


# SAFER RECRUITMENT POLICY

Date this policy was formally reviewed and agreed by the Governing Body of Kelvin Grove Primary School:	20.1.2026
Signed on behalf of the Governing Body by:	Mr Ian Mearns MP Chair of Governors
Signature:	
Date ratified:	January 2026
Details and dates of minor amendments:	13.3.17 updated in line with new policies and legislation 16.6.21 reviewed with amends to the interview process to include video interviews via Teams during covid. 15.3.23 policy list to be sent to new staff amended in yellow highlight
Date next full review is due:	Spring 2027

**Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers, parents and visitors to share this commitment.**



## Aims

For the school to safeguard children through protecting against potential abuse from any adult working in school.

## Objectives

- 1) To have a clear and robust recruitment process that makes it clear that the school is not a 'soft touch' for possible abusers
- 2) To have comprehensive induction and training procedures for all adults who work in school, including safeguarding procedures
- 3) To develop a 'safer school culture'

## Strategies

### • Recruitment

Any vacancy will be managed in a consistent and coherent manner.

- 1) All job adverts will carry the following statement on the school's policy towards child protection and safeguarding children and the requirement for a DBS check.

***'Kelvin Grove Community Primary School is committed to safeguarding and promoting the welfare of children and expect all staff to support this. The advertised position is subject to an enhanced DBS check.'***

- 2) The school maintains an electronic file of skeleton documents, based on Gateshead model job descriptions and person specifications.
- 3) Any statutory responsibilities regarding the welfare and safety of children will be communicated to all applicants.
- 4) Recruitment for all positions will be based on the qualifications, experience and suitability for the position, and not just on skills.
- 5) Each recruitment process will be carefully planned and managed by the Head Teacher and Business Manager.
- 6) Candidate information packs will highlight the school's commitment to safeguarding children; they will be aimed at encouraging applications from those suitable for the post and deterring unsuitable candidates from applying.
- 7) All references for candidates invited to interview will be collected before the interview whenever possible. References must include one from the current employer if the applicant is currently working with children; if they are not currently working with children a reference should be obtained from previous employment involving children.



Referees will be sent the job description and person specification and references must be made on the standard Gateshead pro-forma.

8) Any anomalies in the application/reference will be raised with the applicant before the interview as part of the short listing process.

9) All candidates must be judged equally against the selection criteria in the person specification.

10) All applicants who are invited to interview will be asked to bring documentary proof of their identity and qualifications\* in the email inviting them to interview. This email will also contain notice regarding the panel asking questions related to child protection matters during the interview.

**\* These must be original documents such as a driving licence, passport, certificates and diplomas.**

11) There are seven ground rules for interviewing:

- Be properly prepared with the appropriate paperwork provided for the panel (minimum of two people – one of whom should have completed Safer Recruitment Training).
- Have all relevant paperwork to hand.
- Apply the same practice for all candidates.
- Don't veer from the agreed questions unless seeking confirmation on a point; questions may vary according to the responses in the application form.
- Ensure the questions are relevant and justified, mixing open ended and closed questions and asking for practical examples.
- Make notes on the candidates responses.
- Where circumstances allow for face-to-face interviews, this should always be priority however, if circumstances do not allow, then interviews via video calls such as on Microsoft Teams rather than just a telephone call, is preferable.

12) In the case of volunteers and students, DBS checks are required in the following circumstances:

- All students must have current DBS checks as part of their college/ university enrolment.
- Volunteer helpers must have a DBS if they have 'a significant level of unsupervised contact', i.e. those who accompany children swimming; those who accompany



children on a school residential; those who regularly work in school (three or more times in a 30 day period).

- Under no circumstances must a volunteer who has not obtained a DBS check be left unsupervised with children.

13) All volunteers are subject to identity checks and if appropriate references.

14) All governors will be subject to an Enhanced DBS check. The school will continue to follow up to date guidance provided by the local authority.

- **Appointment and induction**

1) Any appointment must be made subject to the following being satisfactorily met: *identity, professional status, qualifications, references, DBS disclosure, medical disclosure*

2) Induction is provided for all new staff for the following purposes:

- Confirm the conduct of adults within school
- Support individuals in a way that is appropriate for their role
- Provide training and information about the school's policies and procedures
- Provide an opportunity to identify any concerns or issues related to the new member of staff so they can be acted upon immediately

3) The Head Teacher or Business Manager will meet with each new member of staff or volunteer, the Student Mentor will meet with each student and go through the Staff Code of Conduct.

4) All new members of staff will be asked to confirm in writing via email that they have read the following policies:

- Child Protection & Safeguarding
- Anti-bullying
- Keeping Children Safe in Education (KCSIE) Part One
- Behaviour & Discipline
- Staff Code of Conduct & Behaviour
- Data Breach Reporting
- Acceptable Use
- Tackling Extremism and Radicalisation
- Staff Safety
- Health & Safety



a) The school needs to demonstrate the following as part of its 'safer school culture':

- Evidence of awareness of safeguarding issues in society.
- Curriculum links, enabling children to explore these issues.
- Teacher/ parent liaison regarding these issues.
- Clear Child Protection Policy.
- Mutual respect throughout the school.
- Documented evidence of any issues arising and discussions around these issues.
- Governor involvement in child protection practice.
- Good communication about any changes to practice.
- Involvement of the School Council.

b) The school has a Code of Conduct & Behaviour Policy in place which applies to all adults who work in the school, whether paid employees, volunteers or students.