Safer Recruitment Procedures 2026

A key aspect of safeguarding is the vetting of applicants and prospective volunteers working with children to make sure they are not unsuitable. Guidance about this is in the Governance Handbook (Section 4.3, 4.6 and 7.1), and in 'Keeping Children Safe in Education 2026' (Part three).

Schools must create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might harm children. At least one person on every interview panel must have completed 'Safer Recruitment' training. However, other people are involved in the recruitment process and consideration should be given to training these people too.

Governing bodies must be clear about the checking and vetting processes, before shortlisting, during the interviews and afterwards. They should be assured there are effective processes in place for arranging checks, including DBS, identity, right to work in the UK and any required overseas police checks, often called a 'Certificate of Good Conduct'.

As part of Safer Recruitment, all governors must have an Enhanced DBS check.

The governing body must reassure itself that all appropriate suitability checks have been undertaken and that the school keeps a Single Central Record (SCR), detailing the range of checks it has carried out on its staff. The SCR should be reviewed to ensure that it is being kept accurately, at Ravenswood this is done by the Safeguarding Governor. Whoever reviews the SCR should have had suitable training to understand how the record should be kept.

When making appointments, the bodies will need to reassure themselves that mechanisms are in place within the school to check that any person employed to teach has the required teaching qualifications and has successfully completed any statutory induction required.

Recruitment Checklist

Event	Notes	Date Completed
Planning	Timescales Person specification/Job Description including expectation to follow all safeguarding procedures Application Form (state no CVs accepted) Include commitment to safeguarding on all recruitment materials, including website Applicant Pack created, including safeguarding information Statement that DBS/other vetting checks will be completed	
Vacancy Advertised	Safeguarding commitment and checks mentioned in the advert to deter	
Applications received	Scrutiny of dates, gaps, discrepancies and link to Person Spec,/JDs Social media checks completed	
Short-listing	At least two people involved Judged against standard criteria- person specification	
References requested	Request directly from appropriate referee Ask specific safeguarding questions	
References received	Scrutinised against information given on application form Note issues of concern to be followed up at interview or with referee	
Invitation to interview sent out	Include full instructions for the day, including request to bring along proof(s) of identity, evidence of qualifications and right to work in UK. For teachers, proof of QTS.	
Interview day - applicants	Copies of documents taken and any issues noted and shared with interview panel for clarification. Any lack of documents queried and panel agree whether to interview or not.	
Interview day – panel	Panel must include at least one person who has completed Safer Recruitment training Panel must include people who are authorised to appoint staff Panel to have met prior to interviewing and have discussed the questions and assessment criteria The same people interview every candidate	
Interview	Check any discrepancies in application form/ references/ identity/qualification evidence Check suitability to work with children Explore safeguarding/child protection understanding Record made of questions/answers	
Conditional offer of employment made	Made clear to successful applicant that the offer of employment is conditional on successful vetting and other per-employment checks (e.g.	

	medical) and for non-teaching posts, a probationary period	
Records of Interview information filed	For unsuccessful candidates - kept from date of appointment of successful candidate plus 6 months (include name of interviewers with safer recruitment training) For successful candidate – placed in personnel file and kept until termination of employment plus 6 years (include name of interviewers with safer recruitment training) Evidence of Right to work in UK – kept until termination of employment plus not less than two years Copies of DBS Certificates – must not be kept for longer than 6 months Copies of other evidence may be kept on file until termination of employment plus 6 years	
Enhanced DBS form completed and sent off	For all staff, volunteers (in regulated activity) and governors.	
DBS Child and adult Barred List requested	For staff, volunteers or governors in regulated activity only.	
Health Form completed and requested	Pre- employment medical form completed by newly recruited staff	
Prohibition from teaching check completed	Using DfE Teacher Services	
Prohibition from management check	(Not needed in maintained schools; only required in independent/academies/free schools) Known as Section 128 check and completed via DfE Teacher Services	
QTS Check for teachers (Need not apply in academies, independent or free schools)	Confirmation of qualified teacher status, including confirmation that where relevant the probationary period has been completed. Confirmation statutory induction completed. Checked via Teacher Services	
Overseas Checks	Not prohibited or restricted from teaching by another EU country. Completed by North Somerset HR. Police check/Certificate of Good Conduct obtained according to school policy For overseas trained teachers, letter that NARIC has agreed equivalence of qualification with UK standards	
Single Central Record	All relevant checks recorded on the Single Central Record and checked regularly.	
Induction completed	Including: Child Protection Training Code of Conduct or Staff Behaviour Policy Read 'Keeping Children Safe in Education' Part 1	

Staff Training Records

Safer Recruitment Training	Expiry date
Mark Senior	Sept 2027
Katie Barnes	Sept 2028
Cheri Frost	Sept 2027
Mike Evans	June 2028
Hannah Winter	Sept 2028
Tracy Lodge	June 2028
Rebecca Mitchell	June 2028