



Safer Recruitment Policy

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Version Control

Version	Author	Date	Changes
V 1.0	HR Consultant	August 2023	First draft
V 1.1	HR Director	September 2024	Updated to include version control and reference number. Changed “school” to “provision”. Removed reference to SBM. Updated KCSIE to 2024. Inclusion of ‘overseas checks’.
V 1.2	HR Director	August 2025	Reviewed. Changed the need for contractors/agency staff to provide a DBS certificate to provide a letter of assurance.
V 1.3	HR Director	September 2025	Updated list of staff trained in safer recruitment.
V 1.4	HR Director	October 2025	Added Appendix I - Process for maintaining the SCR, & Appendix II - Onboarding Checklist

1. Introduction

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. The Provision is committed to safeguarding and promoting the welfare of all learners in its care. As an employer, the Provision expects all staff, support agencies and volunteers to share this commitment.

2. Scope and application

This policy applies to all employees and all voluntary appointments. Where recruiting managers are referred to this extends to staff who take part in recruitment and selection panels.

Staff involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The Provision has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualification, experience, and merit as measured against the job profile.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment, selection, and decision-making process.

3. Policy

Aims and objectives

The aims of the Safer Recruitment policy are to help deter, reject, or identify people who might abuse learners or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

In addition, it seeks to protect candidates for employment from unfair treatment and discrimination.

Specifically, the objectives are:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- To ensure that all job applicants are considered equally and consistently.
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the [Department for Education \(DfE\), Keeping Children Safe in Education - \(KCSIE\)](#), the [Prevent Duty Guidance for England and Wales \(the Prevent Duty Guidance\)](#) and any guidance or code of practice published by the [Disclosure and Barring Service \(DBS\)](#).
- To ensure that the Provision meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- The required details of all staff are entered on the single central record.

The Provision aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at the Provision.

Roles and responsibilities

It is the responsibility of the Executive Leadership Team to:

- Ensure effective policies and procedures are in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements and monitor the Provision's compliance with them.

It is the responsibility of the Executive Leadership Team, HR and other senior leaders involved in recruitment to:

- Ensure that the Provision operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the Provision.
- To monitor contractors' and agencies' compliance with this document.
- Promote safeguarding of children and young people at every stage of the recruitment and selection process.

It is the responsibility of all potential and existing workers, including volunteers to comply with the terms of this policy.

It is the responsibility of all contractors and agencies to comply with safer recruitment pre-employment checks.

It is the responsibility of the provision to administer the disclosure system using the Disclosure and Barring Service (DBS).

It is the responsibility of all staff to read and understand Part 1 and Annex A of Keeping Children Safe in Education and keep up to date with content changes each year, and to sign to this effect.

Recruitment and selection procedure

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Training

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training. Training will be carried out at three-yearly intervals or when legislation changes.

Advertising

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account.

Application Forms

The Provision uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Applicants submitting an incomplete application form will not be shortlisted. CVs will not be accepted.

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a copy of, or link to, our safeguarding and child protection policy, safer recruitment policy and our policy on the employment of ex-offenders

Shortlisted applicants will be sent a declaration form regarding convictions and working with children, which will make it clear that the post is exempt from the provisions of the [Rehabilitation of Offenders Act 1974](#).

All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we may ask for includes:
 - If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant overseas information
 - If they are known to the police and children's local authority social care and
 - If they have been disqualified from providing childcare
- Sign a declaration confirming the information they have provided is true

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

Job descriptions

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The essential requirements in the profile are of equal importance and inform the selection decision. It details the skills, experience, abilities, and expertise that are required to do the job. The job description will include a specific reference to suitability to work with children in a SEMH environment.

References

References for short-listed applicants will be requested immediately after short-listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after the interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the Provision.

When seeking references we will:

- Not accept open references (e.g. ‘to whom it may concern’)
- Not rely on applicants to obtain their reference
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate’s current employer, completed by a senior person and sent from a recognised business email address. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate’s most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children. If the applicant has never worked with children, then ensure a reference is from their current employer
- Ensure electronic references originate from a legitimate source
- Contact referees to clarify where information is vague or insufficient information is provided
- Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised, to the best of their knowledge, so that they do not support terrorism or any form of ‘extremism’.

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. Any discrepancies or anomalies will be followed up. The Provision does not accept open references, testimonials or references from relatives.

Interviews

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

The following staff have undertaken safer recruitment training:

Staff member	Role
Nikita Boydell	Executive Headteacher
Ethan White	Deputy Headteacher
Sian Cox	HR Director
Beth Dombkowski	PA to Executive Headteacher

Jo Woolley	Safeguarding/Health & Safety Lead
Juliet Maggs	Head of Education
Michaela Smith	Pastoral Lead
Gary Jenkins	Brand Manager
Charlotte Redden	Curriculum Lead - Upper Phase

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to:

- Explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).
- Ask candidates to explain if they have changed employment or location regularly.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted, and photocopies/scans will be taken. Unsuccessful applicant documents will be destroyed 6 months after the recruitment programme.

Offer of appointment and new starter process

Pre-employment checks

In accordance with the recommendations set out in KCSIE the Provision carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the Provision's standard terms and conditions of employment;
- Verification of the applicant's identity (if not previously been verified);
- The receipt of two references (one of which must be from the applicant's most recent employer) which the Provision considers to be satisfactory; for positions which involve 'teaching work':
 - the Provision being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the [Teaching Regulation Agency](#) (formerly National College for Teaching and Leadership), or any predecessor or successor body, or by a regulator of the teaching profession in any other country which prevents the applicant working at the Provision or which, in the Provision's opinion, renders the applicant unsuitable to work at the Provision; and
 - the Provision being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the Provision or which, in the Provision's opinion, renders the applicant unsuitable to work at the Provision;
- Obtaining (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity ([see definition below](#)). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken

- Members of staff at the Provision are aware of their obligation to inform the Executive Headteacher or HR of any cautions or convictions that arise between these checks taking place. DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.
- Where the position amounts to ‘regulated activity’ confirmation that the applicant is not named on the Children’s Barred List
- Confirmation that the applicant is not subject to a direction under [section 142 of the Education Act](#) which prohibits, disqualifies or restricts them from providing education at the Provision, taking part in the management of the Provision or working in a position which involves regular contact with children
- Verification of their mental and physical fitness to carry out their work responsibilities
- Verification of the applicant’s right to work in the UK. We will keep a copy of this verification for the duration of the member of staff’s employment and for 2 years afterwards
- Verification of professional qualifications which the Provision deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified).
- Any further checks which are necessary as a result of the applicant having lived or worked outside of the UK. These could include, where available:
 - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
 - For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach
- Confirmation that the applicant is not subject to a direction under [section 128 of the Education and Skills Act](#) which prohibits, disqualifies or restricts them from being involved in the management of the Provision.
 - Management positions are most likely to include, but are not limited to, headteachers, managers, designated leads, members of the executive and senior leadership teams.

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. When we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual’s personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Regulated activity

Any position undertaken at, or on behalf of the Provision will amount to ‘regulated activity’ if the role is:

- Responsible, on a regular basis for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The Provision is not permitted to check the [Children’s Barred List](#) unless an individual will be engaging in ‘regulated activity’. The Provision is required to carry out an enhanced DBS check for all staff and supply staff who will be engaging in regulated activity. However, the Provision can also carry out an enhanced DBS check on a person who

would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Whether a position amounts to 'regulated activity' must therefore be considered by the Provision in order to decide which checks are appropriate. It is however likely that in nearly all cases the Provision will be able to carry out an enhanced DBS check and a Children's Barred List check.

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. When we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

The Rehabilitation of Offenders Act 1974

[The Rehabilitation of Offenders Act 1974](#) does not apply to positions which involve working with or having access to learners. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at the Provision.

Dealing with convictions

The Provision operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- The nature, seriousness and relevance of the offence

- How long ago the offence occurred
- One-off or history of offences
- Changes in circumstances
- Decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with HR or the Executive Headteacher. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Executive Headteacher will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the Provision may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

DBS Certificate

The DBS no longer issues Disclosure Certificates to employers; therefore staff/applicants should bring their original Certificate to the Provision (for staff within 7 days of issue or applicants before they commence work or any project involving regulated activity).

Portability of DBS certificates checks

Staff will be signed up to the DBS Update Service when their initial DBS check is made or if their DBS comes up for renewal.

This allows for portability of a Certificate across employers. The Provision will:

- Obtain consent from the applicant to carry out an update search
- Confirm the Certificate matches the individual's identity
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, i.e. enhanced certificate/enhanced including barred list information.

The Update check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

Onboarding programme

All new employees will be given an induction programme which will clearly identify the Provision's policies and procedures, including the Safeguarding and Child Protection policy, the Staff Behaviour policy, and KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Single Centralised Record of members of staff (SCR)

In addition to the various staff records kept on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with Keeping Children Safe in Education (KCSIE). This is kept up-to-date and retained by the HR Director at the Provision.

The Single Centralised Record will contain details of the following:

- All employees who are employed to work at the Provision

- All employees who are employed as supply staff to the Provision whether employed directly or through an agency
- All others who have been chosen by the Provision to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the Provision to provide additional teaching, instruction or therapy for learners but who are not staff members, e.g. physiotherapist, music therapist

The HR Director will be responsible for auditing the Single Central Record termly, with the Designated Lead, and reporting their findings to the full Executive Leadership Team at each meeting. The single central record will also be audited monthly by the Deputy/Executive Headteacher.

Record retention/Data protection

The Provision is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the Provision will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the Provision to discharge its obligations as an employer, e.g. so that the Provision may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the Provision for the duration of the successful applicant's employment with the Provision. All information retained on employees is kept electronically in a secure drive.

The same policy applies to any suitability information obtained about volunteers involved with Provision activities.

The Provision will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be deleted. The 6-month retention period is in accordance with the [General Data Protection Regulations \(GDPR\) \[DPA18\]](#).

Ongoing employment

The Provision recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. The Provision will therefore provide ongoing training and support for all staff, as identified through performance conversations and feedback.

Leaving employment at the Provision

Despite the best efforts to recruit safely, there will be occasions when allegations of serious misconduct or abuse against children and young people are raised.

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the Provision also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the Provision despite being barred from working with children; or
- has been removed by the Provision from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the Provision may also decide to make a referral to the [Teaching Regulation Agency](#).

Monitoring and Evaluation

The Executive Leadership Team will be responsible for ensuring that this policy is monitored and evaluated throughout the Provision. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be presented to the Executive Leadership Team.

Appendix I - Process for maintaining the SCR

The Single Central Record (SCR) is a statutory requirement under Keeping Children Safe in Education (KCSIE). It provides assurance that all required pre-employment checks have been carried out for individuals working within the school.

The following process outlines how our SCR is maintained and monitored within our setting.

Accessing the SCR

- The SCR is maintained on a secure spreadsheet.
- Access to the spreadsheet is restricted to the HR Director, Executive Headteacher, and the Designated Safeguarding Lead (DSL) for the individual setting.
- These individuals are responsible for ensuring the accuracy, confidentiality, and security of the information held.

Entering and Updating Staff Information

- New staff: The HR Director (or nominated staff) must add all required details for new employees promptly upon appointment. The new employee is identified as 'onboarding' until their start date, at which point their status changes to 'active'.
- Existing staff: Records are amended or updated as soon as new information is available (e.g., renewed checks or updated qualifications).
- Leavers: Records of staff who have left the provision are removed from the SCR as soon as their employment ends, in line with data protection regulations.

Recording Compliance Checks

For each member of staff, the following mandatory checks required by KCSIE must be recorded:

- Identity check
- Right to Work in the UK check
- Enhanced Disclosure and Barring Service (DBS) check
- Prohibition from Teaching check (for all staff involved in teaching/mentoring)
- Overseas check (if applicable)
- Online check
- References

Additional checks may include:

- Prohibition from Management check (Section 128)
- Verification of professional qualifications (if relevant)
- Role-specific checks (e.g., childcare disqualification checks for certain posts)

The date of completion for each check or the date the certificate is obtained is logged clearly in the spreadsheet.

Maintaining a Live Record

- The SCR is treated as a live, up-to-date document.
- Pending checks are clearly flagged (e.g., through colour-coding or notes) until completed.
- No individual may start unsupervised work without the required checks being in place, unless a risk assessment has been completed in line with KCSIE.

Data Protection and Security

- The spreadsheet is stored securely and access is limited to the HR Director, Executive Headteacher, and DSL for the relevant centre.
- Confirmation letters, emails, or certificates from third-party organisations are filed securely in employment files in line with data protection requirements.

Regular Review and Monitoring

- The HR Director, Executive Headteacher, and DSL are jointly responsible for ensuring the SCR remains compliant.
- A senior leader reviews the SCR at agreed intervals (e.g., termly).
- Reviews are documented and used to identify any missing, incomplete, or expiring checks.

Appendix II - Onboarding Checklist

Onboarding Checklist

Please note that not all of the following is applicable to all new employees.

If this is the case with you, please record N/A.

Name:	
Centre:	
Job Title:	
Line Managers Name:	

When	Task	Who/How	Date completed
<p style="text-align: center;">Prior to first day</p> <p>Your line manager will ensure that these tasks have been put in place in readiness for your first day</p>	Responsible for onboarding		
	Assign buddy		
	Google set up		
	Software access passwords set up		
	Arrange laptop/mobile phone		
	Plan and schedule first week		
	Set up National College training		
	Send out: <ul style="list-style-type: none"> Onboarding pack Job description inc working hours 		
	Inform all new staff of new employee and role		

When	Task	Who/How	Date completed
<p style="text-align: center;">First Day</p>	Welcome and introduce colleagues/buddy/learners		
	Explain staffing structure		
	Introduction to the role and identities of D/DSL		
	Tour of the site		
	<ul style="list-style-type: none"> Issue laptop/mobile phone/dashcam/notebook 		

	<p>Outline health & safety procedures:</p> <ul style="list-style-type: none"> • Fire instruction & procedures (including PEEPS if applicable) • Signing in and out • Incident reporting • Accident reporting • First aid facilities • Security of building • Security of personal effects • Issue security/ID badge 		
	<p>Staff behaviour expectations:</p> <ul style="list-style-type: none"> • Child protection procedures • Dress code • Acceptance of gifts • Confidentiality • Use of: <ul style="list-style-type: none"> ○ Mobile phones ○ Smart watches ○ Social media 		
	<p>Timetable:</p> <ul style="list-style-type: none"> • Lessons • Meetings • Academic calendar/Inset days 		
	<p>Facilities information:</p> <ul style="list-style-type: none"> • Access to building and security codes • Notice boards for information • Parking • Building layout • Refreshments • Toilets • Lunches • Smoking/vaping 		

When	Task	Who/How	Date completed
First Week	HR Onboarding		
	<p>Outline conditions of employment including:</p> <ul style="list-style-type: none"> • Working hours • Pay arrangements • Settling in period • Notice period • Pension • Sickness absence • Absence reporting • Medical appointments • Holidays • Special leave 		
	Introduction to SAM People		
	Collect drivers documents		
	Collect payroll documents		

	Sign declaration forms		
	Benefits: <ul style="list-style-type: none"> • Employee Assistance Programme • Cycle Scheme • Tech Scheme • Long service awards • Referral bonus • Blue Light Scheme 		
	Meet with Line Manager at the end of the first week to: <ul style="list-style-type: none"> • Review progress • Identify training and development needs • Outline the performance management system and begin to determine objectives 		

When	Task	Who/How	Date completed
First Two Weeks This time will be spent shadowing, completing training and understanding the provision's policies and procedures.	Mandatory training including: <ul style="list-style-type: none"> • Safeguarding • Online Safety • Cyber Security • Preventing Sexual Harassment in the Workplace • FGM Awareness • Prevent Awareness • Neglect • Managing Harmful Sexualised Behaviour • Safer Recruitment • SVPP • GDPR & Data Protection 		
	Executive Lead for Data, Security & Compliance		
	<ul style="list-style-type: none"> • Understand GDPR and Data Protection regulations • Receive training on IT systems; MyConcern, Provision Map, ClassCharts • Understand my role in IT & Digital Security 		
	Become familiar with: <ul style="list-style-type: none"> • IT • Email/Google system 		
	Training on: Children who are absent and/or missing from education Protocols and communication with parents/carers Allegations being made against an adult Bullying & harassment policy		

	<p>Early help process and your role in it Process for making requests to Integrated Front Door What to do if a child discloses harm (reporting process) including reassuring victims they will be taken seriously How to remain professional and to escalate to a DSL</p>		
	<p>Class/Centre rules will be discussed with the designated lead to include the following:</p> <ul style="list-style-type: none"> ● Breaks ● Leaving the classroom ● Behaviour management ● Mobile phones/smart watches ● Use of resources ● Duties ● Timetables ● Intimate care ● Confidentiality ● Physical contact with learners ● Offsite visits ● Visitors procedures. ● Any other relevant information 		
	<p>Lockdown procedures</p>		
<p>Key policies and procedures to read</p>			
	<p>Safeguarding & Child Protection</p>		
	<p>KCSIE</p>		
	<p>Staff Behaviour</p>		
	<p>Social Media</p>		
	<p>Absence</p>		
	<p>Whistleblowing</p>		
	<p>Complaints</p>		
	<p>Behaviour</p>		
	<p>Positive Handling</p>		
	<p>Lockdown</p>		
	<p>ICT Acceptable Use</p>		
	<p>Equality & Diversity</p>		
	<p>GDPR</p>		
	<p>Dignity & Respect</p>		

	Transport & Travel		
	Meet with Executive Headteacher to share vision and ethos		

When	Task	Who/How	Date completed
First Month to 6 Months	Arrange additional training identified following settling in period		
	Additional training including: <ul style="list-style-type: none"> • Health & Safety in Education • Fire Safety • Risk Assessments • Martyn's Law • County Lines • Child Criminal & Sexual Exploitation • Child on Child Abuse • Artificial Intelligence • Exam Invigilation • Adverse Childhood Experience (ACES) • Autism Awareness • ADHD Awareness • Understanding PDA • Food Safety & Hygiene • Allergies & Anaphylaxis • Infection Prevention & Control • Team Teach • First Aid (if applicable) • Safeguarding refresher (with DSL) 		

When	Task	Who/How	Date completed
First Month	Outline training requirements and arrange additional training based on the review from the first week.		
	Objectives set and work performance standards set		
	Regular 1-2-1's held		
	1 month settling-in review completed		

When	Task	Who/How	Date completed
Third Month	Regular 1-2-1's held		

	3 month settling-in review completed		
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When	Task	Who/How	Date completed
Fifth Month	5th month settling-in review held		

When	Task	Who/How	Date completed
Sixth Month	Settling-in period approved		
	Letter confirming appointment		
	Onboarding list completed		

I have been informed about and understand the above items.	
Signature of new employee:	
Name:	
Date:	
I confirm that the onboarding programme has been completed for the above member of staff:	
Signature of line manager:	
Name:	
Date:	