

**The Corsham School Academy Group
Safer Recruitment Policy
Part of the Personnel Policies**

Rationale:

Safeguarding and promoting the welfare of children (in accordance with Keeping Children Safe in Education September 2026) is an integral factor of school management. Robust and rigorous recruitment and selection practices helps deter or reject unsuitable applicants from gaining positions within schools and helps to ensure that the workforce is fully committed to the safe welfare of children who contribute to a safe and secure school environment. The Governing body of the Corsham School Academy Group will act reasonably when making decisions about the suitability of the prospective employee based on checks and evidence including: Disclosure and Barring Service (DBS) checks, barred list checks and prohibition checks together with references and interview information.

Principles

Inviting Applications

- Advertisements for posts, whether in newspapers, journals or on-line will include the following:
- **Statement: The Corsham School Academy Group is committed to safeguarding children and young people. All appointments are subject to the school receiving two satisfactory references, one of which will include the current/last employer. This appointment is also subject to the provision of relevant documents to the school proving a legal right to work in the UK, clearance from the Disclosure and Barring Service of an enhanced check for regulated activity, and confirmation of professional qualifications. On acceptance of a job offer, a pre-employment health check will be completed. The appointment is conditional on all of the above checks being satisfactory. It is an offence to apply for a role within regulated activity if the applicant is barred from engaging in regulated activity with children.**
- Information as to whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1972, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db-filtering-guide)
- Prospective applicants will be supplied, as a minimum, with the following
 - A job description
 - A confidential application form
 - The school's Child Protection Policy

- The school's Safer Recruitment Policy (this document)
- Recruitment of Ex Offenders Policy

All prospective applicants must complete, in full, the confidential application form, in which an Applicant is required to provide the following information:

- Personal details, current and former names, current address and NI 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 and
- 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

Curriculum Vitae will only be accepted alongside an Application Form

Short Listing Panel

Short-listing of candidates will be made against the person specification for the post and will be conducted by at least two people from the final interview panel.

The Shortlisting panel will also

- consider any inconsistencies and look for gaps in employment and reasons given for them
- explore all potential concerns

Short listed candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found here

[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/disclosure-of-criminal-records)

In addition, the school will carry out online searches to help identify any incidents or issues that are publicly available online. We will only record information that identifies recruitment risks where the Candidate:

- Is unqualified for the role
- Poses a potential safeguarding risk
- Risks damaging the reputation of the school/Trust

Shortlisted candidates will be informed that we will carry out these checks as part of our due diligence process and checks will be recorded on the Online search record at Appendix 1. The results of these checks do not form part of the shortlisting process and a shortlisted candidate will be given the opportunity to address any issues of concern at interview.

The School will record all information on the checks carried out 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.

New staff – Pre Employment Checks

When appointing new staff, we will:

- Verify identity to be sure that the person is who they claim to be, this will include having an awareness of the potential for individuals changing their name. A birth certificate will be requested for this purpose.
- Obtain (via the applicant) an enhanced DBS certificate, including children's barred list information for anyone who will engage in regulated activity. The original physical certificate will be checked, including where the DBS Update Service is used. The certificate must be obtained before, or as soon as practicable after, appointment. Where a person is permitted to start regulated activity before the certificate is available, this will only be after a separate children's barred list check, completion of all other relevant checks and a documented risk assessment with appropriate supervision. The Trust will not retain a copy of a DBS certificate for longer than six months.
- Obtain a separate children's barred list check only where a newly appointed member of staff or volunteer will engage in regulated activity before the enhanced DBS certificate is available, or where a person has worked in a post in a school or college that brought them into regular contact with children and has not left that work for more than three months, and the relevant conditions in KCSIE are met.
- Individuals may join the DBS Update Service when applying for a new DBS check or within 30 calendar days of the certificate's issue date. Where the Update Service is used, the Trust will still inspect the original physical certificate and complete an online status check.
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate via the DFEs web page (DFE Sign-In account is required to log into this service) [Check a teacher's record - GOV.UK](#)
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent.
 - The school will also endeavor to obtain a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why the applicant may be unsuitable to work in a school (regulated activity). Applicant can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body.
 - Where this information is not available the school will seek alternative methods of checking suitability and undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.
 - Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, the school will consider the circumstances that led to the restriction or sanction being imposed when considering an applicant's suitability for employment. The school will refer to the DFE Guidance 'Recruit Teachers from Overseas'
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state

For Corsham Regis Primary Academy with pupils aged under 8 we will

- ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought. Where the Trust is subject to the Early Years Foundation Stage framework, staff and volunteers must not begin work within the EYFS setting until the school has received their enhanced DBS certificate including children's barred list information.

References

We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children. The Corsham School Academy Group 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
- obtain verification of the individuals 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 ensure that a reference is obtained from the 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 follow 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

Regulated activity

Regulated activity with children includes paid or unpaid work which involves teaching, training, instructing, caring for or supervising children; providing advice or guidance on their physical, emotional or educational wellbeing; driving a vehicle only for children; or other work in a specified place such as a school which provides an opportunity for contact with children. Except for intimate or personal care, healthcare or overnight activity, the work must be carried out frequently or on more than three days in a 30-day period, or overnight. The former supervision exemption for volunteers was removed by the Crime and Policing Act 2026.

Appointment Panel

- At least one member of every Appointment Panel will have current Safeguarding Training status.

The appointment

The Chair of the Appointment Panel will make a verbal offer of the post to the successful candidate. If they accept they are then sent a formal offer which states that their appointment is subject to, satisfactory references and satisfactory medical and safeguarding checks.

- The unsuccessful candidates are informed and offered feedback on their performance. This will usually be carried out by the line manager who was part of the interview panel.
- The successful candidate is sent a conditional formal offer of the post to which they must respond in writing. All offers of employment are conditional until all mandatory pre-employment checks have been completed.

Induction

All staff who are new to The Corsham School Academy Group will receive induction training that will include the school's safeguarding policies/procedures and guidance on safe working practices.

Regular monthly meetings will be held during the first three months of employment between the new employee(s) and the appropriate manager(s).

Existing staff

The Trust will carry out new checks on existing staff or volunteers where they move from work that is not regulated activity into regulated activity, there has been a break in service of 12 weeks or more, or there are concerns about their suitability to work with children. The relevant checks for regulated activity must be completed.

The Trust will make a referral to the DBS where it removes a member of staff or volunteer from regulated activity, or would have done so had the person not left or ceased volunteering, and believes that the individual has engaged in relevant conduct, satisfied the harm test, or been cautioned or convicted of a relevant offence. Referrals will be made as soon as possible and may arise following suspension, redeployment away from regulated activity, dismissal, resignation or cessation of volunteering.

Where the Trust dismisses or ceases to use the services of a teacher because of serious misconduct, or might have done so had the teacher not left first, it will consider referral to the Secretary of State through the Teaching Regulation Agency and will have regard to its duties under the Public Sector Equality Duty.

Agency and third-party staff

- We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.
- In the event of a DBS check from an Agency where it discloses any 'matter of information' or 'any information was provided to the employment business' a copy of the Enhanced Disclosure will be requested.
- The Agency must obtain the enhanced DBS Certificate with barred list information for agency staff prior to the school appointing the individual.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
- We will obtain the DBS check for self-employed contractors.
- We will not keep copies of such checks for longer than 6 months.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- We will check the identity of all contractors and their staff on arrival at the school.

Visitors

The Trust will distinguish between professional visitors, educational visitors, contractors, family members and people attending events. DBS or barred list checks will not be requested, and existing DBS certificates will not be inspected, for visitors such as children's relatives or people attending a sports day. The Headteacher will use professional judgement about whether such visitors should be escorted or supervised.

For professional visitors, the school will check identity and obtain assurance that the visitor has had the appropriate DBS check for the activity, normally through confirmation from the visitor's employer rather than by inspecting the certificate. The safeguarding arrangements for external organisations and speakers will consider suitability, educational value, age appropriateness and whether relevant checks or supervision are required.

Corsham Regis Primary Academy with pupils aged under 8

For self-employed contractors such as music teachers or sports coaches, the Trust will either obtain the appropriate DBS check or inspect a certificate obtained by the self-employed person, ensuring that it is at the level required for the role. We will also ensure that appropriate checks are carried out under the Childcare Disqualification Regulations 2018 and the Childcare Act where applicable. Where an individual is assessed as outside the scope of those requirements, the assessment, risks, control measures and any advice obtained will be recorded.

Trainee/student teachers

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.

Corsham Regis Primary Academy with pupils aged under 8

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act.

Volunteers

The Crime and Policing Act 2026 removed the supervision exemption. Any volunteer whose role involves teaching, training, instructing or supervising children frequently, on more than three days in a 30-day period, or overnight is in regulated activity. The Trust will obtain an enhanced DBS check with children's barred list information before allowing such regulated activity, subject only to the limited separate barred-list arrangements described in this policy.

Where a volunteer reaches the frequency threshold across more than one setting, the settings will work together to determine which should apply for the enhanced DBS check with children's barred list information. The volunteer will provide the resulting information to each setting and may join the free DBS Update Service.

Existing volunteers who entered regulated activity on 1 September 2026 as a result of the legal change must have their children's barred list status checked. This should normally be through an enhanced DBS check with children's barred list information. A standalone barred list check may be used only where the Trust wishes to permit regulated activity before the enhanced certificate is received, or where a recent enhanced certificate without barred list information has been obtained and there has been no break in service.

A volunteer for whom no checks have been obtained must never be left unsupervised or allowed to engage in regulated activity. For a volunteer who is not in regulated activity, the Trust will complete and retain a written risk assessment considering the nature of the work, what is known about the volunteer, available references and whether an enhanced DBS check without barred list information or a basic DBS check is appropriate.

Corsham Regis Primary Academy with pupils aged under 8

Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Governors

All governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

The Chair of Trustees will be required to undergo a Suitability Check with the DfE and further information on this process can be found via the link below. This Suitability Check is effective from 8th July 2020.

[Academy trust chair suitability checks: guidance for applicants - GOV.UK](#)

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under Section 128 of the [Education and Skills Act 2008](#)). Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Adults who supervise pupils on work experience

When organising work experience, the Trust will ensure that the placement provider has policies and procedures in place to protect children from harm.

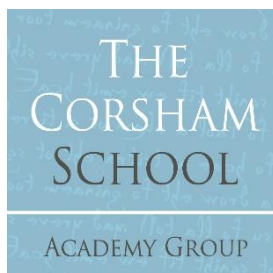
A person who teaches, trains, instructs, cares for or supervises a child on work experience frequently, on more than three days in a 30-day period, or overnight is in regulated activity and must not be barred from regulated activity. Other people in the workplace who do not carry out those activities are not in regulated activity. An enhanced DBS check with children's barred list information cannot be requested for a person supervising a child aged 16 or 17 solely on work experience. Where a person aged 16 or over undertakes work experience in a school or other specified place and has the opportunity for contact with children, the provider will consider whether an enhanced DBS check is appropriate; no DBS check may be requested for a person under 16.

Homestay arrangements

Where the Trust arranges care and accommodation in the UK for a visiting child in the home of an unrelated family and can terminate the arrangement, the responsible adults are in regulated activity for the duration of the stay. The Trust will obtain an enhanced DBS certificate with children's barred list information for those adults and will consider whether an enhanced certificate is also appropriate for anyone aged 16 or over in the household. Parent- or student-arranged homestays are private arrangements for which the Trust is not the regulated activity provider.

For host families abroad, the Trust will work with the partner school or agency to establish appropriate safeguarding checks and assurances. Where the Trust organises a homestay abroad and has the power to terminate it, it will make reasonable enquiries about the suitability of host adults and record the assurances obtained.

This Policy has been workload impact assessed, and is operational from: September 2019
Date of next review: September 2027



Candidate name:

Role shortlisted for:

Searcher name:

Date and time of online search:

SEARCH PARAMETERS	CONCERNS RAISED
Google search: The following terms, looking at the first page of results: • 'Candidate name' • 'Candidate name' + 'current school/employment' • 'Candidate name' + 'previous school/employment' • 'Candidate name' + 'educational institution' • 'Candidate name' + 'job title' Websites: The candidate's name was typed into the search function of the following websites: • LinkedIn • Twitter (checked the top 10 results) • Facebook (checked the top 10 results) • Their current school's website	Only record information that suggests the candidate: • Is unqualified for the role • Poses a potential safeguarding risk • Risks damaging the reputation of your school/trust Don't include any irrelevant personal information.