



1.20 Safer Recruitment Policy (EYFS & KS1-3)

Reviewer responsible:	HR	Date of last review:	10/25
Reviewed by:	IS	Date of next review:	10/26
Authorised by Governor:	DWG		

Introduction:

Notting Hill Preparatory School (NHP) is fully committed to safeguarding and promoting the welfare of children. This commitment is central to all our recruitment and selection processes. Our recruitment procedures adhere to the latest guidance in Keeping Children Safe in Education (KCSIE) and align with our Safeguarding and Child Protection Policy.

This policy is reviewed annually to ensure best practice and consistency in safer recruitment, including comprehensive vetting and ongoing safeguarding compliance.

All staff involved in recruitment, including members of the Senior Leadership Team (SLT) and Hiring Managers, must complete Safer Recruitment Training. Every interview panel must include at least one member trained in safer recruitment practices.

Aims of this Policy

- To protect and safeguard the children of our school community
- To establish a robust and efficient system of vetting and checking
- To maintain comprehensive centralised records of evidence of safe recruitment

Objectives

The objective of this Safer Recruitment Policy is to ensure that Notting Hill Preparatory School recruits individuals who are suitable to work with children and who share the school's commitment to safeguarding and promoting the welfare of all pupils.

This policy establishes a clear, consistent, and robust framework for recruitment practices that:

- Comply with the statutory guidance set out in *Keeping Children Safe in Education*
- Reflect the principles and procedures outlined in the School's Safeguarding and Child Protection Policy;
- Uphold the highest standards of integrity, fairness, and vigilance throughout all stages of the recruitment process.

Through rigorous vetting procedures, appropriate training for staff involved in recruitment, and the maintenance of comprehensive records, this policy aims to minimise the risk of harm to children by preventing the appointment of individuals who may pose a safeguarding risk.

Definition of Staff

For this policy, "staff" includes: All individuals employed under a contract of employment, contract for services, or engagement (e.g., teachers, peripatetic staff, support and admin staff, caretakers, and gap students);

- Excludes agency supply staff and volunteers, who are subject to separate procedures (see relevant sections).

1. Single Central Register of Staff (SCR)

The People Advisor (HR) is responsible for compiling and updating the Single Central Register. Staff responsible for notifying HR of new starters:

<u>Role/Staff Type</u>	<u>Responsible Person</u>
Permanent staff	SLT members
Temporary supply staff	Cover Manager
SEN staff	SENCO
Peripatetic music staff	Director of Music
Sports coaches	Director of Sport
Outside club staff	Clubs & Events Coordinator
Catering staff	Catering Manager, Sodexo
Volunteers	Heads of Lower, Middle, and Upper Schools
Contractors	Head of Finance & Operations / Premises Manager

Public Speakers: a vetting and ID check will be conducted by the staff member responsible. Approval must be granted and signed off by the relevant Deputy DSL, and the required forms completed accordingly.

All visitors must:

- Sign in/out at Reception;
- Wear a pink visitor lanyard;
- Be accompanied by a vetted member of staff at all times.

2. Recruitment Procedures

2.1. Advertising

All job advertisements must:

- Include a clear safeguarding commitment statement;
- Include a full Job Description and Person Specification;
- Specify the application form as the only accepted method of application.

2.2 Shortlisting

- Application forms are reviewed for completeness and to identify any employment gaps or discrepancies.
- Candidates are assessed equally against the person specification by the Hiring Manager and HR.
- Social media checks may be conducted on shortlisted candidates.
- Where possible, references are taken before interview, using the school's standard reference form. Open references/testimonials are not accepted.

- Any concerns from references must be explored with both the referee and the candidate.
- Shortlisted candidates will be invited to interview and asked to complete a Suitability to Work with Children self-declaration form.

Note: Disclosure of a criminal record does not automatically disqualify a candidate. Relevant offences are considered in line with current legislation and DBS filtering guidance.

2.3 Interview

- Interviews will assess suitability for the role and for working with children.
- Interview panels must include at least one trained member in safer recruitment.
- Interviewers will:
 - Ask competency-based and safeguarding-related questions;
 - Clarify employment gaps, overseas work (3+ months in last 10 years), and any discrepancies;
 - Confirm identity and check original documentation (ID, address proof, qualifications);
 - if they wish to declare anything in light of the requirement for a DBS disclosure
- Teaching roles include a trial lesson observed by the panel and relevant department staff.
- Support roles may include a task or trial session.
- Where candidates live outside the UK, candidates should be aware that all documents required for the submission of a DBS, in particular proof of UK address, are available in advance of their commencement of employment at the school

3. Offer of Appointment

A conditional offer is made subject to the following checks:

- Enhanced DBS and Barred List Check
- Two satisfactory professional references (one from most recent employer), with verbal verification
- Prohibition from Teaching and/or Section 128 Direction checks (if applicable)
- Identity verification
- Right to Work in the UK check
- Verification of qualifications
- Medical fitness declaration
- Overseas checks (police clearance/letter of professional standing if applicable)
- Online search outcomes
- Any further checks deemed necessary

All appointments and checks are recorded on the SCR.

No staff member or volunteer will have unsupervised access to pupils until all checks, including a satisfactory DBS, are confirmed. If the DBS is delayed, a risk assessment will be conducted and reviewed every two weeks.

Where a DBS disclosure includes information, the Head will conduct a safeguarding risk assessment before confirming employment.

4. Post Appointment and Induction

All staff and volunteers must complete a Safeguarding Induction, led by the DSL or Deputy DSL, which includes:

- Overview of safeguarding responsibilities, policies, and procedures;
- Code of Conduct and Staff Handbook;
- Confirmation of understanding of KCSIE Part One (including Annex B);
- Role-specific guidance and supervision expectations;
- Fire safety induction and overview of whistleblowing/disciplinary procedures.

All new staff must complete and sign the Safeguarding Induction Form.

5. Supply and Club Staff Procedures

5.1. Agency Supply Staff

No supply staff may begin work until the school receives written confirmation from the agency that all relevant checks have been completed, including:

- Enhanced DBS and Barred List
- Right to Work
- References, qualifications, medical checks
- Disqualification Self-Certification
- Overseas checks (if applicable)
- Prohibition checks (if applicable)

Before starting:

- School verifies identity and DBS certificate;
- Barred List check completed;
- Safeguarding induction is conducted;
- Appointment is recorded on the SCR.

5.2. Club Agency Staff

As above — with identical vetting and safeguarding requirements.

6. Volunteers

6.1. One-off, supervised volunteers (e.g., school trip): No vetting checks required.

6.2. Regular or unsupervised volunteers.

If volunteering weekly or 3+ times in 30 days:

- Staff must notify HR before the activity.
- ID must be provided and kept on file;
- Informal interview and safeguarding briefing conducted.
- Assessment made on supervision needs;
- DBS required if unsupervised;
- Volunteer must not be left alone with children until cleared.
- SCR updated for volunteers with DBS clearance.

7. Ongoing Compliance

Lanyard System:

- Blue lanyard: Fully vetted and cleared individuals – may work unsupervised
- Pink lanyard: Visitors – must be supervised
- No lanyard: Must be challenged by staff
- SCR and Compliance:
 - The People Advisor updates the SCR regularly;
 - DSL reviews SCR half-termly;
 - Safeguarding Governor performs annual spot checks and audits.
- Right to Work Register:
 - Maintained by HR;
 - Reviewed by DSL once per term.

8. Referral to DBS / Teaching Regulation Agency (TRA)

NHP has a legal duty to refer any individual who:

- Has harmed or poses a risk to a child;
- Has been removed from regulated activity (or would have been if they hadn't left);
- Displays unacceptable professional conduct or conduct bringing the profession into disrepute.

Referrals will be made to the DBS, and where appropriate, to the TRA.

Policy Review

This policy is reviewed annually, or as required by changes to legislation or statutory guidance.