



Broadway Academy Trust Policies

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Safer Recruitment Policy

Approved by: Deep Leadership Committee

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1. Introduction

- 1.1 The Governing Board of Broadway Academy Trust has adopted this Safer Recruitment policy in accordance with the School Staffing (England) Regulations 2009, the Education (Independent School Standards) Regulations 2014 and [Keeping Children Safe in Education 2025 part 3](#) statutory guidance.
- 1.2 The Governing Board is committed to safeguarding and promoting the welfare of children and young people in its care. It recognises that the legal requirements for recruiting and employing people to work in education include provisions specifically designed to protect children and young people from harm and that following these provisions is an essential part of its duty of care. It also recognises that the legal requirements for checking prospective employees' right to work in the United Kingdom protect those responsible for recruitment from fines for infringing the law.

2. Principles

- 2.1 The Governing Board is committed to:
 - following the [Keeping Children Safe in Education](#) statutory guidance
 - ensuring that checks on the right to work in the United Kingdom comply with the requirements of the Immigration, Asylum and Nationality Act 2006
 - implementing its legal duties and responsibilities in respect of equality in employment.
- 2.2 The Board recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds with different skills and abilities. It is committed to ensuring that the recruitment and selection of all who work within the Academy Trust is conducted in a manner that is systematic, effective and promotes equality of opportunity. The Academy Trust will uphold its duties not to discriminate against applicants for employment on the grounds of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- 2.3 All posts within the Academy Trust are exempt from the Rehabilitation of Offenders Act 1974; therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs and have an enhanced Disclosure and Barring Service check.
- 2.4 Every appointment panel will include at least one member (the Chair) who has successfully completed the safer recruitment training
- 2.5 The Academy Trust will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that all reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or who does not have suitable skills and experience for the role.
- 2.6 The Academy Trust will keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements.
- 2.7 The Academy Trust will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement comparable measures to those described in this procedure and will monitor compliance with these measures.

- 2.8 The Board require all staff who are convicted or cautioned for any offence during their employment with the Academy Trust to notify the Headteacher and CEO in writing of the offence and the penalty.

3. Roles and responsibilities

- 3.1 It is the responsibility of the Governing Board to:

- ensure the Academy Trust has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements
- monitor the Academy's compliance with them.

The governing board has delegated responsibility to the Headteacher and CEO to lead in all appointments outside of the leadership group.

- 3.2 It is the responsibility of the Headteacher and CEO and other managers involved in recruitment to:

- ensure that the Academy Trust operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the Academy
- monitor contractors' and agencies' compliance with these procedures
- promote safeguarding and the welfare of children and young people at every stage of the process.

Governors may be involved in staff appointments, but the final decision will rest with the Headteacher and CEO. The Headteacher and CEO may delegate the recruitment of staff outside of the leadership group to other managers in the Academy but remains responsible for the decision to appoint.

- 3.3 It is the responsibility of all employees and workers, including volunteers, to comply with this document.

4. Advertising

- 4.1 To ensure equality of opportunity, the Academy Trust will advertise all vacant posts to encourage as wide a field of candidates as possible. This will normally entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates, or where staff are at risk of redundancy or displacement, or there is an urgent need to recruit temporary cover for absent staff, an internal advertisement may be considered appropriate.

- 4.2 The Academy Trust notes that there is a legal requirement to make all such vacancies known to employees on maternity leave and parental leave and to agency workers.

- 4.3 All advertisements will include a statement that the Academy Trust "is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment". They will also make it clear that the successful applicant will require an enhanced disclosure from the Disclosure and Barring Service and will be subject to an online search to identify any incidents or issues available publicly online.

- 4.4 The advert will, where possible, state the expected date of selection so that candidates can manage their availability.

5. Job descriptions and person specifications

- 5.1 All roles will have an up-to-date job description and person specification. Every job description will include a statement that the employee is responsible for promoting and safeguarding the welfare of children for whom he or she is responsible or comes into contact.
- 5.2 Every person specification will include clear information about the requirement for any applicant to demonstrate their suitability to work with children and that this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline.

6. Applications

- 6.1 Applications will only be accepted on a standard academy application form. CVs will only be accepted in support of a completed application form.
- 6.2 The application form requires candidates to account for any gaps or discrepancies in employment history. Where an applicant is shortlisted, these gaps will be discussed at interview.
- 6.3 The application form includes a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity related to children.
- 6.4 The form will provide a link to the Trust's Child Protection and Safeguarding Policy.
- 6.5 Applicants will be made aware that providing false information is an offence and could result in the application being rejected, or in summary dismissal if the applicant has been selected, and possible referral to the police and /or other professional regulatory bodies (e.g. Teaching Regulation Agency).
- 6.6 Applicants will be sent a job description and person specification for the job advertised.

7 Shortlisting

- 7.1 The assessment of candidates during the selection process, including shortlisting, will be recorded against the person specification and criteria set for the assessment.
- 7.2 Shortlisting will consider any inconsistencies or gaps in employment and the reason for these and explore any potential concerns.
- 7.3 All candidates invited for interview following shortlisting will be informed in writing of the required pre-employment checks and asked to bring relevant documentation with them on the day of the interview (see sections 8 and 9).
- 7.4 Shortlisted candidates will be required to complete a self-declaration form which documents their criminal record or any information that would deem them unsuitable to work with children.

8. Proof of ID and right to work

- 8.1 Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006.

9. Verification of qualifications and professional status

- 9.1 Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview.
- 9.2 The Academy Trust will verify that candidates have obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate or a letter of confirmation from the awarding board / institution. If the original documents are not available, the Academy will require sight of a properly certified copy. Where candidates have obtained qualifications abroad, a certified comparability check by [UKNIC](#) (UK National Information Centre) will also be required.

10. Selection process and interviews

- 10.1 The interview panel must include suitably senior people, at least one of whom (the Chair) must have completed the required training in safer recruitment. The Headteacher and CEO may delegate the interviewing of candidates to senior leaders and managers.
- 10.2 Interviews will be supplemented by other tasks and assessment as appropriate.
- 10.3 The selection process for front-line roles will always include:
- Face to face professional interview including a question related to safeguarding children
 - A panel, activity or observed practice with students
- 10.4 The interview panel will:
- probe any gaps in employment or frequent changes in employment or location
 - explore any potential areas of concern to determine suitability to work with children
 - record all information and decisions made

11. References

- 11.1 References for shortlisted candidates will be requested immediately after shortlisting. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made.
- 11.2 Candidates will be expected to provide referees for at least two job-related written references, including one from the current employer or most recent employer (or training establishment in the case of a newly qualified teacher or school for a young person with no previous employment experience).
- 11.3 References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable. The Academy

Trust will not accept references from relatives or people writing solely in the capacity as a friend. Only references from an appropriate senior level authoritative source will be acceptable.

11.4 Reference requests will specifically ask:

- about the referee's relationship with the candidate
- whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- the applicant's current post, salary and attendance record
- performance history and conduct
- any disciplinary procedures in which the sanction is current
- any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those
- details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns

11.5 References will be compared to the application form to ensure that the information provided is consistent. Any concerns raised or discrepancies will be explored further with referees and taken up with the applicant at interview.

11.6 Any concerns about the content of references will be resolved before the appointment is confirmed.

12. Pre-employment checks and recording

12.1 Pre-employment checks will be made for all new employees, including casual and short-term employees. All offers of employment will be conditional until satisfactory completion of all necessary pre-employment checks.

12.2 These checks are recorded in the Academy's 'single central record' (SCR). Copies of checks, where appropriate, will be held on individual personal files.

12.3 The SCR ensures there is a record of the written confirmation of all required checks, including from agencies and third-party organisations supplying staff to the school, organisations providing specialist coaches or instructors and centrally managed services, governors and volunteers.

12.4 When appointing staff, the following checks will be undertaken:

- verification of the candidate's identity
- verification of the right to work in the UK in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- a satisfactory DBS enhanced clearance, including barred list information for those engaged in regulated activity. The Academy Trust will obtain the certificate before, or as soon as practicable after, appointment including when using the DBS update service. The academy will not retain a copy of the DBS

certificate for longer than 6 months but will keep a record of the fact that vetting took place, the result and the recruitment decision taken.

- a separate barred list check if the individual will start work in regulated activity before the DBS certificate is available
- verification of the candidate's medical fitness to carry out the role
- verification of professional qualifications required for the role
- TRA registration (for teachers)
- confirmation that the individual is not subject to a prohibition order (teachers)
- additional checks as appropriate on candidates who have lived or worked outside of the UK, including criminal records checks for overseas applicants and letters of professional standing
- (for management positions) confirmation that candidates are not subject to a prohibition from management (section 128) direction made by the Secretary of State. (Management positions will include, but are not limited to, headteachers, deputies, assistant headteachers and other senior leaders)
- receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- an online search to identify any incidents or issues available publicly online.

12.5 Checks will involve copying (or electronic scanning) each specified document as required, and the person who undertook the check signing and dating the copy and placing it in secure storage in accordance with Data Protection legislation. Photocopies or scanned images of DBS certificates will not be held on file.

12.6 The Governing Board will ensure that these requirements are applied to the selection of a head teacher or deputy head teacher.

13. Regulated activity

13.1 Regulated activity means a person who will be:

- responsible on a regular basis in a school ... for teaching, training, instructing, caring for or supervising children; or
- carrying out paid or unsupervised unpaid work regularly in a school... where that work provides an opportunity for contact with children; or
- engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.

14. Existing staff

14.1 In certain circumstances the Academy Trust will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- there are concerns about an existing member of staff's suitability to work with children; or
- an individual moves from a post that is not regulated activity to one that is; or
- there has been a break in service of 12 weeks or more
- If an individual moves to a role with, or takes on, a substantial increase in responsibility

14.2 The Academy Trust will carry out DBS rechecks at 3-5 year intervals for all staff (or via the DBS update service where staff are signed up).

- 14.3 The Academy Trust will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
- we believe the individual has engaged in relevant conduct; or
 - we believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
 - we believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or pose a risk of harm); and
 - the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

15. Agency and third-party staff

- 15.1 The Academy Trust 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.
- 15.2 The Academy Trust will also identity check that the person presenting themselves for work is the person supplied by the agency or third-party.
- 15.3 The details of all staff supplied by agencies and third-party organisations working more than three times in 30 days are recorded in the SCR.

16. Contractors

- 16.1 The Academy Trust will ensure that any contractor, or employee of the contractor, who is to work at the school has had the appropriate level DBS check. 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

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

- 16.2 The Academy Trust will obtain the DBS check for self-employed contractors.
- 16.3 Copies of such checks will not be kept for longer than 6 months.
- 16.4 Delegated staff will check the identity of all contractors and their staff on arrival at the school.

17. Self-employed workers

- 17.1 Self-employed people engaged directly by the Academy Trust will be subject to the same checks as would be the case if they were employed directly by the school, and these will be recorded in the SCR.

18. Trainee and student teachers

- 18.1 Where applicants for initial teacher training are employed by the Academy, we will ensure that all necessary checks are carried out.
- 18.2 Where trainee teachers are fee-funded or hosted by the Academy, 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.

19. Volunteers

- 19.1 All volunteers will undertake an identity check and references will be sought. A DBS certificate and barred list check will be obtained for volunteers deemed to be working in regulated activity.
- 19.2 An unchecked volunteer will not be permitted to work unsupervised or work in regulated activity.

20. Governors and Trustees

- 20.1 All governors and trustees 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.
- 20.2 The chair of the board will have their DBS check countersigned by the secretary of state.
- 20.3 All trustees and governors 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 check
 - Right to work in the UK check
 - Other checks deemed necessary if they have lived or worked outside the UK

21. Staff working in alternative settings

- 21.1 Where the Academy Trust places a student with an alternative provision provider, written confirmation will be obtained from the provider that they have carried out the appropriate safeguarding checks on individuals working there.

22. Adults who supervise students on work experience

- 22.1 When organising work experience, the Academy Trust will ensure that policies and procedures are in place to protect children from harm.
- 22.2 The Academy Trust will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a student under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

23. Students staying with host families

- 23.1 Where the Academy Trust arranges for students to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), an enhanced DBS check with barred list information will be obtained for those people.
- 23.2 Where the Academy Trust is organising hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

24. Enhanced disclosure and barring certificate

- 24.1 The Governing Board has discretion to use a person's previous DBS clearance, subject to carrying out a new barred list check if a requirement of the role, or to carry out a check with the Update Service subject to the conditions outlined in the Keeping Children Safe in Education statutory guidance.
- 24.2 The Governing Board will allow the commencement of employment **before** an enhanced criminal record certificate has been obtained:
- only in justifiable circumstances approved by the Head Teacher,
 - following a risk assessment, and
 - provided that an application for such a certificate has been submitted.

If a requirement for the role, a new barred list check will be carried out prior to the person starting work while awaiting a certificate.

In each case the Head Teacher is required by the Board to record the risk assessment and the decision, monitor the situation every fourteen days until the enhanced certificate from the Disclosure and Barring Service is received. The Headteacher and CEO will be accountable for the decision to allow the employee to start work.

- 24.3 The Governing Board will ensure that people who have lived/worked outside the UK for three months or more within the last five years, or have come from overseas, undergo the same checks as for all other appointments and volunteers, including obtaining enhanced disclosure and barring certificates.
- 24.4 Where obtaining a DBS certificate is not sufficient to establish that person's suitability to work in a school, because of the time spent abroad, the Governing Board will make such further checks as they consider appropriate by asking the person to provide a certificate of good conduct or equivalent, and ensuring the person completes the overseas declaration form.

25. Positive disclosures

- 25.1 The Governing Board requires the Headteacher to carry out the appropriate risk assessment in connection with a positive disclosure obtained through a check with the Disclosure and Barring Service.
- 25.2 The Board expects the Headteacher, where appropriate, to take advice from the local authority's LADO Team on a positive disclosure from the Disclosure and Barring Service, or appropriate other persons as necessary and refer the matter to the relevant committee of the Governing Board if advised to do so.

26. Self-declaration of convictions

- 26.1 Shortlisted applicants for all posts (including volunteers) must declare all criminal convictions whether “spent” or “unspent” and include any cautions and pending prosecution.
- 26.2 Such declarations will be made on an appropriate form and should be submitted in a sealed envelope, marked strictly private and confidential to the chair of the selection panel / Headteacher, prior to the interview. The chair of the panel / Headteacher and CEO will discuss relevant, positive declarations confidentially with the applicant at interview.
- 26.3 The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

27. Employment offer

- 27.1 The checks detailed above must all be completed BEFORE a candidate’s appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment.
- 27.2 Once all pre-employment checks have been satisfactorily completed, the offer of employment will be confirmed, and the contract of employment issued. The contract will be issued as soon as possible but should be provided on or before the contract start date.

28. Record retention and data protection

- 28.1 All documentation about the recruitment and selection is retained securely for six months in accordance with data protection legislation, after which papers are destroyed, except for the items relating to the successful applicant
- 28.2 The 6-month retention period is in line with the Academy’s data retention guidance and will allow the Academy Trust to deal with any subject access requests or recruitment complaints.
- 28.3 All necessary relevant documentation for the successful applicant will be held within their personal file, including:
- recruitment paperwork
 - two written references
 - evidence of right to work signed and dated
 - where applicable, the Childcare (Disqualification) Regulations 2009 declaration form
 - evidence of a completed DBS check (including barred list where appropriate) via a ‘snapshot’ taken from the eBulk or equivalent system. Photocopies or scanned images of original certificates should not be taken or held on file
 - evidence taken from Teacher Services of prohibition and section 128 checks where applicable
 - evidence of pre-employment medical clearance
 - completed overseas declaration
 - evidence of qualifications essential to the role
 - written confirmation from agencies supplying staff

- risk assessments pending the outcome of a DBS check to remain on file for the lifetime of the employee
- evidence of appropriate online search

28.4 Under the Data Protection Act 2018, applicants have a right to request access to personal data held about them as part of the recruitment process. Applicants who wish to access their recruitment records must make a subject access request in writing to the chair of the selection panel within six months of the date of the selection event. The request should be forwarded to the relevant Data Protection Lead who will liaise if required with the Data Protection Officer for the Academy. Responses to subject access requests should normally be completed within one month, so it is imperative that such requests are brought to the attention of the Data Protection Lead without delay.

29. Headteachers and Deputies

The Governing Board will also require selection panels for head teachers and deputies and any interviewing panel including governors to follow these requirements.

30. Safer recruitment training

- 30.1 The Governing Board will arrange as necessary for some or all governors to undertake training in safer recruitment specified in the DfE's Staffing and Employment Advice for Schools.
- 30.2 The Board will follow the requirement in the School Staffing Advice that at least one member of selection panels, including those for Head teachers and Deputies, has completed the required training in safer recruitment.
- 30.3 The Designated Safeguarding Lead (DSL) will ensure that regular safeguarding training is provided to all staff.

31. Induction and Probation

- 31.1 The Headteacher and CEO will ensure that arrangements are made for induction to include all relevant aspects of the school's child protection policy, including the identity of the school's Designated Safeguarding Leads. This is in addition to any statutory induction provisions for newly qualified teachers.
- 31.2 All newly appointed staff, who are new to the employment of the Governing Board, will be subject to the Academy's probationary period.
- 31.3 All new Academy Trust staff will be given a copy of the DfE guidance on Keeping Children Safe in Education and asked to sign a declaration that they have read and understood the document and will follow the guidelines required to always maintain professional boundaries.
- 31.4 New employees will be monitored by their line manager to ensure their behaviour and work with students are appropriate. Any concerns will be passed on to the Headteacher and CEO.