



Safer Recruitment Policy

Document Control		
Edition	Issued	Changes from previous
1	September 2025	

1. Statement of Commitment

At Ramsey Manor Lower School, the safety and wellbeing of our pupils are our highest priorities. We are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers, and third parties to share this unwavering commitment.

This policy sets out our rigorous approach to recruiting the best possible team (including volunteers) while ensuring that we deter, detect, and reject any individuals who may be unsuitable to work with children. Our goal is to create a culture of vigilance that begins at the point of recruitment and continues throughout a staff member's career with us.

2. Statutory Framework and Guidance

This policy has been developed in strict accordance with the following statutory guidance and legislation:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- The School Staffing (England) Regulations 2009
- Equality Act 2010
- Protection of Freedoms Act 2012

We ensure that our recruitment practices comply with all requirements set by the Department for Education (DfE) and local authority safeguarding standards.

3. Trained Personnel

To ensure safeguarding remains at the forefront of every hire, Ramsey Manor Lower School guarantees that:

- At least one member of every interview panel has successfully completed Safer Recruitment Training.
 - This training is refreshed to remain current with legislative changes.
 - The Governing Committee and Senior Leadership Team (SLT) oversee the recruitment process to maintain the highest standards of accountability.
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4. Our Thorough Recruitment Process

4.1 Advertising and Application

- **Safeguarding Message:** All advertisements and job descriptions clearly state our commitment to safeguarding and that the post is subject to an Enhanced Disclosure and Barring Service (DBS) check.
- **Standardised Application:** We do not accept CVs. All applicants must complete a standard school application form (MyNewTerm), providing a full chronological employment history and explaining any gaps.
- **Self-Declaration:** Shortlisted candidates are required to complete a self-declaration form regarding their criminal record and suitability to work with children.

4.2 Scrutiny and Shortlisting

- **Gap Analysis:** All application forms are scrutinised for inconsistencies or unexplained gaps in employment, which will be explored during the interview.
- **Online Checks:** In line with KCSIE, we conduct online searches (including social media) for all shortlisted candidates to identify any publicly available information that might suggest they are unsuitable to work with children.

4.3 References

- **Standard Procedure:** We seek a minimum of two written references, one of which must be from the current or most recent employer.
- **Direct Verification:** References are requested directly from the referee; "open" references or testimonials provided by the candidate are not accepted.
- **Specific Inquiry:** Referees are asked specifically about the candidate's suitability to work with children and any disciplinary history related to safeguarding.

4.4 The Interview

- **Panel Structure:** Interviews are conducted by a panel of at least two people.
- **Safeguarding Questions:** Every interview includes specific, values-based questions designed to probe the candidate's attitude towards safeguarding and their ability to maintain appropriate professional boundaries.

5. Pre-Employment Vetting Checks

No individual will commence work at Ramsey Manor Lower School until the following checks are completed and verified on our Single Central Record (SCR):

- **Identity Check:** Verification of name, date of birth, and address.
- **Enhanced DBS:** Including a barred list check for those in regulated activity.
- **Right to Work:** Verification of the individual's legal right to work in the UK.
- **Professional Qualifications:** Verification of original certificates.

- Prohibition Orders: Checks to ensure teachers are not subject to any prohibition or interim prohibition orders.
 - Overseas Checks: Additional criminal record checks for candidates who have lived or worked abroad.
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6. Induction and Ongoing Vigilance

Safer recruitment does not end on the first day of work. All new staff undergo a comprehensive and thorough induction programme that includes:

- Detailed training on our Child Protection and Safeguarding Policy.
 - Briefing on the Staff Code of Conduct.
 - Introduction to the Designated Safeguarding Lead (DSL) and reporting procedures.
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7. Policy Review

This policy will be reviewed annually by the Governing Committee to ensure it reflects the latest statutory guidance and best practices in safeguarding.