



Policy:	Safer Recruitment 2025-2026
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Date:	September 2025
Last Version:	September 2024

Key changes/notes:
This The Education People model policy. It has not changed from the previous 2024 version.

Statutory Requirement:	Yes – Department of Education
Proposed Renewal Cycle:	Annually
Proposed annual review authority:	Governing Body
Policy Section:	Governance

Let the children come to me and do not hinder them, for the kingdom of God belongs to such as these." (Luke 18:16)

This policy is based upon our Christian values of thankfulness, respect, honesty, love and resilience.

INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. St Mary's CE (VA) Primary School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the School expects all staff and volunteers to share this commitment.

In line with recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DfES/04217/2006, The Independent Schools Standards Regulations 2009 (Standards 4, 4A, 4B, 4C), and the Safeguarding Vulnerable Groups Act 2006; the school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the School is committed to a thorough and consistent Safer Recruitment Policy. Our procedures are in line with KCC Safer Recruitment guidance.

AIMS AND OBJECTIVES

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

The School 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 at the School, based on the applicant's **abilities, qualification, experience and merit** - as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation. **All interview panels will contain at least one member who has Safer Recruitment training.**

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 and selection decision-making process.

This policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at St. Mary's CE (VA) Primary School.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Governing Body to:

- Ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DCSF guidance, legal requirements, and KCC guidance..
- Monitor the School's compliance with them.

It is the responsibility of the Headteacher, and other Managers involved in recruitment to:

- Ensure that the School operates safe recruitment procedures and make sure all appropriate checks are carried out on staff and volunteers in the school.
- Monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

In line with Keeping Children safe in Education 2025, shortlisted candidates will be informed that the school may carry out online checks as part of the due diligence process.

In accordance with the School Staffing Regulations, the Governing Body has delegated responsibility to the Headteacher to lead in all appointments. School Governors may be involved in staff appointments but the final decision will rest with the Headteacher.

Headteacher: Mrs Amanda McGarrigle

School Business Manager: Safiye Sepet

Governor with Safer Recruitment Training: Mrs Natasha Davison

Fr Dane Batley Gladden