Safer Recruitment Policy 2026-2027
St. Michael in the Hamlet Primary School

Intent

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our policy and selection procedure will fully incorporate and conform to all guidance from the DCSF and LA. It will be closely linked to our child protection policy and procedures.

Objectives

1. To ensure that we make excellent appointments at all levels
2. To ensure that we appoint only those who are appropriately qualified and fit to work with children
3. To ensure that all safeguarding checks and procedures are carried out rigorously
4. To promote the welfare and education of children at every stage in the recruitment process

Implementation

1. When a vacancy arises careful planning will be carried out to identify the qualities, qualifications and experience the right candidate will need to demonstrate. These will be set out clearly in the advertisement.
2. The recruitment strategy will be planned and set out with dates and times and so that all involved are clear about the parts they will play.
3. We will use the standard LA application form which meets fully the requirements of 3.22 SC and SRiE (DCSF 2007)
4. To ensure that the job description makes reference to the responsibility for safeguarding.
5. To ensure that the person specification makes specific reference to suitability to work with children. 3.28 SC and SRiE (DCSF 2007)
6. To obtain and scrutinise comprehensive information from applicants being careful to take up and satisfactorily resolve any discrepancies or anomalies.
7. To obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns.
8. To scrutinise applications carefully and short list only those that match the criteria set.
9. To hold face to face interviews to explore the candidate's suitability to work with children as well as their suitability for the post.
10. To verify the successful candidate's identity
11. To verify academic and professional qualifications
12. To check previous employment history and experience
13. To identify and explore any 'gaps'
14. To verify the candidate's health and physical capacity for the job
15. To carry out all mandatory checks List 99 Protection of Children Act List and where appropriate Enhanced Disclosure via the CRB in line with 3.45 SC and SRiE (DCSF 2007)

Impact

Through the thorough nature of our recruitment process we will ensure that our school is staffed by well qualified people who are fit to work with children. In this way we will promote excellent education, teaching and learning in a safe and nurturing ethos where children thrive and do well. To be reviewed in light of national and local legislation.

Reviewed: September 2026
Next Review: Autumn 2027