

Safer Recruitment Policy

The Warriner Multi Academy Trust



Drafted reviewed by:	Catherine Musgrove (HR Director)	Date: 26 th August 2026
Approved by:	The Trust Board	Date: 17 th September 2026
Next review due by:	September 2027	

Contents

1. Introduction	3
Recruitment and Selection Policy Statement	3
Purpose	4
Scope	4
Aims of the Safer Recruitment Policy	4
2. Roles and responsibilities	4
3. Safer recruitment process	6
Pre-Recruitment Process	6
Advertising	6
Application forms	8
Shortlisting	8
Seeking references and checking employment history	9
Invitation to Interview	10
The Selection Process	11
4. Pre-appointment vetting checks	12
New Staff	12
Agency and third-party	13
Contractors	14
Trainee/student teachers	14
Volunteers	15
5. Ongoing Safeguarding responsibilities	17
APPENDIX 1 - Shortlisting Panel Record and Safeguarding Scrutiny	19
Vacancy Details	19
Shortlisting Assessment Matrix	19
Safeguarding Scrutiny and Shortlisting Record	20
Panel Decision Summary	20
APPENDIX 2 - HR Safeguarding Matrix: Shortlisted Candidates	21
HR Review Outcome	21
APPENDIX 3 - HR Safeguarding and Pre-Employment Matrix: Successful Candidate	22
APPENDIX 4	23
Head Teacher's Safeguarding Risk Assessment Record	23
Decision	23
Headteacher Declaration	23
APPENDIX 5 – REFERENCE REQUEST	24
Appendix 6 – invitation to interview	26

APPENDIX 7 – Policy Statement on Recruiting Applicants with Criminal Records and Self Declaration Form	28
APPENDIX 8 – REGULATED ACTIVITY EXTRACT FROM KCSIE (2026)	32

1. Introduction

Safer recruitment is one element of our Trust’s wider safeguarding culture. The Trust recognises that safeguarding and promoting the welfare of children is everyone’s responsibility. Creating a safe culture includes robust recruitment procedures, effective induction, appropriate supervision, staff training, professional conduct, ongoing vigilance, low-level concern procedures, whistleblowing arrangements and the effective management of safeguarding concerns and allegations relating to staff.

This policy aims to ensure safe and fair recruitment and selection is always conducted. Safeguarding and promoting the welfare of children is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

This Safer Recruitment Policy has been produced in line with the DfE guidance Keeping Children Safe in Education (2026) and underpinned by guidance and legislation, including, but not limited to, Working Together to Safeguard Children , The Education Act 2002, The Equality Act 2010, The Data Protection Act 2018.

Recruitment and Selection Policy Statement.

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Our Trust is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school’s performance and fundamental to the delivery of a high-quality service.

The Trust adopts a safeguarding-first approach to recruitment and recognises that safeguarding considerations are fundamental throughout every stage of the recruitment process, from workforce planning through to induction and probation.

The Trust is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of protected characteristics.

Purpose

The purpose of this policy is to establish a consistent and robust framework for safer recruitment that supports safeguarding and promoting the welfare of children by helping to deter, identify and reject individuals who may pose a risk to children.

The policy sets out the principles and expectations that will be applied throughout the recruitment, selection and appointment process to ensure that all statutory pre-employment checks are completed and that recruitment decisions are made fairly, consistently and in accordance with relevant legislation and statutory guidance.

Scope

This policy applies to all appointments made by the school, including employees, governors, volunteers, agency and supply staff, contractors, trainee teachers and any other individuals engaged to work in or on behalf of the school where safeguarding requirements apply.

Aims of the Safer Recruitment Policy

- Safeguard and promote the welfare of children by ensuring safer recruitment practices are embedded throughout the recruitment and appointment process.
- Deter, identify and prevent the appointment of individuals who may pose a risk to children.
- Ensure recruitment decisions are fair, transparent, consistent and compliant with relevant legislation and statutory guidance.
- Ensure all required pre-employment and safeguarding checks are completed before an individual commences work, where required.
- Promote a culture of safeguarding by recognising that safer recruitment is an ongoing process supported through induction, training, professional conduct and continued vigilance.
- Provide a clear framework for the safer recruitment responsibilities of those involved in recruiting and appointing staff, volunteers and others working with children.

2. Roles and responsibilities

The ultimate responsibility for recruitment and selection lies with the Trust Board. They ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training. The Trust Board has delegated to the CEO and Head Teachers responsibility for appointing all staff.

The Trust Board will;

- ensure this procedure is regularly reviewed and be responsible for its approval.

- ensures that appropriate monitoring and quality assurance arrangements are in place to provide assurance that safer recruitment procedures are consistently applied, statutory pre-employment checks are completed before staff commence employment where required, and the single central record is accurately maintained

Trust HR Department will;

- regularly review this policy in line with regulatory requirements and best practice
- manage or have oversight of the process
- provide advice on the policy to recruiting Heads and Managers.
- ensure that all appropriate checks are carried out on shortlisted candidates and relevant information is shared with the interview panel to enable appropriate safeguarding questions to be asked.
- ensure that all appropriate checks have been carried out on staff and volunteers in the school

Head Teachers and Head of school will;

- ensure all members of staff have read and have access to this procedure and that the procedures are followed.
- ensure that the school operates safe and fair recruitment and selection procedures in line with this policy
- promote the safety and well-being of children and young people at every stage of this process
- Work with the HR department to ensure that checks can be completed on shortlisted candidates prior to interview.
- Work with the HR department to ensure that statutory employment checks are completed before staff commence employment where required
- Complete a risk assessment before making a decision that someone can commence work (including volunteer work) before ALL pre employment checks are completed and sign declaration that they are satisfied the arrangement fully complies with Keeping Children Safe in Education.
- Ensure that the single central record is accurately maintained in their school
- Ensure that their school is complying with safer recruitment processes related to contractors and other third parties
- Ensure that their school is complying with safer recruitment processes related to volunteers

Recruiting Managers and Interview panels will;

- Ensure that the shortlisting and interview panels consist of a minimum of two people.
- Ensure that at least one member of the panel has successfully completed appropriate safer recruitment training.
- Read and have regard to Part Three of Keeping Children Safe in Education before participating in any stage of the recruitment and selection process.
- Undertake shortlisting objectively and consistently against the published person specification and safeguarding criteria.
- Complete and retain the records set out in **Appendix 1**, including safeguarding scrutiny, shortlisting decisions and the rationale for selection.
- Explore any concerns identified during shortlisting, references, self disclosure in the interview.

- When agreeing interview questions include at least one question specifically designed to assess the candidate's attitudes towards safeguarding and their understanding of safeguarding responsibilities relevant to the role.
- Maintain accurate records of the recruitment process, including interview notes, assessment outcomes, safeguarding concerns identified and the rationale for appointment decisions.
- Ensure that safeguarding considerations form part of the final appointment decision and escalate concerns to HR where appropriate.
- Maintain confidentiality and process recruitment information in accordance with data protection requirements.

3. Safer recruitment process

Pre-Recruitment Process

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of our Trust. The first experience an individual has is important; therefore, the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants.
- Give successful applicants a clear understanding of the post and what is expected of them.
- Take reasonable actions to reduce the risk of a bad selection decision recognising the potential cost and the school's commitment to safeguarding children and young people.

Advertising

It will be normal practice for all vacancies to be advertised unless there is a good reason not to do so. Advertisement may be either internally (for example on school noticeboards or on the school intranet site) or externally (such as via the Education Jobs website), depending on the type of vacancy, the nature of the contract which exists and the current nature of the recruitment market. When advertising externally, the school will ensure that school staff are aware, to allow current members of staff to apply, should they wish to do so.

The advert will include:

- The Trust's commitment to safeguarding and promoting the welfare of children and young people
- Explicitly reference that safeguarding checks will be undertaken
- State that online searches may be undertaken as part of the school's due diligence process on shortlisted candidates.
- The safeguarding requirements and responsibilities of the role as per the job description and the personal specification
- Reference The Trust's commitment to a positive safeguarding culture and safer working practice.

- A statement regarding the declaration of convictions, under the Rehabilitation of Offenders Act 1974
- 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
- An equal opportunities statement

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

The Warriner Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.

This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE).

We are committed to equality of opportunity and welcome applications from all sections of the community.

All applicants when applying for a post will be given access to the following with the application:

- A statement of the school's commitment to ensuring the safety and well-being of the pupils
- Job description (or volunteer role profile) which must include a clear reference to an individual's responsibility to safeguard children and promote their welfare.
- person specification which will include the Trust's standard safeguarding essential criteria;
 - Commitment to safeguarding and promoting the welfare of children and young people.
 - Understanding of individual safeguarding responsibilities and the importance of reporting concerns promptly.
 - Ability to contribute to a safe, inclusive and respectful environment for children and young people.
 - Commitment to maintaining appropriate professional boundaries, conduct and confidentiality.
 - Willingness to undertake safeguarding training and comply with Trust safeguarding policies and procedures.
- The school's safeguarding Policy

- Staff Code of Conduct (including low level concerns)
- The Trust's Whistleblowing Policy
- Data Privacy Statement for applicants
- An application form
- APPENDIX 7: Policy Statement on recruiting applicants with criminal records and Self Declaration Form

Application forms

A standard application form will be used to obtain a common set of data from all applicants, Curriculum Vitae (CVs) will not be accepted on their own, the application form will include:

- Personal details.
- Current and former names.
- Current address and national insurance number.
- Details of their present (or last) employment and reason for leaving.
- Full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment.
- Qualifications, the awarding body and date of award.
- Details of referees/references.
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

The candidates must complete the application in full, sign and date the declaration and follow instructions regarding the appropriate disclosure of relevant criminal convictions, restrictions and suitability to work with children.

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates submitting an application form completed on line will be asked to sign the form if called for interview.

Shortlisting

The purpose of shortlisting is to identify candidates who best meet the requirements of the role while ensuring that safeguarding considerations are given appropriate weight throughout the assessment process. Shortlisting forms a key part of the Trust's safer recruitment procedures and must be undertaken consistently, objectively and fairly.

Our shortlisting process will :

- Consist of at least two people wherever reasonably practicable.
- Assess all applications objectively and consistently against the published person specification and safeguarding criteria, applying the same standards to all candidates

- Consider evidence of a candidate's suitability to work with children, commitment to safeguarding and ability to maintain appropriate professional conduct
- Review application forms carefully to identify:
 - gaps in employment or education history;
 - discrepancies, anomalies or inconsistencies;
 - repeated short-term posts;
 - unexplained career changes;
 - incomplete information; and
 - any information that may raise safeguarding or suitability concerns.
- Complete and retain the Trust's Shortlisting Panel Record and Safeguarding Scrutiny Form (Appendix 1), including shortlisting outcomes, decision rationale and any safeguarding concerns or matters requiring further exploration.

Additional checks on Shortlisted Candidates

All shortlisted candidates will:

- Complete the Self-Declaration Form contained in Appendix 6 as part of the interview invitation process.
- Be informed that the Trust may conduct an online search as part of its safeguarding due diligence. Searches will be limited to publicly available information. Any information relevant to safeguarding, suitability to work with children, or potential reputational risk will be discussed with the candidate before any appointment decision is made.
- Have references sought, wherever possible, prior to interview. Any concerns arising from references may be followed up with the referee and/or explored with the candidate during the interview.

Where concerns are identified through the application, references, self-disclosure, or online searches, the Trust will record the rationale for any decisions taken and retain this information in accordance with its data retention requirements.

Seeking references and checking employment history

We will obtain two references, one of which must be from the applicant's current/most recent employer where possible. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references e.g. to whom it may concern.
- Not rely on applicants to obtain their reference.
- Ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or

college based, the reference should be confirmed by the Headteacher/Principal as accurate in respect of any disciplinary investigations).

- Obtain verification of the individual's most recent relevant period of employment. Where the applicant is not currently employed secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer.
- Always verify any information with the person who provided the reference.
- Ensure electronic references originate from a legitimate source.
- Contact referees to clarify content where information is vague or insufficient information is provided.
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate.
- Establish the reason for the candidate leaving their current or most recent post.
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
- The candidate's suitability for the post, including the candidate's ability and willingness to promote fundamental British values.
- Applicant's current post, salary, grade and pay point.

Invitation to Interview

Candidates called to interview will receive a letter inviting them to interview and explaining:

- Details of the interview day
- Details of any selection techniques or tasks to be undertaken as part of the interview process
- An opportunity to discuss the process prior to the interview

- That they will be asked to provide proof of identity, relevant qualifications and recent payslip
- Candidates will be required to complete the Self-Declaration Form contained in Appendix 6.

The Selection Process

The selection process must be conducted fairly, consistently and in accordance with safer recruitment principles.

- Interviews will be conducted by a panel of at least two people wherever reasonably practicable.
- At least one member of the interview panel must have successfully completed appropriate safer recruitment training.
- Interview panel members must have read and had regard to Part Three of Keeping Children Safe in Education before participating in the selection process.
- The selection process will always include a face-to-face interview for roles involving work with children, even where there is only one candidate.
- Additional selection activities, such as observations, presentations, assessments or exercises, may be used where appropriate to the role.

The interview will assess the candidate's suitability for the role and their suitability to work with children. It will include exploration of:

- the candidate's commitment to safeguarding and promoting the welfare of children;
- their understanding of safeguarding responsibilities relevant to the role;
- any gaps, discrepancies or anomalies in employment history or application information;
- any concerns arising from references, self-disclosure, online searches or other recruitment checks; and
- the candidate's motivation, experience and ability to meet the requirements of the role.

Interview records, assessment outcomes and the rationale for appointment decisions will be documented and retained in accordance with the Trust's recruitment and data retention procedures.

Outcome of Selection Process

Any offer of employment will be made in writing and will be conditional upon satisfactory completion of all required pre-employment checks and references. No individual will commence work unless the Trust is satisfied that all required safeguarding and recruitment checks have been completed, except where otherwise permitted by Keeping Children Safe in Education (2026) and supported by an appropriate risk assessment

4. Pre-appointment vetting checks

New Staff

All information on the checks carried out will be recorded in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

Our school will ensure the following pre-appointment checks are completed, verified and recorded where appropriate:

- Verification of the candidate's identity using current photographic identification and supporting documentation where required including documentation confirming any previous names.
- Verification of the candidates right to work in the United Kingdom in accordance with current Home Office guidance.
- Verification of the candidate's mental and physical fitness to carry out their role.
- Verification of qualifications and professional status where these are required for the role including Qualified Teacher Status (QTS), where applicable.
- Receipt of a minimum of two satisfactory references which have been scrutinised, verified and any concerns satisfactorily resolved.
- Verification of the candidate's employment history and satisfactory explanation of any gaps or discrepancies.
- An enhanced Disclosure and Barring Service (DBS) check appropriate to the role.
- Where the role constitutes regulated activity, an enhanced DBS check including children's barred list.
- Where exceptionally an individual is permitted to begin regulated activity before receipt of the enhanced DBS certificate, a separate children's barred list check will be obtained prior to commencement.
- Where applicable, prohibition from teaching checks.
- Where applicable, Section 128 direction checks for management positions (Including Trust and School SLT, Members, Trustees and Governors)
- Where appropriate, checks relating to childcare disqualification requirements.(Including all staff or volunteers appointed to work in early years, breakfast or after school club)
- Overseas criminal record checks and any additional checks considered necessary where an individual has lived or worked outside the United Kingdom, including obtaining references from overseas employers where appropriate.
- Verification of professional registration where this is a requirement of the post.
- Any further checks required by legislation, statutory guidance or the nature of the role.

Any concerns identified through the recruitment process, references, online searches, disclosure information or pre-employment checks will be considered carefully before an appointment is confirmed. Where necessary, further enquires will be undertaken and any identified safeguarding concerns must be satisfactorily resolved before employment commences.

The Trust will ensure that evidence of all required pre-employment checks is retained in accordance with data protection legislation and that all appropriate information is accurately recorded on the school's single central record.

Where statutory guidance permits an individual to commence work before all recruitment checks have been completed, the Headteacher must be satisfied that:

- All other required recruitment checks have been completed
- An appropriate written risk assessment has been undertaken
- Appropriate safeguarding measures, including supervision where required, have been implemented.
- The arrangement complies fully with Keeping Children Safe in Education (2026)

The details of an individual should be removed from the single central record once they no longer work at the school.

Agency and third-party

We will;

- Obtain written confirmation from any agency or third-party organisation that all appropriate safer recruitment and pre-employment checks have been completed for any agency or supply staff supplied to work at the school, in accordance with Keeping Children Safe in Education (2026). Including;
 - an enhanced Disclosure and Barring Service (DBS) check,
 - children's barred list information where the individual will be undertaking regulated activity,
 - verification of identity,
 - right to work in the United Kingdom,
 - qualifications where required,
 - prohibition checks where appropriate and
 - any other relevant statutory pre-employment checks.
- Check that the person presenting themselves for work is the same person on whom the checks have been made.
- Inform them of the Trust/School's safeguarding arrangements including;
 - The identity of the Designated Safeguarding Lead (DSL) and Deputy DSL(s)
 - The Safeguarding Policy
 - The Staff Behaviour (Code of Conduct)
 - Procedures for reporting safeguarding concerns
 - Procedures for reporting low-level concerns
 - Emergency procedure and any safeguarding information relevant to the role
- Where concerns arise regarding the suitability or conduct of an agency or supply worker, these will be managed in accordance with our school's safeguarding procedures, and the employment business will be informed without delay.

Contractors

The Trust recognises that contractors working on site may have contact with children and therefore appropriate safeguarding arrangements will be implemented in accordance with Keeping Children Safe in Education (2026)

We will;

- Establish, before contractors commence work, the nature of the work being undertaken and determine whether the role requires safeguarding checks, including Disclosure and Barring Service checks, in accordance with statutory guidance.
- Where contractors are employed by an external organisation, we will seek written assurance from the employer that all appropriate recruitment and safeguarding checks have been completed before work commences.
- Complete appropriate vetting checks on contractors whose work provides the opportunity for regular contact with children, or who will be undertaking regulated activity before commencing work.
- Appropriate supervise contractors who have not been subject to the appropriate level of safeguarding checks at all times on the school site and will not be permitted to undertake regulated activity with children.

All contractors will:

- Sign in and out in accordance with our school's visitor procedures.
- Wear appropriate identification whilst on site.
- Receive relevant safeguarding information appropriate to their role.
- Be informed of the identity of the Designated Safeguarding Lead and how to report safeguarding concerns.
- Comply with the school's safeguarding, behaviour and health and safety procedures whilst working on school premises.

Any safeguarding concerns regarding a contractor, or concerns about the conduct or suitability of a contractor working on the school site, will be reported immediately to the Headteacher or DSL and managed in accordance with the school's safeguarding procedures.

Trainee/student teachers

We will;

- 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.

Volunteers

Our school recognises the valuable contribution made by volunteers and will ensure that appropriate safer recruitment and vetting arrangements are applied before a volunteer commences their role.

The Crime and Policing Act 2026 removed the supervision exemption from the definition for regulated activity. A volunteer who undertakes teaching, training, instructing or supervising children frequently, on more than three days in any 30-day period, or overnight will be engaging in regulated activity, whether or not they are supervised by another person

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 before they undertake 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, in schools with pupils under 8 years old, to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.
- Provide a safeguarding induction appropriate to their role, including information about the school's Child Protection Policy, Staff Code of Conduct, the identity of the Designated Safeguarding Lead and deputies, and the procedures for reporting safeguarding concerns.
- All relevant information will be entered on the Single Central Record.

In exceptional circumstances, where a Head Teacher or Head of School allows a newly appointed volunteer to begin regulated activity before the enhanced DBS certificate is received, they must:

- Obtain a separate children's barred list check
- Complete all other relevant recruitment and vetting checks
- Ensure that the volunteer is appropriately supervised
- Complete and record a written risk assessment authorised by the Headteacher

For volunteers who are not undertaking regulated activity, the written risk assessment should consider:

- The nature of and frequency of the volunteers work with children.
- The level of opportunity for contact with children.
- What our school knows about the volunteer, including information provided by staff, parents, referees or other volunteers,
- Whether the volunteers undertake employment or voluntary activity elsewhere from which information about their suitability may be obtained.

- Whether an enhanced DBS check without children's barred list information would be appropriate.
- Whether a basic DBS check may be appropriate for any other volunteer who has access to children.

Members, Trustees and Local Governors

We will;

- Obtain an enhanced DBS check without barred list information for all Members, Trustees and Governor.
- Obtain an enhanced DBS check with barred list information for Members, Trustees and Governors if working in regulated activity.
- Arrange for the DBS check of the chair of the board to be countersigned by the secretary of state.
- Complete a section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)) on members, trustees and chairs of governors
- Verify Identity
- Complete other checks deemed necessary if they have lived or worked outside the UK

Existing Volunteers

The Trust will review the duties, frequency and working arrangements of all existing volunteers before 1st September 2026.

Where an existing volunteer becomes engaged in regulated activity from 1st September 2026 because of the removal of the supervision exemption, our school must check the volunteer's children's barred list status.

This should normally be completed by obtaining an enhanced DBS check which includes children's barred list information.

A separate children's barred list check may be undertaken where:

- Our school wishes to permit the volunteer to undertake regulated activity before receipt of the enhanced DBS certificate; or the school has recently obtained an enhanced DBS check without children's barred list information and there has been no break in the volunteer's service since that certificate was issued.

The Trust has ensured that all affected existing volunteers have been identified and the required checks initiated or completed before they continue undertaking regulated activity from 1st September 2026.

5. Ongoing Safeguarding responsibilities

Safer recruitment is an ongoing process and does not end once an individual has been appointed. Our school is committed to maintaining a culture of vigilance and ensuring that all adults working with children continue to demonstrate their suitability to work with children throughout their employment or engagement with our school.

All newly appointed staff, volunteers, agency workers and regular contractors will receive an induction appropriate to their role before or as soon as reasonably practicable after commencing work, this will include:

- The Safeguarding Policy
- Keeping Children Safe in Education Part One
- Staff Behaviour (Code of Conduct)
- Identity of the DSL and Deputies
- Reporting safeguarding concerns procedures
- Whistleblowing procedures
- Low-level concerns procedures
- The safeguarding response to children missing education
- Behaviour policy
- Online safety expectations (including acceptable use)
- Safeguarding responsibilities relevant to the role

All staff, volunteers, governors, agency workers, contractors, and any other adults working within our school are expected to maintain the highest standards of professional conduct and act in accordance with the school's safeguarding policies and procedures at all times. All adults working within our Trust must;

- complete appropriate safeguarding training as required
- Read and understand safeguarding policy and section 1 of KCSIE every year
- Comply with the staff code of conduct and safeguarding policy
- Safeguard and promote the welfare of children
- Contribute to maintaining a positive safeguarding culture throughout our school
- Report low-level concerns regarding the behaviour of adults working in or on behalf of the school in accordance with the low-level concerns procedures set out in the Staff Code of Conduct
- Report concerns where they believe safeguarding practice is unsafe in appropriate or ineffective in line with the Trust's Whistleblowing Policy.
- Inform the Head or CEO if there is any matter that may effect their suitability to work with children. This includes where appropriate;
 - Criminal investigations
 - Cautions or convictions
 - Police bail or other legal restrictions
 - Prohibition orders or professional sanctions

- Changes affecting the individual's right to work in the United Kingdom
- Any circumstance which could reasonably be considered relevant to their suitability to work with children.

APPENDIX 1 - Shortlisting Panel Record and Safeguarding Scrutiny

Vacancy Details

School/Trust	
Vacancy Title	
Reference Number	
Closing Date	
Shortlisting Date	
Interview Date	
Shortlisting panel	

Shortlisting Assessment Matrix

Criteria	E/D	Weighting	Candidate A	Candidate B	Candidate C	Candidate D	Candidate E
Relevant qualifications	E	x2					
Relevant experience	E	x3					
Knowledge of role requirements	E	x2					
Communication skills	E	x2					
Commitment to safeguarding	E	x3					
Experience in education sector	D	x1					
Leadership/supervisory experience (if applicable)	D	x1					
Specialist skills relevant to role	D	x1					
Evidence of professional development	D	x1					
Total Weighted Score							
Shortlist Decision			Yes / Reserve / No	Yes / Reserve / No	Yes / Reserve / No	Yes / Reserve / No	Yes / Reserve / No

Scoring Key

Score	Definition
0	No evidence provided
1	Very limited evidence
2	Partially meets criterion
3	Meets criterion
4	Strong evidence provided
5	Exceptional evidence provided

Safeguarding Scrutiny and Shortlisting Record

Candidate	Employment Gaps	Career History Anomalies	Repeated Short-Term Posts	Safeguarding Concerns Identified	Clarification Required at Interview	Shortlisted (Y/N)	Notes
Candidate A	Y/N	Y/N	Y/N	Y/N	Y/N		
Candidate B	Y/N	Y/N	Y/N	Y/N	Y/N		
Candidate C	Y/N	Y/N	Y/N	Y/N	Y/N		
Candidate D	Y/N	Y/N	Y/N	Y/N	Y/N		
Candidate E	Y/N	Y/N	Y/N	Y/N	Y/N		

Panel Decision Summary

Candidate	Total Weighted Score	Rank	Shortlist Outcome	Rationale
Candidate A			Interview / Reserve / Reject	
Candidate B			Interview / Reserve / Reject	
Candidate C			Interview / Reserve / Reject	
Candidate D			Interview / Reserve / Reject	
Candidate E			Interview / Reserve / Reject	

Panel Declaration

We confirm that all applications were assessed consistently against the published person specification and that safeguarding scrutiny was undertaken in accordance with Keeping Children Safe in Education. Any anomalies, gaps in employment, discrepancies in employment history or safeguarding concerns identified during shortlisting have been recorded and, where appropriate, will be explored further during the recruitment process.

APPENDIX 2 - HR Safeguarding Matrix: Shortlisted Candidates

Role: _____

Candidate: _____

HR Officer: _____

Check	Requirement	Completed	Notes / Concerns	Action Required
Application Form	Fully completed and signed	☐		
Employment History	Complete chronology provided	☐		
Employment Gaps	Any gaps identified for exploration at interview	☐		
Reasons for Leaving	Reviewed for any concerns	☐		
Qualifications	Essential qualifications evidenced on application	☐		
Person Specification	Meets essential criteria	☐		
Previous School Employment	History reviewed	☐		
Safeguarding Declaration	Self-disclosure section completed	☐		
Disciplinary Information	Any declarations reviewed	☐		
Criminal Convictions Declaration	Information reviewed where applicable	☐		
Online Search Completed	In accordance with Trust procedure	☐		
Online Search Concerns Identified	Information requiring clarification	☐		
Safeguarding Risks Identified	Any concerns requiring discussion at interview	☐		
Reference Requests Sent	To appropriate referees	☐		
Most Recent Employer Reference Requested	Yes	☐		
Current Employer Reference Requested	Yes	☐		
Safeguarding Questions Added for Interview	Where concerns identified	☐		

HR Review Outcome

- ☐ Suitable for interview
- ☐ Suitable for interview with safeguarding clarification required
- ☐ Escalate to HR Director/DSL

Comments:

APPENDIX 3 - HR Safeguarding and Pre-Employment Matrix: Successful Candidate

Candidate: _____

Role: _____

Start Date: _____

Check	Required	Date Completed	Verified By	Outcome
Identity Check	Yes			
Right to Work Check	Yes			
Enhanced DBS Check	Yes			
Children's Barred List Check (where regulated activity)	Yes			
Overseas Criminal Record Check (if required)	If applicable			
Overseas Due Diligence Check	If applicable			
Two References Received	Yes			
Most Recent Employer Reference Received	Yes			
Safeguarding Questions Included in Reference	Yes			
Reference Discrepancies Reviewed	Where applicable			
Qualification Certificates Verified	Yes			
Professional Registration Verified	Where applicable			
Prohibition from Teaching Check	Teachers only			
Section 128 Check	Where applicable			
Health Declaration Completed	Yes			
Occupational Health Clearance	If required			
Name Change Documentation Verified	If applicable			
Online Search Concerns Resolved	Yes			
Risk Assessment Completed	Where applicable			
Single Central Record Updated	Yes			

APPENDIX 4

Head Teacher's Safeguarding Risk Assessment Record

Return signed copy to HR@warrinemat.org

Head Teacher to complete where there is:

- A positive DBS disclosure
- Delayed DBS clearance
- Overseas documentation unavailable
- Reference concerns
- Employment history concerns
- Online search concerns

Risk Area	Details	Risk Level (Low/Med/High)	Mitigation
DBS			
References			
Employment History			
Online Search			
Other			

Decision

- ☐ Risk acceptable
- ☐ Further investigation required
- ☐ Appointment not recommended

Headteacher Declaration

I confirm that:

- I have reviewed the recruitment process and pre-employment checks for this candidate.
- Any safeguarding concerns identified during shortlisting, interview, reference checking or pre-employment screening have been fully explored and satisfactorily resolved.
- All mandatory pre-employment checks required by Keeping Children Safe in Education and Trust policy have either been completed or are subject to an appropriate documented risk assessment.
- Appropriate safeguarding controls and supervision arrangements are in place where any check remains outstanding.
- I am satisfied that the appointment does not present an unacceptable safeguarding risk to pupils, staff or the school.
- I approve this individual commencing employment with the school.

Headteacher Name: _____

Signature: _____

Date: _____

No employee, worker, volunteer, governor or casual staff member may commence duties until HR has confirmed that all required safeguarding and pre-employment checks have been satisfactorily completed or an approved written risk assessment has been authorised by the Headteacher/CEO.

**APPENDIX 5 – REFERENCE
REQUEST**
Warriner Multi Academy Trust

CEO: Dr Annabel Kay

Bloxham
Oxfordshire
OX15 4LJ

Tel Number: 01295 720777
admin.4007@warriner.oxon.sch.uk
www.thewarrinerschool.co.uk

Reference Questionnaire

Name of Candidate:

Post:

Reference from:

1. Excellent

2. Good (above Average)

3. Moderate

4. Weak

Qualities/Competencies	1	2	3	4
Organisational ability				
Management skills				
Ability to meet deadlines				
Ability to use own initiative				
Ability to develop good relationships with colleagues				
Capacity for self-evaluation and personal development				
Punctuality				
Do you know of any disciplinary action taken/outstanding in respect of this candidate?			Yes	No
Do you know of any reason why the candidate should not work with children?			Yes	No
What dates did the candidate work for you?			From:	To:
What is the candidate's current (final) salary and pay point?				
Would you be happy to re-employ this candidate?			Yes	No
Have you any reason to doubt the honesty or integrity of the applicant?			Yes	No

How would you finally recommend the candidate for this position? (Please delete accordingly)
Not Recommended / Recommended / Highly Recommended/ Without Hesitation

Would you like to make any further comments that would show the candidate's suitability/unsuitability for the above post?

.....
.....

.....

Please state here in what capacity you know the candidate:

.....
.....

Signature of Referee: Date:

Appendix 6 – invitation to interview

TRUST HEADED PAPER

DATE

NAME

ADDRESS

Dear

Interview for the post of XXXXX

Further to your recent application for the post of XXXXX at XXXXXX school, we would like to invite you to attend for interview on:

Date:

Time:

Location:

We anticipate that the interview will last approximately XXXXXX.

On arrival, please report to reception.

The purpose of the interview is to assess your suitability for the above post and give both the panel and you an opportunity to gain further information. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

IF APPLICABLE: There will also be a presentation/group exercise/data exercise/in-tray exercise (include details of the exercise, what the interviewees need to prepare, etc.)

Please confirm your attendance to email address.

Please note that this post requires a standard / enhanced / enhanced including barred list DBS check. (delete as applicable to the post).

You will need to bring **all** of the following original documentation with you to the interview;

- The attached Self Declaration Form; completed and in a sealed envelope to be given to member of staff who verifies your identity prior to the interview.
- First degree and/or teaching certificate
- Subsequent qualifications
- birth certificate
- marriage certificate (if name change)

- driving licence
- passport
- National Insurance Number
- utilities bill (showing your current address)
- most recent pay slip
- acceptable documentary evidence to demonstrate Right to Work in the UK if you are not a UK passport holder; Here's the link to the list of acceptable documents: [Right to work checklist - GOV.UK](#)

Documents will be photocopied and placed on your personal file, should you be appointed.

References

Prior to interview, we will be writing to referees to provide an objective assessment of your suitability to work with children and to undertake this role.

Please note that any position offered will be conditional until we have received satisfactory pre-employment checks including references, medical clearance, satisfactory DBS disclosure, verified proof of eligibility to work in the UK, proof of professional registration body and qualifications.

It is important to remember that an offer of employment cannot be made until the above documents have been received and verified.

Any information supplied by you as part of the selection process will be securely held on file.

Reasonable adjustments

If you consider yourself to have a disability, we will be pleased to make any reasonable adjustments to our recruitment process to enable you to participate fully. Please contact me on [email address or phone number](#) prior to the interview date so we can discuss your requirements.

If you have any questions please contact me via xxxxxxxx.

Finally, thank you again for applying for the post. We are looking forward to meeting you and wish you good luck.

Yours sincerely,

xxxxx (name)
xxxxx (job title)

Encl:
Self Declaration Form

APPENDIX 7 – Policy Statement on Recruiting Applicants with Criminal Records and Self Declaration Form

Congratulations on being shortlisted for interview. Please read the below information, complete and sign the Self Declaration Form and bring it with you to interview in a sealed envelope.

The Trust is committed to safeguarding children and young people and therefore must assess the suitability of applicants to work with children. The successful candidate will be subject to an enhanced DBS check (including barred list check for positions involving regulated activity with children) As part of our recruitment procedures, shortlisted candidates are required to complete a self-declaration form. This enables the Trust to assess suitability for roles working with children and provides an opportunity for candidates to disclose relevant information before statutory pre-employment checks are completed and to enable this information to be discussed at interview.

Failure to disclose relevant information requested as part of the Trust's safer recruitment procedures may result in an application being withdrawn, an offer of employment being withdrawn, or disciplinary action, including dismissal where applicable.

Any information disclosed will be treated confidentially and considered fairly in the context of the role and the Trust's duty to safeguard and promote the welfare of children.

Any offer of employment will be conditional on checks detailed in the Trusts Safer Recruitment Policy, whether an outcome of a check is satisfactory will be determined by the Trust.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before considering withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by our HR Director or another trained member of our Senior Leadership Team.

Policy statement on recruiting applicants with criminal records

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). You are therefore required to disclose any cautions and convictions that are not protected (filtered) in accordance with the legislation. Protected cautions and convictions should not be disclosed and will not be taken into account in recruitment decisions.

For more information about which convictions must be declared and further information about filtering offences;

[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974-and-the-exceptions-order-1975)

The Trust recognises the contribution that people with previous convictions can make as employees and volunteers and welcomes applications from suitably qualified applicants. A criminal record will not automatically prevent appointment. Each case will be considered individually, taking into account:

- The relevance of the information to the role.
- The seriousness of any offence or concern.
- The age of the applicant at the time.
- The time elapsed since the matter occurred.
- Any pattern of behaviour.
- The circumstances surrounding the matter.
- Evidence of rehabilitation.
- The safeguarding responsibilities of the role.

Information disclosed will be treated confidentially and considered only by those involved in assessing suitability for the post.

Please complete the self declaration form below and bring it with you to the interview in a sealed envelope.

Self Declaration Form

Surname		Forename	
Are you aware of any information, circumstance, conduct, investigation, finding or ongoing matter that may affect your suitability to work with children or young people, or that could reasonably be considered relevant to safeguarding?			Yes/No
If Yes please provide details. 			
Do you have any cautions and convictions that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).			Yes/No
If Yes please provide details including the offence and date. 			

Are you currently subject to any police investigation, criminal proceedings, regulatory investigation, safeguarding investigation, or professional conduct process that has not yet concluded?	Yes/No
If Yes please provide details.	
Have you lived or worked outside the United Kingdom?	Yes/No
If yes, please provide details of the countries and dates	
Do you have any criminal record information, safeguarding findings, professional sanctions or other relevant information from overseas that may be relevant to your suitability to work with children?	Yes/No
If Yes please provide details;	
Are you currently subject to, or have you ever been subject to, a prohibition order, interim prohibition order, professional conduct finding, or any other restriction imposed by the Teaching Regulation Agency or equivalent professional body?	Yes/No
Have you been disqualified under the terms of the Childcare (Disqualification) Regulations 2009 as amended in 2018 (this declaration is relevant only for employees who will be caring for children under age 8 as defined in the above legislation)?	Yes/No
For Regulated positions only; Have you been barred from working with children by the DBS, Independent Safeguarding Authority (ISA) or any other organisation?	Yes/No
For posts involving management responsibility only:	Yes/No

Are you aware of any order, restriction or direction that would prevent you from participating in the management of an independent school or academy trust?	
---	--

DECLARATION

I declare that the information provided on this form is true, complete and accurate to the best of my knowledge. I understand that providing false, misleading or incomplete information, or failing to disclose relevant information, may result in my application being withdrawn, an offer of employment being withdrawn, or disciplinary action including dismissal if appointed.

Signed _____ Date _____

APPENDIX 8 – REGULATED ACTIVITY EXTRACT FROM KCSIE (2026)

Regulated activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and The Crime and Policing Act 2026.

Regulated activity includes:

- a) paid and unpaid work that involves teaching, training, instructing, caring for or supervising children, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b) any other type of paid work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children.

Work under (a) or (b) is regulated activity only if done frequently, on more than 3 days in a 30-day period or overnight.⁸³ Some activities are always regulated activities, regardless of frequency. This includes:

- c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability;
 - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Regulated activity will not be:

- paid work in specified places which is occasional and temporary and does not involve any of the activities in (a) above.