



# Pownall Hall School

## Safer Recruitment Policy

*This is a whole school policy; it applies to EYFS, after school care and holiday clubs held on our premises. Please see page 6 for EYFS.*

Pownall Hall School is committed to safeguarding and promoting the welfare of children and expects all its staff, including those employed by contractors, and volunteers to share this commitment.

*The School will safeguard and promote the welfare of all its pupils, in compliance with DfE Guidance Keeping Children Safe in Education (KCSIE) 2025, Working Together to Safeguard Children (2023) and the Education (Independent School Standards) Regulations 2014 (as amended).*

### 1. INTRODUCTION

**All staff, including temporary staff, and volunteers will be provided with induction training that includes:**

- The school's Safeguarding Policy (including whistleblowing section), E-Safety and Acceptable Use Policy, Behaviour Management Policy, Missing Child Policy.
- The staff code of conduct as outlined in the Staff Handbook.
- The identity of the Designated Safeguarding Leads.
- A copy of Part One of Keeping Children Safe in Education (KCSIE) and Annex B (2025) to read and understand.
- The school adopts a culture of vigilance in recruitment, ensuring safeguarding is embedded at every stage of the recruitment process.
- The school determines whether a role constitutes regulated activity in accordance with KCSIE, which informs the level of checks required.
- Ensure that we practise safe recruitment in checking the suitability of staff and volunteers to work with children and young people in accordance with guidance given in 'Keeping Children Safe in Education (September 2025)' and 'Working Together to Safeguard Children (2023)', including reporting to the Disclosure and Barring Service (DBS) any person who has left the school and is unsuitable to work with children.
- Ensure that all staff and volunteers and Governors undergo safeguarding training, including reading and understanding the Safeguarding Policy, KCSIE Part One and Annex B (2025), and the staff code of conduct, as part of their induction. This will happen on an annual basis with a bi-annual basis for face-to-face training and DSL training.
- Ensure that all staff and volunteers undergo safeguarding training on a schedule to be determined in consultation with the Local Safeguarding Children Partnership (LSCP) to protect each pupil from any form of abuse, whether from an adult or another pupil.
- Prevent training – include training all staff concerning the risks of radicalisation and how to identify children and young people at risk.

### 2. STAFF RECRUITMENT AND SELECTION PROCESS

#### ADVERT

**For all staff appointments, the School will:**

- Ensure that the details of the post make reference to the responsibility for safeguarding and promoting the welfare of children.
- The advert will include whether the post is exempt from the Rehabilitation of Offenders Act.
- Provide a job description that clearly states the main duties and responsibilities of the post and the individual's responsibility for promoting and safeguarding the welfare of children in the school.
- Provide a person specification that describes the competencies and qualities that the applicant should have in addition to qualifications and experience relevant to the post.

## APPLICATION FORM

### For all staff appointments, the School will:

- Ensure that the application form states that the successful applicant will be required to provide an enhanced DBS disclosure. All positions are subject to enhanced DBS checks. (The School will apply for enhanced DBS disclosure checks.)
- Ensure that the application form or the information provided to applicants will include a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children where this is relevant to the role.
- Provide a copy of Pownall Hall's Child Protection and Safeguarding Policy and Policy on Employment of Ex-Offenders in the application pack or refer to the link on the School website.
- Use an application form to obtain a common set of data from all applicants including verification of professional status such as DfE reference number, QTS, NPQH. Include a statement to say that any previous employer may be approached.
- The School does not accept CVs and will only accept copies of a curriculum vitae alongside a completed application form.
- The application form will include all details advised within KCSIE 2025.
- Scrutinise the applicant's employment record, looking for any gaps in employment, anomalies or discrepancies and question these should the applicant be invited to attend for interview.
- Ensure that the application form states that a medical fitness form will be required from successful candidates following the offer of employment and before commencing appointment.
- Obtain at least two references, one must be a professional reference from the latest employer, that answers specific questions, which assess the applicant's suitability to work with children. Request the return of the declaration form from each referee, signed and dated.

## SHORTLISTING

### For all staff appointments, the School will:

- Ensure that at least two members of the School's Senior Leadership Team will carry out the shortlisting exercise.
- Carry out an online search of the shortlisted candidates, including all available social media platforms. This may help identify any incidents or issues that have happened, and are publicly available online, which Pownall Hall might want to explore with the applicant at interview. Online searches will only consider publicly available information and will be carried out in a fair and consistent manner. Any concerns identified will be explored with the candidate at interview.
- Where possible, ensure that those who shortlist the candidates for interview will also carry out the interview to ensure a consistent approach.

## SELF-DECLARATION

### For all staff appointments, the School will:

- A self-declaration will be obtained from shortlisted candidates prior to interview.
- Ensure that all requirements outlined in KCSIE 2025 are included in the self-declaration.
- Provide candidates with the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

## EMPLOYMENT HISTORY AND REFERENCES

### For all staff appointments, the School will:

- Check previous employment history and experience and telephone stated previous employer/s to check the authenticity of information.
- References will be obtained before interview where possible.
- Check the applicant's identity and right to work in the UK and keep a record of this.
- Require proof of the successful candidate's qualifications, academic and vocational, as claimed on the application form.
- Obtain verification of the candidate's most recent relevant period of employment where the applicant is not currently employed and secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children).
- Ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority, and that any electronic references originate from a legitimate source.

- Not accept any open references, such as ‘To whom it may concern...’, and not rely on applicants to obtain their own references.
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate.

## **PROVIDING REFERENCES**

### **For all staff appointments, the School will:**

- Ensure that, when asked to provide references, the information confirms whether the School is satisfied with the applicant’s suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/ allegations that meet the harm threshold.
- Ensure that, when asked to provide references, it does not include information about concerns/ allegations which are unsubstantiated, unfounded, false or malicious.
- Ensure that, when asked to provide references, it does so in a timely manner.

## **INTERVIEWING AND SELECTION**

### **For all staff appointments, the School will:**

- Organise and conduct face to face interviews with suitable applicants for the post, where at least one member of the interview panel has received up to date, annual safer recruitment training.
- Use a range of selection techniques to identify the most suitable person for the post and should agree structured questions covering the key areas outlined in KCSIE 2025.
- All interviews will include questions to assess the candidate’s suitability to work with children.
- Ensure that interviewers are alert to areas that may be concerning as outlined in KCSIE 2025.
- Ensure all applicants sign a written declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.
- Provide a written record of the outcome of the interview.

## **PRE-APPOINTMENT VETTING CHECKS, REGULATED ACTIVITY AND RECORDING INFORMATION**

### **For all staff appointments, the School will:**

- Ensure that it verifies a candidate’s identity by checking the candidate’s name on their birth certificate, where this is available.
- Immediately following the offer of employment, verify that the successful candidate has the health and physical capacity to carry out the responsibilities of the post. The successful candidate must, following the offer and as a condition of employment: (i) sign a declaration that they are mentally and physically fit to undertake the role in question; (ii) sign a confidential medical questionnaire; and (iii) release the name of his/her medical practitioner.
- Carry out further checks on those who have lived overseas if a DBS enhanced disclosure is insufficient to establish the successful candidate’s suitability to work with children.
- State clearly verbally, and in writing that any offer made is conditional upon the satisfactory completion of all pre-employment checks in accordance with KCSIE 2025, including references, identity, right to work in the UK, qualifications, enhanced DBS check (and barred list check where applicable), prohibition checks, Section 128 checks where required, overseas checks where applicable, and medical fitness.
- *Grounds for disqualification include:*
  - A person being cautioned for, convicted or charged with certain violent and criminal offences against children and adults, at home or abroad*
  - Other orders being made against a person relating to their care of children*
  - A person having their registration cancelled in relation to childcare or children’s homes or having been disqualified from private fostering*
- Ensure that a person taking up a management position as described at paragraph 256 of KCSIE 2025 is not subject to a Section 128 direction made by the Secretary of State.
- Keep a central register of appointments, which includes the checks made in respect of permanent full-time and part-time, peripatetic, Governors and supply staff. (Identity, qualifications, DBS and Children’s barred list, right to work in the UK, references, application form, medical fitness – in line with current regulations.) The central register includes all staff (teaching and non-teaching), governors, trainees, students and volunteers who have direct contact with the pupils.

## **DBS UPDATE SERVICE**

### **For all staff appointments, the School will:**

- Ensure that, when using the DBS update service, it obtains consent from the individual to carry out an online check.
- Confirm that the DBS matches the individual's identity.
- Ensure that, when using the DBS update service, it examines the original certificate to ensure that it is valid for employment with the children's workforce and ensure that the level of the check is appropriate to the role.

## **MANAGING DISCLOSURES**

### **For all staff appointments, the School will:**

- In the event of a disclosure, assess cases fairly, on an individual basis. A decision not to appoint somebody because of their conviction(s) will be clearly documented.
- Ensure that, when assessing any disclosure information, it takes into consideration the explanation from the applicant using the criteria outlined in KCSIE 2025 and will consider the incident in the context of the Teachers' Standards and Teacher Misconduct Guidance, if the applicant is applying for a teaching post.

## **RECORDING INFORMATION**

### **For all staff appointments, the School will:**

- The Headmaster will maintain a single central record of pre-appointment checks.
- Ensure the SCR covers all staff, including teacher trainees on salaried routes, agency and third-party supply staff, even if they work for one day.
- Ensure the SCR, as a minimum, contains confirmation of all required checks outlined in KCSIE 2025 and the dates that these were carried out.
- Include all members of the governing body on the SCR.
- Remove any details of an individual from the SCR once they no longer work at Pownall Hall.
- Not routinely keep copies of DBS certificates and records of criminal information disclosed to them and ensure that, where there is valid reason for doing so, these will not be kept for longer than six months.

### **I. SUPPLY STAFF (AGENCY AND THIRD-PARTY STAFF)**

#### **For Supply Staff, the school will:**

- Ensure that the individual's identity is checked by the school on arrival and that it matches the agency's intended teacher's identity.
- Ensure that the school obtains written confirmation from the agency that all required pre-appointment checks have been completed, including an enhanced DBS check and barred list check where appropriate. Also, whether such a DBS certificate disclosed any matter or information in accordance with section 113B (6) of the Police Act 1997 and, if so, a copy of the DBS certificate should be supplied.
- Obtain the same written notification from any individual who will be providing education on behalf of Pownall Hall, including through online delivery.
- Ensure that it has a copy of the DBS certificate.

### **II. EXTERNAL ORGANISATIONS AND STAFF**

#### **For Staff from another organisation working with the school's pupils on another site, the school will:**

- Obtain written assurance that appropriate safeguarding checks have been carried out.
- Request a copy of the DBS certificate.
- Obtain the same written notification from any individual who will be providing education on behalf of Pownall Hall, including through online delivery.

### **III. STUDENT STAFF**

#### **For Student Staff working with the school's pupils, the school will:**

- Obtain written confirmation from the provider of any student teachers that all pre-appointment checks have been carried out.

**IV. CONTRACTORS****For all Contractors, the School will:**

- Set out its requirements clearly in their contract.
- Ensure that any contractor, or any employee of the contractor who is to work at Pownall Hall has been subject to the appropriate level of DBS check.
- Ensure that under no circumstances will a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children.
- Consider obtaining the DBS check if an individual working at Pownall Hall is self-employed.
- Always check the identity of contractors on arrival.

**V. VISITING PROFESSIONALS****For all Visiting Professionals, the School will:**

- Check the ID of visitors who are in Pownall Hall in a professional capacity and ensure assurances from their employer that the visitor has had the appropriate DBS check.

**VI. VOLUNTEERS****For all Volunteers, the School will:**

- Under no circumstances allow a volunteer on whom no checks have been obtained to be left unsupervised or allowed to work in regulated activity.
- Undertake a written risk assessment and use its professional judgement and experience when deciding what checks, if any, are required for volunteers and that details of this risk assessment will be recorded.
- Obtain an enhanced DBS check with a barred list for all volunteers deemed to be working in regulated activity with children.

**VII. GOVERNORS****For all Governors, the School will:**

- Obtain an enhanced DBS check countersigned by the Secretary of State for the Chair of Governors.
- Check the Chair's identity and, if relevant, his/her right to work in the UK.
- Obtain an enhanced DBS check but only obtain a barred list check for those who, in addition to their governance duties, also engage in regulated activities.
- Whenever appointed, all governors must be recorded on the central register of appointments, with entries for DBS status, identity and, if applicable, right to work in the UK.
- Carry out a Section 128 check.

**VIII. ADULTS WHO SUPERVISE CHILDREN ON WORK EXPERIENCE****For all Adults supervising children on work experience, the School will:**

- Ensure the placement provider has policies and procedures in place to protect children from harm.
- Consider if Children's barred list checks via the DBS might be required on some people under the age of 16 on a work experience placement and undertake these checks if this is deemed to be regulated activity.

**IX. ONGOING VIGILANCE FOR ALL STAFF**

Pownall Hall is committed to maintaining an environment that deters and prevents abuse, and challenges inappropriate behaviour, implementing any necessary processes and procedures to ensure that this is the case.

**X. EXISTING STAFF****For existing staff, the School will:**

- Carry out additional checks when an individual working at the school or college moves from a post that was not regulated activity with children into work which is considered to be regulated activity.
- Consider undertaking additional checks on staff where there has been a break in service of 12 weeks or more, or there are concerns about an individual's suitability to work with children.

## XI. DUTY TO REFER TO THE DISCLOSURE AND BARRING SERVICE

The School will:

- Ensure that a referral is made to the DBS where it removes an individual from regulated activity (or would have removed an individual had they not left) due to safeguarding concerns.
- Ensure that a referral is made to the Secretary of State where the organisation dismisses or ceases to use the services of a teacher because of serious misconduct or might have dismissed them or ceased to use their services had they not left first.

Pownall Hall School follows the Government's recommendations for the safer recruitment and employment of staff who work with children. All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, peripatetic teachers and sports coaches, are checked with the Disclosure & Barring Service before starting work. All Governors, volunteer helpers, contractors working regularly during term-time, such as contract catering staff and cleaners, and adult members of the families of members of staff who live on site are also vetted. The school will consider making a referral to the Teaching Regulation Agency (TRA) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate.

### 3. EYFS

The named person for EYFS is the EYFS Co-ordinator, Mrs Georgia Flynn

The Whole School Safer Recruitment Policy applies to all staff appointments, teaching and non-teaching, supply staff and volunteers with direct access to the children in the Early Years Foundation Stage Setting, in extended care in the After School Care Group and in any Holiday Club that provides childcare on our premises.

### MONITORING AND REVIEW

This policy will regularly be monitored by the Sub-Committee for Safeguarding, reviewed annually, or before if necessary, and presented to Governors for their approval.

Presented to Governors for approval

April 2026

Signed:

Mrs Eileen MacAulay, Chair of Governors

April 2026

### REVISION LOG

Date	Changes Made	Version No
Sept 2008	Created	V1
Apr 2009	Reviewed	V1.1
Nov 2009	Reviewed	V2
Jan 2010	Reviewed	V2.1
Oct 2010	Reviewed	V3
Dec 2010	Reviewed	V3.1
Nov 2011	Reviewed	V4
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Nov 2013	Reviewed	V6
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Nov 2015	Reviewed	V9
Nov 2016	Reviewed	V10
Nov 2017	Reviewed	V11
Nov 2018	Reviewed	V12
Nov 2019	Reviewed	V13
Nov 2020	Reviewed	V14
Mar 2021	Reviewed	V15
Feb 2022	Reviewed	V16
Feb 2023	Reviewed	V17
Sept 2023	Reviewed	V18
Sept 2024	Reviewed	V19

April 2025	Reviewed - no amendments	V20
Sept 2025	Updated KCSiE reference	V21
April 2026	Reviewed – amended to update references to Education ISI Regulations / DBS procedure / Working Together to Safeguard Children	V22

**Next Review Date: April 2027**