'Check a teacher's record' service or confirmed through an Enhanced DBS check where Children's Barred List information is included.
- Prohibition from teaching checks - In addition to obtaining an Enhanced DBS certificate, anyone appointed to carry out teaching work must be checked prior to appointment to confirm they are not subject to a prohibition order issued by the Secretary of State. Prohibition checks are carried out directly using the Department for Education's (DfE) 'Check a teacher's record' service via GOV.UK (Teaching Regulation Agency / TRA Employer Access).

- Applicants who have lived or worked outside the United Kingdom must undergo the same pre-appointment checks as all other staff, alongside additional overseas checks deemed appropriate by the School. For teaching positions, the School will require a letter of professional standing from the professional regulating authority in the country (or countries) in which the applicant worked, confirming that no sanctions or restrictions have been imposed on them. In addition, overseas criminal records checks (or Certificates of Good Conduct) and verified references will be obtained from previous overseas employers in accordance with DfE guidance (*Recruitment of overseas-trained teachers* and *Criminal records checks for overseas applicants* available on GOV.UK).

3 DEFINITION OF STAFF

This policy refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations, staff are defined as any person working at the School whether:

- under a contract of employment;
- under a contract for services (covering self-employed individuals arranged and/or paid directly by the School); or
- otherwise under a contract (covering self-employed individuals arranged by the School but paid by third parties or parents, such as peripatetic music teachers)

Note: This definition does not include agency supply staff or volunteers, who are subject to the vetting procedures outlined in Sections 12 and 15 respectively.

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers, the School must be provided with a copy of the DBS check for such staff.

If a person is in regulated activity in the school they should normally be treated as ‘staff’.

4 IDENTIFICATION OF RECRUITMENT

Laleham Lea School will involve at least one recruiter who has successfully received accredited training in safer recruitment procedures.

5 INVITING APPLICATIONS

- Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

Laleham Lea is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Enhanced Disclosure and Barring (DBS) list checks will be carried out'.

- The advertisement will include the safeguarding responsibilities of the post per the job description and personal specification. A reference to safeguarding and promoting the welfare of children and young people as well as the requirement for the completion of an enhanced Disclosure & Barring Service (DBS) check will be included.
- The advertisement will also state whether the post is exempt from the Rehabilitation of Offenders Act 1974
- Prospective applicants will be supplied, as a minimum, with the following:
    - job description and person specification;
    - the Schools Safeguarding and Child Protection Policy;
    - the School's recruitment policy (this document);
    - the selection procedure for the post;
    - an application form.
    - All prospective applicants must complete, in full, the School application form

Application Forms

- Where the role involves engaging in regulated activity it includes a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity with children
- The Laleham Lea application form also provides a link to the School's Safeguarding and Child Protection Policy on the website
- The application form requests all information required by the Keeping Children Safe in Education 2026
- Laleham Lea will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application

6 SHORT-LISTING AND REFERENCES

- Short-listing of candidates will be against the person specification for the post
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted
- Referees will be contacted by telephone to confirm the identity of the referee and by email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges
- All references adhere to the KCSIE Part 3 requirements

- Shortlisted applicants should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. This information should only be requested from applicants who have been shortlisted.

Shortlisted candidates should note that it is the School's practice under KCSIE requirements to carry out an online search and Laleham Lea will inform shortlisted candidates that online searches may be done as part of our of due diligence checks.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
- the candidate's suitability for this post
- School employees are entitled to see and receive, if requested, copies of their employment references
- References must cover a minimum period of 5 years prior to the candidate's application
- All references for teaching and educational support staff from other schools must be provided by the Head Teacher; if another member of the SMT provides the reference it must be checked with and verified by the Head Teacher of the other school
- References will be verified

7 THE SELECTION PROCESS

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates
- Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via a visual electronic link).

Candidates will always be required

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

The Employer will always be required

- to confirm the outcome of the interview to the applicant within one week
- to give detailed feedback on the interview if requested by the applicant

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post. Candidates must also bring proof of any qualification they have mentioned on the application form whether or not it is required for the job.

The School requests that all candidates invited to interview also bring with them:

1. A current driving licence including a photograph or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Proof of entitlement to work and reside in the UK1.
5. Proof of all qualifications mentioned on the application form.
6. A completed self-declaration form for convictions and disqualification from childcare.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

8 EMPLOYMENT CHECKS

All successful applicants are required

- To provide proof of identity. It is best practice to check the name on the birth certificate where this is available
- To complete an ethnic monitoring form
- To complete an Enhanced DBS application form and obtain a satisfactory disclosure certificate, including Children's Barred List information, prior to appointment.
- Commencing Work Prior to DBS Disclosure:
  - Non-EYFS Roles: If a new staff member outside EYFS starts work in regulated activity before the Enhanced DBS certificate is issued, a separate Children's Barred List check must be obtained beforehand, a formal risk assessment completed, and continuous supervision maintained until the certificate is received.
  - EYFS Roles: For any post involving Early Years Foundation Stage provision, both the Children's Barred List check and the full Enhanced DBS certificate MUST be received and verified prior to the individual's start date. No exception or supervisory arrangement is permitted for EYFS personnel prior to certificate receipt.
- To verify professional qualifications and to check on the TRA Employer Access Service to verify qualified teacher status, induction and probation
- To provide proof of eligibility to live and work in the UK
- For applicants who have lived or worked outside the UK, obtaining necessary overseas criminal record checks and letters of professional standing in line with DfE guidance.
- To confirm via the DfE 'Check a teacher's record' service (TRA Employer Access) that any individual appointed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State
- Where the successful candidate will be taking part in the management of the School, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to Directors, Senior Management Team and teaching heads of department. This applies to any internal appointments

- For contact with pupils under the age of 8, receipt of a signed Staff Suitability Declaration form showing
  that the candidate is not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. This cannot be part of the Application Form (KCSIE 2026)

If successful, a Work Health Assessment only needs to be completed if you have a disability and reasonable adjustments are required. Medical declaration forms are required.

9 INDUCTION AND PROBATION

All new employees - regardless of role - will receive a comprehensive induction on or before their first day of work. As a statutory requirement under Keeping Children Safe in Education, every new staff member will be provided with, required to read, and confirm their understanding of:

- Part 1 of Keeping Children Safe in Education ("Safeguarding Information for All Staff").
- The School's Safeguarding and Child Protection Policy.
- The Staff Code of Conduct (including guidance on safe working practices, acceptable use of technology, personal conduct, and professional boundaries).
- The identity, role, and contact details of the Designated Safeguarding Lead (DSL) and any Deputy DSLs.
- The Whistleblowing Policy and procedures for handling allegations or low-level concerns regarding staff conduct.
- The policy on Children Missing Education (CME).
- Induction Training and Integration:

Induction training will equip new staff with a clear understanding of:

- How to recognise signs of abuse, neglect, and vulnerability in pupils.
- The specific procedures for logging and escalating child protection concerns.
- The School's statutory duties regarding Prevent, online safety, and pupil welfare.
- Integration into the School community to ensure they have the necessary skills and confidence to carry out their role effectively.

All new appointments are subject to a formal probationary period as set out in their contract of employment.

10 RECORDING INFORMATION

- Laleham Lea maintains a single central record of pre-appointment checks in accordance with Keeping Children Safe in Education 2026 (Part 3)
- The SCR includes all staff (see point 3. Definition of Staff) including agency and third-party supply staff even if they work for one day
- The SCR also includes all members of the proprietor body, members and trustees

Prior to the new employee starting work, the Head Teacher and School Business Manager will complete the 'Recruitment Checklist' form (Appendix 1) to verify that all appropriate checks have been satisfactorily completed. This is required for all new members of the School's staff.

11 RETENTION OF DOCUMENTS

- The School does not keep copies of DBS certificates in accordance with the Data Protection Act 2018 .
- The Head Teacher, School Business Manager or Operations Manager inspects the original DBS and records the number and date the DBS was seen
- Copies of other documents used to verify the successful candidate's identity, right to work and required qualifications are kept on the relevant personnel file

12 AGENCY AND THIRD PARTY STAFF

- Laleham Lea will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. They will also check that the person presenting themselves for work is the same person on whom the checks have been made.
- In respect of an enhanced DBS check the school will ensure written notification confirms the certificate has been obtained by the employment business
- Where the agency has obtained an enhanced DBS certificate which has disclosed any matter or information the school or college must obtain a copy from the agency
- Where the position required a children's barred list check this must be obtained with the enhanced DBS certificate by the agency prior to appointing the individual
- The Head Teacher or School Business Manager will check that the person presenting themselves for work is the same person on whom the checks have been made by requesting photographic identification

13 CONTRACTORS

- The school will ensure that any contractor or employee of the contractor has been subject to the appropriate level of DBS check and contractors working in regulated activity will require an enhanced DBS check including a check of children's barred list information
- Contractors not in regulated activity but whose work provides them with an opportunity for regular contact with children an enhanced DBS check, not including children's barred list information, will be required
- Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children.
- If an individual is self-employed the school will consider obtaining a DBS check as the self-employed person is not able to make an application to DBS on their own account

- The School will always check the identity of contractors on arrival at the school

14 TRAINEE/STUDENT TEACHERS

- Where applicants for initial teacher training are salaried by the school the school will ensure all the necessary checks are carried out. If these trainee teachers are engaging in regulated activity relating to children (which in most cases by the nature of the work, they will be), an enhanced DBS check (including children's barred list information) must be obtained.
- Where the trainee teacher is fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. The School should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school or college would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children.

15 VOLUNTEERS

Definition and Vetting Standards:

- Under statutory guidance, volunteers who assist at Laleham Lea School undergo a risk-based vetting procedure to ensure they are suitable to work with children. Under no circumstances will a volunteer on whom no pre-appointment checks have been completed be left unsupervised with children or permitted to engage in regulated activity.

Volunteers in Regulated Activity:

- Following statutory changes in KCSIE 2026, supervision alone no longer exempts a volunteer from being in regulated activity. A volunteer is deemed to be in regulated activity if they teach, train, instruct, care for, or supervise children regularly (defined as once a week or more, on 4 or more days in a 30-day period, or overnight between 2:00 am and 6:00 am).
- All volunteers in regulated activity **must** obtain an **Enhanced DBS Check with Children's Barred List information** prior to commencement.
- *EYFS Provision:* In line with Statutory EYFS Framework requirements, any volunteer working in Early Years Foundation Stage (EYFS) regulated activity **must not start** until both the Children's Barred List check and full Enhanced DBS certificate have been verified by the School.

Volunteers Not in Regulated Activity (Occasional / Supervised Volunteers):

- For volunteers who do not meet the criteria for regulated activity (e.g., occasional helpers for single day trips or PTA events), the School will undertake a written **Volunteer Risk Assessment** to determine the necessary level of vetting.
  Barred List Prohibition: Under the Safeguarding Vulnerable Groups Act 2006, the School **must not** request a Children's Barred List check on any volunteer who is not engaging in regulated activity.
- The risk assessment will consider:

- The nature of the work with children and whether it involves regular contact.
- What the School already knows about the volunteer (including feedback from staff, parents, or other volunteers).
- Whether references can be obtained from other employment or voluntary roles to confirm suitability.
- Whether the role is eligible for an Enhanced DBS check *without* a Barred List check.
- The level and constancy of supervision provided by a member of staff who is in regulated activity.

Duty to Refer to the DBS:

- Laleham Lea School maintains a statutory duty to make a DBS referral if a volunteer has harmed, or posed a risk of harm to, a child, and has been removed from volunteering (or would have been removed had they not left).

Professional Visitors:

- Visitors attending the School in a professional capacity (e.g., local authority officers, speech therapists, or inspectors) must present official photographic identity documentation upon arrival. The School will confirm that the visitor's employer has carried out all necessary safer recruitment and DBS checks prior to permitting access to pupils.

16 GOVERNING BODY

Before an individual becomes the Chair of the Governing Body the Secretary of State will be asked to

- Carry out an enhanced DBS check; and where such a check is made, obtain an enhanced DBS certificate (either including or not including children's barred list information as appropriate)
- Confirm the individual's identity
- If the individual lives or has lived outside of the UK, where applying for an enhanced check is insufficient
- Carry out any other checks the Secretary of State deems appropriate

The Chair must ensure that enhanced DBS checks are undertaken for the Governing Body in its entirety and must ensure that identity checks are complete before, or as soon as practicable after, any individual takes up their position.

The chair must also ensure that other members are not subject to a section 128 direction that would prevent them from taking part in the management of an independent school.

The Governing Body will ensure that processes are in place for continuous vigilance.

Appendix 1 - Recruitment Checklist

	Name:	Position:	Start Date:		
		Action	Completed/ Checked by	Date	Copy in file (√)
Phase 1: Shortlisting & Pre-Interview Checks	1	**Job Description and Person Specification** approved?			
	2	**Advertisement approved and placed** – where and when?			
	3	**Employment Pack ready to send to prospective applicants?** *(Application Form, JD & PS, Safeguarding Policy, Prospectus/Info)?*			
	4	**Completed application form received?** (CVs not accepted on their own; employment gaps accounted for)?			
	5	Proceed with interview after application shortlisting? **Invitation to Interview letter sent** & candidate self-declaration form issued?			
Phase 2: Pre-Interview Vetting (Shortlisted Candidates)	6	**Interview attendance confirmed** by applicant?			
	7	**Online search conducted on shortlisted candidate** *(KCSIE requirement; conducted by independent person/documented appropriately)?*			
	8	**Reference Request** letters and forms sent to referees?			
	9	**First reference received and approved**?			
	10	**Second reference received and approved**?			
	11	**Third reference** (if required) **received and approved**?			
Phase 3: Interview & Document Verification	12	**Formal interview conducted** (Panel includes at least 1 safer recruitment-trained member; safeguarding questions asked; reference discrepancies/employment gaps explored)?			
	13	**Original Proof of Identity, Address & Right to Work** seen, copied, signed & dated in person?			
	14	**Original Proof of Qualifications** seen, copied, signed & dated?			
Phase 4: Conditional Offer & Statutory Clearances	15	**Conditional Offer Letter sent** *(Subject to satisfactory clearances)* & rejection letters sent to unsuccessful candidates?			
	16	**Signed Offer acceptance received** from applicant?			
	17	**Enhanced DBS check** application submitted: DBS issued date: **DBS check in person** date: DBS Certificate number:			
	18	**Medical Questionnaire / Pre-employment health check** completed and returned?			
	19	**Children's Barred List Check completed** *(Standalone check via DfE Sign-in or included an Enhanced DBS)?*			
	20	**TRA Prohibition from Teaching check completed** for anyone carrying out teaching work *(via DfE Sign-in)?*			
	21	**Section 128 Check completed** (Mandatory for SLT, Heads of Dept, Bursars, Governors)			
	22	**Overseas criminal records check / letter of professional standing** *(If lived/worked abroad* in the last 5 years*)?*			
	23	**Risk Assessment completed** *(Only if candidate starts before full DBS certificate is physically received, provided Barred List check is clear)?*			
	24	**Childcare Disqualification Declaration completed** (Mandatory for EYFS staff, Nursery/Reception staff, wraparound care, and SLT managing Early Years)			
Phase 5: SCR Sign-Off & Onboarding	25	**Single Central Record** (SCR) updated with all check dates & verified			
	26	**New employee forms completed** *(Payroll, P45, Pension, Emergency Contacts)?*			
	27	**Child Protection / Safeguarding Induction Training completed**?			
	28	**Induction** details			