



Safer Recruitment Policy

Review Date: September 2026

Next review Date: September 2027

Review

This policy will be reviewed at least annually and sooner where there are significant changes to legislation, statutory guidance or safeguarding requirements. The school will ensure that relevant staff are informed of significant changes to safer recruitment requirements. The governing body/proprietor will receive appropriate assurance that safer recruitment arrangements are being implemented effectively.

VERIFICATION CERTIFICATE

Document Title:	Safer Recruitment Policy
Issue:	4
Reviewer:	Ceri Baggus
Position:	Designated Safeguarding Lead
Signature:	
Date:	15.9.26
Approver: (on behalf of the Governing Body)	
Position:	
Signature:	
Date:	

DOCUMENT ISSUE/AMENDMENT HISTORY

(previous versions not numbered nor amendments noted)

Issue	Date	Amendment
1	7 October 2019	Policy review and updated for full governor ratification changes highlighted in <i>italics</i>
2	1 June 2022	Policy review and updated for full governor ratification changes highlighted in green at the time of updates
3	10 July 2023	Policy review and updated to take into consideration the Rehabilitation of Offenders Act 1974 for full governor ratification changes highlighted in red at the times of updates.
4		Policy completely re-written in line with updates to KCSiE26 legislation.

Related policies and guidance

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Policy for the Recruitment of Ex-Offenders
- Staff Code of Conduct
- Whistleblowing Policy
- Keeping Children Safe in Education 2026 (KCSIE)
- Working Together to Safeguard Children 2026
- Disclosure and Barring Service (DBS) guidance and Code of Practice
- Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended.

1. INTRODUCTION

1.1

The purpose of this policy is to set out the school's minimum requirements for a safer recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable to work with children and young people;
- identify and reject applicants who are unsuitable to work with children and young people;
- ensure that recruitment decisions are fair, consistent, evidence-based and non-discriminatory;
- comply with relevant legislation, statutory guidance and safeguarding requirements; and
- promote a culture in which safeguarding is considered throughout the recruitment and employment process.

1.2

Cirencester Primary School recognises that safer recruitment is an essential part of safeguarding children. Recruitment checks are not, however, a substitute for effective safeguarding policies, appropriate supervision, training, professional curiosity and ongoing vigilance.

1.3

This policy applies, as appropriate, to:

- permanent and temporary employees;
- teaching and support staff;
- supply and agency staff;
- trainee and student teachers;
- volunteers;
- governors where applicable;
- contractors and self-employed individuals;
- peripatetic staff and other individuals working regularly at the school; and
- other individuals whose work brings them into contact with children.

1.4

The school will comply with the requirements of *Keeping Children Safe in Education 2026* and will review this policy whenever relevant legislation or statutory guidance changes.

2. STATUTORY REQUIREMENTS

2.1

The school will undertake all mandatory pre-appointment checks required by legislation and *Keeping Children Safe in Education*.

2.2

The precise checks undertaken will depend upon the nature of the role, the duties involved, whether the individual will be engaging in regulated activity with children and whether any additional statutory requirements apply.

2.3

The school will not assume that every role requires the same level of DBS check. The level and type of DBS check requested will reflect the individual's duties and legal eligibility for the check.

2.4

All offers of employment will normally be conditional upon the satisfactory completion of all relevant pre-employment and safeguarding checks.

2.5

Where legislation or statutory guidance changes, the school will amend its recruitment procedures as necessary.

3. RESPONSIBILITY FOR SAFER RECRUITMENT

3.1

The governing body is responsible for ensuring that effective safer recruitment arrangements are in place.

3.2

The Headteacher is responsible for ensuring that this policy is implemented consistently.

3.3

Members of interview panels are responsible for following the school's safer recruitment procedures and for raising any safeguarding concerns identified during recruitment.

3.4

At least one member of each recruitment panel will have undertaken appropriate safer recruitment training. The school will ensure that those involved in recruitment understand their safeguarding responsibilities and remain familiar with current statutory requirements.

3.5

Recruitment decisions will be based on evidence relating to the requirements of the role and the candidate's suitability to work with children. The school will not discriminate unlawfully against applicants on the basis of protected characteristics or because an applicant has a criminal record.

4. ADVERTISING AND INVITING APPLICATIONS

4.1

All advertisements for posts, whether published online, in newspapers, journals or through recruitment agencies, will contain an appropriate safeguarding statement.

The school will use the wording:

"Cirencester Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory completion of appropriate safeguarding and pre-employment checks, including a Disclosure and Barring Service (DBS) check where applicable."

4.2

The recruitment information provided to prospective applicants will normally include:

- the job description;
- person specification;
- application form;
- relevant safeguarding information;
- the school's Child Protection and Safeguarding Policy;
- this Safer Recruitment Policy;
- the Policy for the Recruitment of Ex-Offenders;
- information explaining any requirement for DBS and other pre-employment checks; and
- information about the school's commitment to equality, diversity and safeguarding.

4.3

Applicants will be required to complete the school's application form. A CV will not normally be accepted as a substitute for the application form.

4.4

Where a CV is accepted, it will only be accepted alongside a completed application form containing all information required by the school.

4.5

Application forms will require applicants to provide sufficient information to enable the school to assess their suitability for the role. This will normally include:

- current and former names;
- current address;
- current or most recent employment;
- reason for leaving;
- full employment history, including voluntary work where relevant;
- explanations for gaps in employment;
- relevant qualifications and awarding bodies;
- details of referees; and
- information demonstrating how the applicant meets the requirements of the role.

4.6

Applicants will be informed that relevant criminal record and suitability information may be requested as part of the safer recruitment process.

5. REHABILITATION OF OFFENDERS AND CRIMINAL RECORDS

5.1

The school is committed to fair recruitment and will consider applicants with criminal records in accordance with the law.

5.2

The existence of a criminal conviction or caution will not automatically prevent an applicant from being appointed.

5.3

Where a role is eligible for a Standard, Enhanced or Enhanced DBS check, the school will only request the level of check permitted by law.

5.4

The school will comply with the Rehabilitation of Offenders Act 1974, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended, and current DBS filtering rules.

5.5

Applicants will not be required to disclose protected cautions or convictions which they are legally entitled not to disclose.

5.6

Where criminal record information is disclosed, the school will consider the circumstances on an individual basis and will undertake a proportionate risk assessment where appropriate.

Factors may include:

- the nature and seriousness of the offence;
- the relevance of the offence to the role;
- the length of time since the offence;
- the circumstances in which the offence occurred;
- whether there is a pattern of offending;
- the age of the individual at the time;
- evidence of rehabilitation;
- the individual's employment history since the offence; and
- any other relevant safeguarding information.

5.7

Any decision not to appoint an applicant because of criminal record information will be documented and made in accordance with the school's Policy for the Recruitment of Ex-Offenders.

5.8

Criminal record information will be treated confidentially and will only be shared with individuals who have a legitimate need to receive it.

6. SHORTLISTING AND DUE DILIGENCE

6.1

Shortlisting will be undertaken against the published person specification and job requirements.

6.2

Where practicable, at least two people will be involved in shortlisting.

6.3

Recruiters will consider:

- inconsistencies in application information;
- unexplained gaps in employment or education;
- frequent changes of employment where relevant;
- discrepancies between application information and references;
- information that raises concerns about suitability to work with children; and
- any other relevant safeguarding concerns.

6.4

Shortlisted candidates may be required to complete a criminal record/suitability self-declaration in accordance with current Ministry of Justice and DBS guidance.

6.5 Online searches

As part of the shortlisting process, the school will consider carrying out a search via an online search engine as part of its due diligence on shortlisted candidates.

6.6

The purpose of an online search is to identify publicly available information which may raise safeguarding, suitability or professional conduct concerns and which the school may wish to explore with the candidate.

6.7

Shortlisted candidates will be informed that online searches may be undertaken as part of the recruitment process.

6.8

Online searches will be undertaken consistently and proportionately. The school will not seek passwords or access to private social media accounts or other information that is not publicly available.

6.9

Information identified through an online search will not automatically result in rejection. Where relevant, the candidate will be given an opportunity to explain the information before a recruitment decision is made.

6.10

The school will maintain an appropriate record that the online search was completed and any relevant issues considered.

7. REFERENCES AND EMPLOYMENT HISTORY

7.1

References are an important part of the safer recruitment process and will be used to support the school's assessment of an applicant's suitability.

7.2

Where possible, references will be obtained before interview so that any concerns can be explored with the candidate during the selection process.

7.3

References will be sought directly from the referee. The school will not normally accept references supplied by applicants.

7.4

Open references, such as "to whom it may concern", will not normally be accepted.

7.5

Where the candidate is currently employed, the school will normally seek a reference from their current employer and, where appropriate, from a senior person with appropriate authority.

7.6

Where the applicant is not currently employed, the school will seek verification of their most recent relevant employment.

7.7

Where the applicant has previously worked with children but is not currently doing so, the school will, where appropriate, seek a reference from the relevant employer from the last occasion on which the applicant worked with children.

7.8

References will normally seek information about:

- the applicant's dates of employment;
- job title and duties;
- reason for leaving;
- suitability for the post;
- suitability for working with children;
- any relevant disciplinary matters; and
- any substantiated safeguarding concerns or allegations that are appropriate to disclose.

7.9

The school will not seek or disclose information about allegations which have been found to be false, malicious, unfounded or unsubstantiated, except where disclosure is otherwise legally required.

7.10

The school will verify references where necessary and will investigate vague, incomplete or contradictory information.

7.11

Electronic references must originate from a legitimate source. The school may contact the organisation independently to verify the authenticity of a reference.

7.12

Any discrepancies between the application form and references will be explored with the candidate and, where necessary, the referee.

7.13

Concerns arising from references will be satisfactorily resolved before an appointment is confirmed.

8. THE SELECTION PROCESS

8.1

All shortlisted candidates will normally be interviewed.

8.2

Interviews will normally be conducted face-to-face, although a live visual electronic interview may be used where appropriate.

8.3

Telephone interviews may be used for initial screening or shortlisting but will not normally replace a substantive interview.

8.4

Interview questions will be structured and relevant to the job requirements.

8.5

Interview questions will explore, where relevant:

- the candidate's motivation for working with children;
- relevant skills, experience and qualifications;
- understanding of safeguarding;
- professional boundaries;
- attitudes towards children and young people;
- responses to safeguarding scenarios;
- gaps in employment;
- discrepancies in the application or references;
- information identified through due diligence; and
- any other concerns identified during the recruitment process.

8.6

Candidates will be expected to demonstrate an understanding of their responsibility to safeguard and promote the welfare of children.

8.7

Interviewers will record sufficient notes to support the recruitment decision.

8.8

Where concerns arise during an interview, the candidate will be given an appropriate opportunity to respond.

8.9

Recruitment decisions will be based on the evidence available and will be recorded appropriately.

9. PRE-APPOINTMENT CHECKS

9.1

All offers of appointment will be conditional upon satisfactory completion of the checks applicable to the role.

9.2

Depending on the role, the school will undertake the following checks:

- verification of identity;
- an appropriate DBS check;
- a Children's Barred List check where the role involves regulated activity with children;
- verification of professional qualifications where required;
- verification of the candidate's right to work in the UK;
- prohibition from teaching check for relevant teaching roles;
- Section 128 check where applicable to management roles in independent schools, academies and free schools;
- checks relating to childcare disqualification where applicable;
- checks concerning individuals who have lived or worked outside the UK;
- verification of mental and physical fitness to undertake the role where legally appropriate; and
- any other check required by legislation or statutory guidance.

9.3

The level of DBS check will depend upon the duties of the post.

9.4

Where the individual will be engaging in regulated activity with children, the school will obtain an Enhanced DBS check including Children's Barred List information.

9.5

A Children's Barred List check will not be requested where the individual is not legally eligible for such a check.

9.6

The school will normally require all necessary checks to be completed before an individual commences work.

9.7

Where legislation permits an individual to commence work before a DBS certificate has been received, the school will only do so following an appropriate risk assessment and in accordance with current KCSIE and DBS requirements. Appropriate supervision and any legally permitted interim barred-list check will be put in place.

9.8

The school will check the original DBS certificate provided by the applicant and will compare it with the information provided during recruitment.

9.9

Where the DBS certificate contains information, the school will follow its Policy for the Recruitment of Ex-Offenders and undertake an appropriate risk assessment before confirming the appointment.

10. PROHIBITIONS, DIRECTIONS AND PROFESSIONAL CHECKS

10.1

For teaching posts, the school will undertake the required check to establish whether the individual is prohibited from teaching.

10.2

Where applicable, the school will undertake a Section 128 check for individuals in management positions in independent schools, academies and free schools.

10.3

Where a professional qualification or registration is required for the post, the school will verify the qualification or registration with the relevant awarding or regulatory body where appropriate.

10.4

Where a candidate is subject to a restriction, prohibition, sanction or direction which affects their ability to undertake the role, the school will not appoint them to that role unless the restriction has been lawfully removed or the individual is otherwise permitted to undertake the duties.

11. APPLICANTS WHO HAVE LIVED OR WORKED OUTSIDE THE UK

11.1

Applicants who have lived or worked outside the UK will undergo the same pre-appointment checks as other applicants.

11.2

Where an applicant has lived or worked overseas, the school will undertake additional checks where appropriate so that information about their suitability arising outside the UK can be considered.

11.3

The school recognises that a DBS check will not normally provide a complete record of an individual's time spent outside the UK.

11.4

Additional checks may include, where available and appropriate:

- overseas criminal record checks;
- certificates of good conduct;
- checks with relevant overseas authorities or professional regulators;
- verification of overseas qualifications; and
- checks relating to teacher sanctions or restrictions.

11.5

The nature and extent of additional checks will depend on the circumstances, including the countries concerned, the individual's period of residence or employment and the nature of the post.

11.6

Where information cannot reasonably be obtained from an overseas authority, the school will undertake a documented risk assessment and consider what other evidence is available.

12. VOLUNTEERS

12.1

The school recognises the valuable contribution made by volunteers but will ensure that volunteering arrangements are subject to appropriate safeguarding and safer recruitment arrangements.

12.2

The school will assess each volunteer role according to:

- the nature of the proposed activity;
- the frequency and duration of the activity;
- whether the activity constitutes regulated activity;
- whether the activity involves teaching, training, instructing, caring for or supervising children;
- whether the activity takes place overnight;
- the age and vulnerability of the children involved;
- the level of supervision;
- what the school knows about the volunteer;
- any relevant information provided by staff, parents or other volunteers;
- whether the volunteer has relevant employment or voluntary experience from which references can be obtained; and
- whether the role is eligible for a DBS check and, if so, the appropriate level of check.

12.3

A written risk assessment will be completed where the school is deciding what checks are required for a volunteer who is not engaging in regulated activity.

12.4

The outcome of the risk assessment and the rationale for the checks required will be recorded.

12.5

A volunteer for whom no checks have been obtained will not be permitted to work unsupervised with children or to undertake regulated activity.

12.6 Regulated activity

From 1 September 2026, the previous supervision exemption for certain regulated activity involving volunteers no longer applies.

Where a volunteer is engaging in regulated activity with children, the school will obtain an Enhanced DBS check including Children's Barred List information.

12.7

Regulated activity may include, depending on the circumstances, teaching, training, instructing, caring for or supervising children frequently, including activity undertaken on more than three days in a 30-day period, or overnight activity.

12.8

A volunteer who participates in an overnight school trip will be treated as engaging in regulated activity and will require the appropriate Enhanced DBS check including Children's Barred List information.

12.9

Where a volunteer undertakes activity frequently across more than one setting, the school will take account of the cumulative frequency of the activity when determining whether the regulated activity threshold is met.

12.10

Occasional volunteers, such as parents assisting at a one-off PTA event or a non-overnight day trip, will not automatically require an Enhanced DBS check with Children's Barred List information. The school will undertake an appropriate risk assessment and determine what checks and supervision arrangements are required.

12.11

Where a volunteer is not engaging in regulated activity, the school may request an appropriate DBS check where legally permitted and where this is considered proportionate following risk assessment.

12.12

The school will not request Children's Barred List information for a volunteer who is not legally eligible for such a check.

12.13

Volunteers will receive appropriate safeguarding information and induction before commencing their role, including information about:

- the school's safeguarding arrangements;
- how to report concerns about children;
- appropriate professional boundaries;
- the Staff Code of Conduct or equivalent volunteer expectations; and
- confidentiality and information-sharing requirements.

12.14

Safeguarding concerns, allegations and low-level concerns relating to volunteers will be managed in accordance with the school's Child Protection and Safeguarding Policy and KCSIE.

13. AGENCY, SUPPLY AND THIRD-PARTY STAFF

13.1

Where the school uses agency or third-party staff, the school will obtain written confirmation from the supplying organisation that the required pre-appointment checks have been completed.

13.2

The school will obtain confirmation of:

- identity checks;
- DBS checks;
- Children's Barred List checks where applicable;
- prohibition checks where applicable;
- right-to-work checks where applicable;
- relevant qualification checks; and
- any required overseas checks.

13.3

Where an enhanced DBS certificate has disclosed information, or relevant information has been provided to the agency, the school will obtain the appropriate information or certificate in accordance with KCSIE.

13.4

Where the role requires a Children's Barred List check, the school will obtain confirmation that the appropriate check has been completed before the individual undertakes regulated activity.

13.5

The school will verify that the person presenting for work is the individual to whom the checks relate.

13.6

Agency and supply staff will be subject to the school's safeguarding arrangements and will receive appropriate information about safeguarding expectations.

14. CONTRACTORS AND SELF-EMPLOYED WORKERS

14.1

Where contractors are used, the school will include appropriate safeguarding requirements in the contract or service agreement.

14.2

The school will assess the level of DBS check required for contractors according to their duties and contact with children.

14.3

Contractors engaging in regulated activity with children will require an Enhanced DBS check including Children's Barred List information.

14.4

Contractors who have regular contact with children but are not engaging in regulated activity may require an Enhanced DBS check without Children's Barred List information.

14.5

Where a contractor has no regular opportunity for contact with children, the school will determine whether a Basic DBS check or other safeguarding measure is appropriate.

14.6

A contractor for whom no appropriate checks have been obtained will not be permitted to work unsupervised with children or undertake regulated activity.

14.7

The identity of contractors will be checked on arrival at the school.

14.8

Where an individual is self-employed and a DBS check is required, the school will consider whether it needs to obtain the DBS check directly, as self-employed individuals cannot normally make a DBS application directly on their own behalf.

15. TRAINEE AND STUDENT TEACHERS

15.1

Where a trainee teacher is employed or salaried by the school, the school will undertake the required pre-appointment checks.

15.2

Where a trainee teacher is fee-funded and the training provider is responsible for the checks, the school will obtain written confirmation that the required checks have been completed and that the trainee has been assessed as suitable to work with children.

15.3

Where the trainee is engaging in regulated activity with children, the appropriate Enhanced DBS check including Children's Barred List information will be required.

15.4

The school will ensure that trainee teachers understand and comply with its safeguarding policies and procedures.

16. GOVERNORS

16.1

The school will undertake the safeguarding checks required for governors and other individuals involved in governance.

16.2

Governors will be subject to the required enhanced DBS checks.

16.3

Governance itself does not constitute regulated activity with children. A Children's Barred List check will therefore only be required where the individual is separately engaging in regulated activity.

16.4

Where applicable, the school will undertake Section 128 checks in relation to individuals who are subject to the relevant management disqualification requirements.

17. SINGLE CENTRAL RECORD

17.1

The school will maintain a Single Central Record (SCR) in accordance with statutory requirements.

17.2

The SCR will record the required checks for relevant staff, including supply staff and salaried trainee teachers, and any other categories required by the applicable regulations.

17.3

The SCR will record, where applicable:

- identity checks;
- Children's Barred List checks;
- Enhanced DBS checks;
- prohibition from teaching checks;
- professional qualification checks;
- right-to-work checks;
- overseas checks;
- Section 128 checks where applicable; and
- the date each relevant check was completed or certificate obtained.

17.4

The school will also record checks undertaken on volunteers and governors where appropriate.

17.5

For agency and third-party supply staff, the SCR will record the required confirmation from the supplying organisation and the date that confirmation was received.

17.6

The school will ensure that the SCR is kept accurate and up to date and is available for inspection where required.

18. DBS UPDATE SERVICE

18.1

Where an individual has subscribed to the DBS Update Service, the school may use the service where legally permitted and where the certificate is appropriate to the role.

18.2

Before relying on the Update Service, the school will:

- obtain the individual's consent to undertake the status check;
- confirm the individual's identity;
- see the original DBS certificate;
- confirm that the level and workforce of the certificate are appropriate for the role; and
- ensure that the certificate remains suitable for the role being undertaken.

18.3

The school may require a new DBS check where the Update Service cannot appropriately be relied upon or where the role or circumstances have changed.

19. DATA PROTECTION, CONFIDENTIALITY AND RETENTION

19.1

The school will process recruitment and DBS information in accordance with UK GDPR, the Data Protection Act 2018, the DBS Code of Practice and the school's Data Protection and Privacy Policy.

19.2

Information relating to criminal records will only be accessed by individuals who need the information for legitimate safeguarding or recruitment purposes.

19.3

DBS certificate information will not be retained for longer than necessary. The school will normally destroy DBS certificate information within six months of the relevant recruitment decision, unless there is a lawful reason to retain it for longer.

19.4

The school may retain a record that a DBS check was undertaken, including:

- the date of the check;
- the type and level of certificate;
- the certificate reference number;
- the position for which the check was obtained;
- the outcome of the check; and
- the recruitment decision.

19.5

Where criminal record information is considered as part of a recruitment decision, the school will maintain an appropriate record of the decision and risk assessment.

20. ONGOING SAFEGUARDING AND SUITABILITY

20.1

Safer recruitment does not end when an individual is appointed.

20.2

All staff, volunteers, contractors and other adults working with children are expected to comply with the school's safeguarding policies and professional standards.

20.3

The school will maintain an ongoing culture of vigilance and will respond to concerns about the suitability of any adult working with children.

20.4

Where a concern or allegation is made about a member of staff, volunteer, contractor, trainee teacher or other adult working at the school, the school will follow the procedures in its Child Protection and Safeguarding Policy and KCSIE.

20.5

Where appropriate, concerns will be referred to the Local Authority Designated Officer (LADO), police, children's social care or other relevant agencies.

20.6

The school will comply with its legal duty to make a referral to the Disclosure and Barring Service where the statutory criteria for referral are met.

20.7

Where appropriate, the school will consider whether a referral to the Teaching Regulation Agency is required in relation to a teacher.

20.8

The school will not use a settlement or compromise agreement to prevent it from complying with any statutory safeguarding referral duty.

21. INDUCTION

21.1

All new staff will receive safeguarding induction appropriate to their role.

21.2

This will include information about:

- the school's Child Protection and Safeguarding Policy;
- the identity and role of the Designated Safeguarding Lead;
- procedures for reporting safeguarding concerns;
- the Staff Code of Conduct;
- low-level concerns;
- whistleblowing;
- professional boundaries;
- online safety and acceptable use;
- confidentiality and information sharing; and
- any safeguarding risks particularly relevant to the individual's role.

21.3

Volunteers, contractors and other adults who work regularly with children will receive safeguarding information appropriate to their role.

22. RECORD-KEEPING AND AUDIT

22.1

The school will maintain appropriate recruitment records to demonstrate that safer recruitment procedures have been followed.

22.2

Recruitment records will include, where appropriate:

- application forms;
- shortlisting records;
- interview records;
- references;
- online search records;
- self-declarations;
- DBS and other pre-employment check records;
- risk assessments;
- overseas check records;
- volunteer checks and risk assessments; and
- records of recruitment decisions.

22.3

Recruitment records will be stored securely and accessed only by authorised individuals.

22.4

The school will periodically audit its recruitment procedures and Single Central Record to identify any gaps and ensure compliance with current statutory requirements.

APPENDIX 1 – MINIMUM RECRUITMENT CHECKLIST

For each appointment, the recruiting manager should ensure that the following have been considered, as applicable:

- ☐ Application form completed in full
- ☐ Full employment history provided
- ☐ Gaps in employment explained
- ☐ Qualifications checked
- ☐ Shortlisting undertaken by appropriate staff
- ☐ Online search considered/completed
- ☐ Candidate informed of online search
- ☐ References obtained and verified
- ☐ Safeguarding questions included at interview
- ☐ Identity verified
- ☐ Right to work verified
- ☐ Appropriate DBS check completed
- ☐ Children's Barred List check completed where required
- ☐ Prohibition from teaching check completed where applicable
- ☐ Section 128 check completed where applicable
- ☐ Overseas checks completed where applicable
- ☐ Childcare disqualification requirements considered where applicable
- ☐ Mental/physical fitness requirements considered where applicable
- ☐ Criminal record information considered in accordance with the school's Policy for the Recruitment of Ex-Offenders
- ☐ Risk assessment completed where required
- ☐ All relevant checks recorded on the Single Central Record
- ☐ Safeguarding induction arranged
- ☐ Appointment formally confirmed only when all required checks are satisfactory

APPENDIX 2 – VOLUNTEER CHECKLIST

For each volunteer, the school should record:

- ☐ Description of volunteer role
- ☐ Frequency and duration of volunteering
- ☐ Whether the role involves teaching, training, instructing, caring for or supervising children
- ☐ Whether the role involves overnight activity
- ☐ Whether the role constitutes regulated activity
- ☐ DBS eligibility considered
- ☐ Enhanced DBS with Children's Barred List information obtained where required
- ☐ Other DBS level considered where appropriate
- ☐ References or other suitability information considered
- ☐ Written risk assessment completed where appropriate
- ☐ Supervision arrangements recorded
- ☐ Safeguarding induction completed
- ☐ Volunteer informed how to report safeguarding concerns
- ☐ Appropriate records added to the school's safeguarding/recruitment records