



## **Rawdah Montessori Primary School Safer Recruitment Policy**

**Version:** 1.1

**Reviewed:** October 2025

**Next Review Due:** October 2026

### **1. Policy Statement**

Rawdah Montessori Primary School is committed to creating a culture of safety and vigilance that safeguards and promotes the welfare of all children. We recognise that robust recruitment procedures are essential in deterring and preventing people who are unsuitable to work with children from applying for or securing employment at our school.

This policy sets out the framework for safer recruitment practices, ensuring that all staff, volunteers, governors, and regular visitors are suitable to work with children. Our procedures align with the school's Islamic values of honesty, integrity, and responsibility, and reflect our paramount duty to protect the children in our care .

This policy should be read in conjunction with the:

- **Safeguarding and Child Protection Policy**
- **Staff Code of Conduct**
- **Safer Recruitment and Criminal Record Disclosure Policy**

- **Staff Induction Policy**
- **Single Central Record (SCR) Management Guidance**

## 2. Legal Framework

This policy is guided by the following legislation and statutory guidance:

Legislation / Guidance

Relevance

**Keeping Children Safe in Education (KCSIE) 2025**

Part Three sets out statutory requirements for safer recruitment and pre-appointment checks .

**Education (Independent School Standards) Regulations 2014**

Requires independent schools to have arrangements to safeguard and promote the welfare of pupils.

**Safeguarding Vulnerable Groups Act 2006**

Defines regulated activity and barred lists.

**Education and Skills Act 2008 (Section 128)**

Prohibits individuals who are barred from participating in the management of an independent school .

Legislation / Guidance	Relevance
<b>Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975</b>	Allows schools to ask about spent convictions for regulated activity roles .
<b>Disqualification under the Childcare Act 2006</b>	Applies to staff working with children under 8 (relevant for early years) .
<b>Data Protection Act 2018 / UK GDPR</b>	Governs the handling of personal data and DBS information.

### 3. Scope

This policy applies to all individuals involved in recruitment at Rawdah Montessori, and to all positions within the school, including :

- Teaching and support staff (full-time, part-time, permanent, fixed-term)
- Temporary staff and supply teachers
- Volunteers and work experience students
- **Governors and members of the proprietor body**
- Contractors and agency staff working on school premises
- Trainee teachers on salaried or fee-funded routes

**Note:** All roles within the school are classified as **regulated activity** under the Safeguarding Vulnerable Groups Act 2006, requiring an enhanced DBS check with children's barred list check .

## 4. Key Principles

### Principle

### Our Commitment

#### **Safeguarding First**

The welfare of the child is paramount throughout the recruitment process.

#### **Deterrence**

Clear messaging in adverts and application materials will deter unsuitable individuals.

#### **Consistency**

All applicants will be treated fairly and consistently.

#### **Transparency**

Candidates will be informed of all checks and requirements at the earliest opportunity.

#### **Compliance**

All statutory checks will be completed before appointment, or as permitted by law.

#### **Section 128 Compliance**

All individuals involved in the management of the school will be subject to a Section 128 check .

#### **Training**

At least one member of every interview panel will have completed accredited Safer Recruitment training .

## 5. Roles and Responsibilities

Role	Responsibilities
<b>Governing Body / Proprietor</b>	Overall accountability for safer recruitment; ensure policies are in place and reviewed; maintain oversight of the Single Central Record (SCR), including Section 128 checks for all governors and management roles .
<b>Headteacher</b>	Operational responsibility for recruitment; ensure procedures are followed; appoint Safer Recruitment-trained panel members.
<b>Safer Recruitment Lead</b>	<i>[Name]</i> – Coordinates recruitment processes; maintains SCR; ensures all checks, including Section 128, are completed.
<b>Interview Panel Members</b>	At least one member must hold current Safer Recruitment training; conduct fair and thorough interviews; explore any concerns .
<b>HR Lead / Administrator</b>	Process applications; request references; carry out pre-employment checks, including Section 128 checks; maintain accurate records.
<b>All Staff</b>	Report any concerns about a colleague's suitability to work with children to the DSL immediately.

## 6. Recruitment and Selection Process

### 6.1 Advertising

All job advertisements will include :

- A statement of the school's commitment to safeguarding and promoting the welfare of children.
- A clear declaration that all applicants will be subject to safeguarding checks, including an enhanced DBS check, barred list check, and **where applicable, a Section 128 check** .
- The safeguarding responsibilities of the post.
- Whether the post is exempt from the Rehabilitation of Offenders Act 1974 (all school posts are exempt).

### 6.2 Application Forms

- All applicants must complete a standard application form; CVs will not be accepted in place of a completed application form .
- Application forms will request:
  - Personal details including current and former names, current address, and National Insurance number.
  - Full employment history since leaving school, including education, employment, and voluntary work, with reasons for any gaps in employment.
  - Qualifications, awarding bodies, and dates of award.
  - Details of two referees (see Section 7).
  - A statement of personal qualities and suitability for the role.

## 6.3 Self-Declaration

Shortlisted candidates will be asked to complete a **self-declaration form** disclosing any criminal record or information that would make them unsuitable to work with children. This allows for discussion at interview before the DBS certificate is received .

## 6.4 Online Searches

In line with KCSIE 2025 guidance, the school will carry out an **online search** for all shortlisted candidates as part of our due diligence. Any information that is publicly available online will be explored with the candidate at interview .

## 6.5 Shortlisting

- Shortlisting will be carried out by at least two people.
- Reasons for any inconsistencies, gaps in employment, or frequent changes of employment will be noted and explored at interview .

## 6.6 Interviews

- At least one member of the interview panel must have completed accredited Safer Recruitment training .
- Interviews will explore:
  - The candidate's motivation for working with children.
  - Their skills and experience relevant to the role.
  - Their understanding of safeguarding and their attitudes towards children.
  - Any gaps or concerns identified in the application or self-declaration.
- Notes of the interview and decisions made will be kept on file.

## 7. References

- At least two professional references will be obtained for all shortlisted candidates, including from the current or most recent employer .
- References will be sought **prior to interview** where possible, and always before appointment.
- References will be requested directly from the referee, not via the candidate.
- Open references (e.g., "to whom it may concern") or references from colleagues will not be accepted.
- Any reference received electronically will be verified to confirm the originating source.
- Referees will be contacted to clarify any vague or insufficient information, or any discrepancies with the application.

## 8. Pre-Employment Checks

No offer of employment is confirmed, and no individual may start work, until all relevant checks have been satisfactorily completed .

### 8.1 Mandatory Checks for All Staff



Check	Requirement
<b>Identity Check</b>	Verification of identity from a passport, driving licence, birth certificate, plus proof of address. Original documents must be seen in the presence of the applicant .
<b>Right to Work in the UK</b>	Verification of original documents showing permission to work in the UK .
<b>Enhanced DBS Check (with Barred List)</b>	An enhanced DBS check including the children's barred list for all staff in regulated activity .
<b>Medical Fitness</b>	Verification of mental and physical fitness to carry out the role (health questionnaire or occupational health assessment) .
<b>Qualification Checks</b>	Verification of professional qualifications, including degrees, teaching qualifications, or any other qualifications required for the role .

## 8.2 Additional Checks for Specific Roles

Role	Additional Check
<b>Teachers</b>	Prohibition from teaching check via the Teaching Regulation Agency (TRA) Teacher Services system .

Role	Additional Check
<b>Management Roles (including Headteacher, Governors, Proprietors)</b>	<b>Section 128 check</b> to ensure the individual is not barred from taking part in the management of an independent school .
<b>Staff Working with Children Under 8</b>	Disqualification under the Childcare Act 2006 check .
<b>Overseas Applicants</b>	Appropriate checks for any period of living or working outside the UK, including criminal records checks from the country of origin .

### 8.3 Section 128 Check – Detailed Guidance

The Section 128 check is a specific prohibition check that applies to:

- All members of the **governing body** (including the proprietor)
- The **Headteacher**
- Any staff member with **management responsibilities** (e.g., Deputy Head, Business Manager, Head of Department)

#### How it is carried out:

- The check is performed via the **Teaching Regulation Agency (TRA) Teacher Services** portal .
- It is a separate check from the DBS and the prohibition from teaching check.
- It verifies that the individual is not subject to a section 128 direction, which would bar them from participating in the management of an independent school.

#### Timing:

- Section 128 checks must be completed **before appointment** for new governors, proprietors, and management staff.
- For existing governors, the check must be completed as soon as possible and logged on the SCR .

## 8.4 Timing of Checks

- All checks must be completed **before** the individual begins work.
- In exceptional circumstances, where a candidate must start work before the full enhanced DBS check is completed, a **barred list check** will be obtained first, and the individual will be supervised at all times. The full DBS check will be received as soon as possible .

## 9. Agency and Third-Party Staff

For all agency and supply staff, the school will :

- Obtain written confirmation from the agency that all necessary checks have been carried out (including DBS, barred list, prohibition, Section 128, and right to work).
- Request written confirmation of the outcome of all checks.
- Request a copy of any DBS certificate where information has been disclosed.
- Verify the identity of the individual when they first present for work.

## 10. Volunteers and Governors

### 10.1 Volunteers

- All volunteers will be subject to appropriate checks based on their level of contact with children.
- Volunteers who work in regulated activity will require an enhanced DBS check with barred list check.
- Volunteers who are supervised at all times may not require a barred list check, but an enhanced DBS check will still be obtained .

### 10.2 Governors and Proprietors

- All governors and members of the proprietor body will be subject to an **enhanced DBS check** .
- A **section 128 check** will be carried out for all governors and anyone involved in the management of the school .
- DBS checks for governors must be obtained **within 21 days of appointment** .
- While governors are not typically in 'regulated activity' requiring a barred list check, this is automatically included in the enhanced DBS check for all school roles .

## 11. The Single Central Record (SCR)

The school will maintain a **Single Central Record** of all pre-appointment checks, in accordance with KCSIE 2025 .

### 11.1 Who Must Be Recorded

The SCR will cover:

- All staff (teaching and support staff, including teacher trainees on salaried routes)
- All volunteers and governors
- **All members of the proprietor body**
- All agency and third-party staff

### 11.2 Information to be Recorded

For each individual, the SCR will record whether the following checks have been carried out and the date :

Check	Staff	Governors	Agency
Identity check	✓	✓	✓
Barred list check	✓	✓	✓
Enhanced DBS check	✓	✓	✓
Prohibition from teaching check	✓ (teachers)	X	✓ (if teacher)
<b>Section 128 check</b>	✓ (management roles)	✓ (all)	✓ (if management role)
Right to work in the UK check	✓	✓	✓
Qualification checks	✓	X	✓

Overseas checks	✓ (if applicable)	✓ (if applicable)	✓ (if applicable)
Disqualification under the Childcare Act check	✓ (if under 8)	X	✓ (if applicable)

For agency staff, the SCR will record whether **written confirmation** has been received from the agency that all necessary checks have been completed .

### 11.3 Review and Monitoring

- The SCR will be reviewed **at least termly** by the Headteacher and Safer Recruitment Lead.
- Any gaps or discrepancies will be addressed immediately.
- The Governing Body will receive a termly report on SCR compliance, including confirmation that all Section 128 checks are up to date.

## 12. Conditional Offers of Employment

All offers of employment are **conditional** upon the satisfactory completion of all pre-employment checks. The conditional offer letter will clearly state :

- The checks that are outstanding (including Section 128 where applicable).
- That the offer may be withdrawn if any check reveals information that makes the candidate unsuitable.
- That it is an offence to apply for a role in regulated activity if barred from working with children.

### 13. Handling Disclosure Information

- Disclosure information will be handled in accordance with the **Data Protection Policy** and the **DBS Code of Practice**.
- Information will be kept securely, with access restricted to those who need to see it.
- DBS certificates will not be retained for longer than necessary (normally 6 months, unless forming part of a safeguarding investigation) .
- Applicants have the right to discuss any disclosure information with the Headteacher before a final decision is made.

### 14. Retention of Records

- Recruitment records (including application forms, interview notes, and reference requests) will be retained for **6 months** after the recruitment decision, in line with data protection requirements.
- If the individual is appointed, relevant documents (e.g., proof of identity, qualification certificates) will be retained on the personnel file.
- Records relating to unsuccessful candidates will be securely destroyed after 6 months.
- **Section 128 check records** will be retained for the duration of the individual's appointment and for 6 years thereafter, in line with data protection guidance .

## 15. Training for Recruitment Panels

- All staff involved in recruitment will receive training on safer recruitment procedures, including awareness of Section 128 checks .
- At least one member of every interview panel must hold current accredited **Safer Recruitment training** (renewed every 3-5 years) .
- Training records will be maintained by the HR Lead.

## 16. Contractors and Regular Visitors

- Contractors who work regularly on school premises (e.g., cleaners, caterers, IT support) will be subject to appropriate checks in line with agency staff requirements .
- Professional visitors (e.g., educational psychologists, social workers) will have their identity verified, and we will seek assurance that their employer has carried out appropriate checks .
- General visitors (e.g., parents attending events) will be supervised and do not require DBS checks .



## 17. Monitoring and Review

This policy will be reviewed **annually** by the Governing Body, or sooner following :

- Changes to KCSIE or other statutory guidance.
- A significant safeguarding incident.
- A recommendation from an external audit or inspection.

The review will include scrutiny of the SCR, including verification that all **Section 128 checks are up to date** for governors and management staff.

## **Staff Acknowledgment**

All staff involved in recruitment are required to read this policy and sign the acknowledgment below. The signed form will be kept in the staff member's personnel file.

I confirm that I have read, understood, and agree to abide by the **Rawdah Montessori Primary School Safer Recruitment Policy**, including the requirement for Section 128 checks where applicable.

**Name:**

**Role:**

**Signature:**

**Date:**

## Review of Policy Dates

REVIEW DATE	REVIEWED BY	SIGNED OFF (Name & Role)
<b>Oct 2025</b>	Governing Body	<b>Chair:</b> Sohaib Tanvir
<b>Next Review Due:</b>		
<b>Oct 2026</b>	Governing Body	<b>Chair:</b>
	Headteacher	<b>Headteacher:</b>