



SAFER RECRUITMENT POLICY

2026-2027

OWNERSHIP	Everything Education School
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1. Purpose and commitment

Everything Education School is committed to safeguarding and promoting the welfare of children. Safer recruitment is a core safeguarding process and applies to employees, agency workers, contractors, trainee teachers, volunteers and proprietors or other adults whose roles require checks.

The school will ensure that people involved in recruitment have appropriate safer recruitment knowledge and training, that recruitment decisions are properly recorded, and that no appointment is confirmed until the required checks are satisfactory.

2. Legal and statutory framework

This policy should be read alongside Keeping Children Safe in Education 2026 (KCSIE), the Education (Independent School Standards) Regulations 2014, the Safeguarding Vulnerable Groups Act 2006 as amended, the Rehabilitation of Offenders Act 1974 and Exceptions Order, the Education and Skills Act 2008, relevant Disclosure and Barring Service guidance, and right-to-work legislation.

From 1 September 2026 the supervision exemption from the definition of regulated activity with children is removed. Where a volunteer teaches, trains, instructs, cares for or supervises children frequently, or overnight, the activity may now be regulated activity even when supervised. The school will assess each role against the current legal definition and obtain the correct level of DBS and children's barred list information where eligible.

3. Recruitment and selection process

3.1 Advertising

Advertisements and recruitment information will make clear:

- the school's commitment to safeguarding and promoting the welfare of children;
- that appropriate safeguarding and pre-employment checks will be undertaken;
- the safeguarding responsibilities and level of contact with children associated with the role;
- whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the implications of that exemption;
- that shortlisted candidates may be subject to a search via an online search engine as part of due diligence.

3.2 Application forms

- A full application form will be required; CVs will not be accepted on their own.
- Applicants will provide a complete employment history and explain gaps.
- For regulated activity roles, applicants will be informed that it is an offence for a barred person to apply.
- Recruitment information will signpost the safeguarding policy and policy or statement on the recruitment of ex-offenders.

4. Shortlisting and online searches

Shortlisting will normally involve at least two people. The panel will compare applications against the person specification, identify gaps or inconsistencies, and record the reasons for decisions.

Shortlisted candidates will be asked to complete a self-declaration covering relevant criminal history, barred-list status where applicable, prohibition from teaching, relevant overseas information and any other information that may affect suitability to work with children. The declaration will confirm that the information provided is true.

In line with KCSIE 2026, the school will consider carrying out a search via an online search engine on shortlisted candidates. Candidates will be informed that this may take place. Searches will focus only on information relevant to suitability to work with children and will be handled proportionately and lawfully.

5. References and employment history

References should be obtained before interview where possible so that concerns can be explored with the referee and candidate. The school will:

- not accept open references or testimonials as a substitute for verified references;
- contact referees directly and verify information where necessary;
- seek a reference from the current employer and, where relevant, from the most recent employer where the candidate worked with children;
- ensure school-based references are completed by an appropriately senior person and, where appropriate, confirmed by the headteacher or principal;
- compare references with the application form and resolve discrepancies before appointment;
- verify the most recent relevant employment where the candidate is not currently employed.

6. Interview and selection

Interviews will explore the candidate's motivation, safeguarding understanding, values and suitability to work with children. Panels will probe gaps, repeated changes in employment or location, inconsistencies and any concerns arising from references, self-declaration or due diligence. Decisions and reasons will be recorded.

7. Pre-appointment vetting checks

All offers are conditional on satisfactory completion of the checks required for the role. The school will determine eligibility for each check and, as applicable:

- verify identity using acceptable original or approved digital evidence;
- obtain an enhanced DBS certificate and children's barred list information where the role is regulated activity and the school is legally entitled to request it;
- undertake a separate barred list check where legally permitted and necessary before a DBS certificate is available;
- verify the person's right to work in the UK and retain evidence in line with Home Office requirements;
- verify professional qualifications required for the post;
- check prohibition from teaching for teaching posts;
- check section 128 prohibition from management for relevant management roles in an independent school;
- carry out appropriate overseas checks where a person has lived or worked outside the UK, taking account of the country and information reasonably available;
- confirm medical fitness to carry out the role, after an offer and in a manner consistent with equality law;
- consider any DBS disclosure or other relevant information through a documented, proportionate risk assessment rather than treating disclosure as an automatic bar unless the law requires it.

7.1 DBS certificates and the Update Service

Where the DBS Update Service is used, the school will confirm identity, inspect the original certificate, ensure it is at the correct workforce and level for the role, obtain consent for the status check and record the outcome. Copies of DBS certificates will not normally be retained for longer than six months, although the school may retain a record of the check, outcome and recruitment decision.

7.2 Regulated activity from 1 September 2026

The removal of the supervision exemption particularly affects volunteers. A person carrying out specified activities with children may be in regulated activity when the activity is carried out on more than three days in any 30-day period or overnight between 2am and 6am. The school will reassess volunteer arrangements and DBS eligibility whenever the role or frequency changes.

8. Single Central Record and personnel files

The school will maintain a Single Central Record (SCR) containing the information required for an independent school. Checks will be recorded accurately, including dates where required, and supporting evidence will be retained in personnel files in accordance with data protection and retention requirements.

The Headteacher/Proprietor will ensure the SCR is routinely quality assured. Any discrepancy will be investigated and corrected promptly. The school will use the KCSIE 2026 SCR requirements/template as a reference point for compliance.

9. Existing staff

The school may repeat or undertake additional checks where there are concerns about an existing member of staff's suitability, where a person moves into regulated activity, where a role changes and creates new eligibility, or where otherwise required by law or KCSIE. Any concern about conduct will also be managed under the school's safeguarding and allegations/low-level concerns procedures.

10. Agency, third-party and contractor staff

10.1 Agency and third-party staff

Before an agency or third-party worker starts, the school will obtain written confirmation that the provider has completed the checks the school would otherwise be required to undertake and that the worker is suitable for the role. The school will verify the person's identity on arrival and record the required confirmation on the SCR.

10.2 Contractors

Contractors will be subject to the level of DBS check appropriate and legally available for their role. A contractor engaging in regulated activity will require an enhanced DBS check with children's barred list information. Contractors without appropriate checks will not be permitted to engage in regulated activity and will be supervised where necessary. Identity will be checked on arrival.

11. Trainee teachers and volunteers

11.1 Trainee teachers

Where a trainee teacher is salaried by Everything Education School, the school will complete the required checks. For fee-funded trainees, the school will obtain written confirmation from the training provider that the necessary checks have been completed and that the trainee has been judged suitable to work with children.

11.2 Volunteers

No unchecked volunteer will be permitted to work in regulated activity. From 1 September 2026, supervised volunteering can be regulated activity where the legal frequency or overnight conditions are met. Volunteers in regulated activity will require an enhanced DBS check with children's barred list information. For other volunteers, the school will undertake a documented risk assessment and obtain the level of check for which the role is legally eligible.

Risk assessments will consider the nature of the work, frequency, level of contact with children, supervision, the volunteer's history and references where relevant, and any other safeguarding factors.

12. Proprietors and management checks

As an independent school, Everything Education School will complete and record the checks required for members of the proprietor body and those involved in management, including enhanced DBS and section 128 checks where required by the Independent School Standards and KCSIE. Where a check must be undertaken by the Secretary of State or through a prescribed route, the school will follow that process.

13. Alternative provision and work experience

13.1 Alternative provision

Where the school commissions alternative provision for a pupil, it will obtain written confirmation from the provider that appropriate safeguarding checks have been completed on relevant staff. This forms part of the school's wider pre-placement and ongoing quality assurance of alternative provision.

13.2 Work experience

The school will ensure appropriate safeguarding arrangements are in place for work experience. DBS or barred-list checks will only be requested where the role is legally eligible. The school will assess whether an adult supervising a pupil is carrying out regulated activity by reference to the current statutory definition and DBS guidance, rather than applying blanket checking requirements.

14. DBS referrals and safeguarding concerns

The school will make a referral to the Disclosure and Barring Service where the legal referral conditions are met, including where a person has been removed from regulated activity (or would have been removed had they not left) and the relevant conduct, harm test or automatic barring criteria are satisfied. Referrals to the Teaching Regulation Agency will also be considered where applicable.

Resignation, settlement or withdrawal from a process will not prevent the school from completing safeguarding enquiries, making referrals or sharing information where required.

15. Monitoring, training and review

At least one person involved in recruitment will have appropriate safer recruitment knowledge/training. Recruitment records, the SCR and personnel files will be subject to routine quality assurance. This policy will be reviewed annually and sooner where legislation, KCSIE, DBS guidance or the Independent School Standards change.

Appendix 1 - Safer recruitment checklist

- ☐ Safeguarding statement included in advert and recruitment pack
- ☐ Application form completed and employment gaps reviewed
- ☐ Shortlisting completed by at least two people where practicable
- ☐ Self-declaration obtained from shortlisted candidate
- ☐ Online search considered/completed and relevant findings recorded
- ☐ References obtained, verified and discrepancies resolved
- ☐ Safeguarding-focused interview completed
- ☐ Identity verified
- ☐ Correct DBS level and barred list eligibility confirmed
- ☐ Right to work checked
- ☐ Qualifications/prohibition checks completed where applicable
- ☐ Section 128 check completed where applicable
- ☐ Overseas checks considered/completed
- ☐ Medical fitness confirmed appropriately
- ☐ SCR entry completed and quality checked
- ☐ Personnel file complete
- ☐ Final appointment authorised only after satisfactory checks

Appendix 2 - Key references

- Keeping Children Safe in Education 2026 - Department for Education
- Education (Independent School Standards) Regulations 2014
- Disclosure and Barring Service guidance on regulated activity and eligibility for checks
- Crime and Policing Act 2026 changes to the supervision exemption
- Safeguarding Vulnerable Groups Act 2006 (as amended)
- Rehabilitation of Offenders Act 1974 and Exceptions Order
- Education and Skills Act 2008 - section 128