





Recruitment and vetting checks



Reviewed: September 2026



Next Review: September 2027

Policy	Recruitment and Vetting Checks Policy
School	Green Park Community Primary School
Effective from	September 2026
Next review	September 2027
Status	Approved by staff and Governing Body

1. Introduction

Green Park Community Primary School is committed to safeguarding and promoting the welfare of children. Safe recruitment is an essential part of the school's safeguarding arrangements. The school uses fair, consistent and robust recruitment and vetting procedures designed to deter and prevent unsuitable people from gaining access to children.

This policy should be read alongside the school's Safeguarding and Child Protection Policy, Equality Policy, Data Protection/Privacy arrangements, Staff Code of Conduct and relevant local authority procedures.

The policy is aligned with Keeping Children Safe in Education 2026 (KCSIE 2026), which comes into force on 1 September 2026, and with current Department for Education and Disclosure and Barring Service requirements. It also takes account of Working Together to Safeguard Children 2026 and relevant employment and equality law.

2. Purpose

The purpose of this policy is to ensure that:

- safeguarding is a central consideration throughout recruitment and selection;
- all appointments are made using fair, transparent and consistent procedures;
- appropriate checks are completed before a person begins work, or as soon as practicable where the law permits a check to be completed after appointment;
- the school complies with statutory requirements relating to DBS checks, barred-list checks, prohibition checks, qualifications, identity, right to work and the Single Central Record (SCR);
- concerns arising during recruitment are identified, recorded, considered and acted upon appropriately; and
- the school promotes equality and makes reasonable adjustments for disabled applicants.

3. Roles and Responsibilities

3.1 Governing Body

Approve and review this policy.

Provide appropriate oversight of safer recruitment arrangements.

Ensure that the school has effective systems for pre-employment checks and maintenance of the SCR.

Ensure that recruitment decisions support the school's safeguarding responsibilities.

3.2 Headteacher

Have overall responsibility for implementing this policy.

Ensure that safer recruitment procedures are followed for staff, volunteers, agency workers and other relevant adults.

Ensure recruitment panels include at least one person who has completed appropriate safer recruitment training.

Ensure concerns arising from checks are assessed appropriately and, where necessary, referred to the relevant authority.

3.3 Staff and Governors

Follow this policy and all safeguarding procedures.

Maintain confidentiality when handling recruitment and vetting information.

Raise any safeguarding concern about an applicant, employee, volunteer or contractor immediately through the school's safeguarding procedures.

4. Safer Recruitment Principles

Job descriptions and person specifications will clearly identify safeguarding responsibilities and the requirements of the role.

Application forms will be used to obtain sufficient information to assess an applicant's suitability.

Employment history and any gaps will be scrutinised and explored.

Shortlisting will be based on the published criteria for the role and reasonable adjustments will be made for disabled applicants.

Interviews will be structured and will include appropriate safeguarding and suitability questions.

References will be obtained directly from referees and checked before appointment is confirmed wherever practicable.

Information from references, applications, interviews and vetting checks will be considered together when assessing suitability.

All shortlisted candidates will be subject to an appropriate online search of publicly available information as part of due diligence. The purpose is to identify any safeguarding or suitability concerns that may need to be explored.

Any information identified will be handled fairly, proportionately and in accordance with data protection requirements.

The school will not discriminate unlawfully in recruitment and will make reasonable adjustments where required.

5. Safer Recruitment Training

The school will ensure that recruitment panels include at least one person who has completed appropriate safer recruitment training. The school currently has trained staff available to support recruitment activity. Training will be refreshed in line with local authority arrangements and when significant changes to statutory guidance occur.

6. Pre-Employment Checks

All required checks will be completed and recorded before a person starts work, subject to the limited circumstances permitted by statutory guidance.

Verification of identity.

Verification of the right to work in the UK.

Verification of qualifications and professional status where relevant.

Appropriate DBS criminal record check.

Children's Barred List check where the role is within regulated activity with children.

Prohibition checks for teaching roles where applicable.

Section 128 check where applicable to relevant management positions in maintained schools and other settings covered by the requirement.

Disqualification checks where legally applicable, including relevant childcare provision.

Appropriate overseas checks where the applicant has lived or worked overseas and further checks are required or appropriate.

References and employment history checks.

Any additional suitability checks required by the role or current statutory guidance.

The precise level and combination of DBS checks will depend on the duties of the role and whether the work meets the legal definition of regulated activity with children. The school will not request checks that are not legally eligible or required.

7. DBS Checks and Regulated Activity

From 1 September 2026, the legal position regarding regulated activity with children changes, including the removal of the previous supervision exemption for volunteers. The school will assess each role and activity against the current DBS eligibility guidance and will obtain an Enhanced DBS check with Children's Barred List information where the role is within regulated activity.

The school will not allow a person who is barred from regulated activity with children to undertake regulated activity. Where a role or duties change, DBS eligibility will be reviewed.

8. References

Normally, at least two satisfactory references will be sought for employees, with at least one from the current or most recent employer where reasonably practicable.

References will be obtained directly from the referee and not accepted as open references supplied by the candidate.

References will seek factual information relevant to suitability, including employment dates, role and, where appropriate, disciplinary and safeguarding matters.

Any concerns or discrepancies will be followed up and resolved before the appointment is confirmed.

Where a reference cannot be obtained from the usual source, the school will record the steps taken and seek an appropriate alternative.

9. Conditional Offers of Employment

Offers of employment will normally remain conditional until the school is satisfied that all required checks have been completed. These may include:

- satisfactory references;
- appropriate DBS and barred-list checks;
- identity and right-to-work verification;
- qualification and professional status verification;
- prohibition and other statutory checks where relevant;
- appropriate overseas checks where required; and
- any other role-specific suitability checks.

10. Single Central Record (SCR)

The school will maintain a Single Central Record in accordance with statutory requirements. The SCR will record the required checks for relevant staff and other individuals covered by the regulations and KCSIE.

Teaching and support staff employed by the school.

Relevant supply staff and agency workers.

Other individuals who work regularly with children where the statutory requirements apply.

Relevant volunteers and governors where the nature of their role requires checks.

Other categories of workers where required by current statutory guidance.

The SCR will record the date each relevant check was completed and who completed or verified it. It will be kept securely, accurately and up to date, and will be available for inspection.

11. Supply Staff and Agencies

The school will obtain written assurance from agencies that required recruitment and safeguarding checks have been completed.

The school will verify the identity of agency staff when they arrive at school.

Where required, evidence of DBS and other relevant checks will be confirmed and recorded on the SCR.

Agency arrangements will not remove the school's responsibility to satisfy itself that appropriate safeguarding checks have been completed.

12. Volunteers

Volunteers will be assessed according to their role, duties and level of contact with children. From 1 September 2026, the removal of the supervision exemption means that volunteers undertaking regulated activity with children must have the appropriate Enhanced DBS check with Children's Barred List information. The school will assess whether the activity is regulated before deciding the required checks.

Volunteers who are not in regulated activity will be subject to proportionate safeguarding checks and risk assessment in line with current guidance.

13. Contractors and Visitors

Contractors working regularly or in relevant roles will be subject to appropriate checks according to their duties and contact with children.

Where contractors are not required to undergo DBS checks, appropriate controls will be used, including signing in and out and supervision where necessary.

The school will seek appropriate written assurances from contractors or their employers where checks are undertaken by another organisation.

Visitors will follow the school's visitor procedures and will not be given unsupervised access to children unless appropriate checks have been completed.

14. Applicants Who Have Lived or Worked Overseas

Applicants who have lived or worked outside the UK will be subject to the same UK pre-employment checks as other applicants. Where relevant, the school will seek further information from overseas authorities, embassies, police authorities or other appropriate sources. The school will assess the information available and record the checks undertaken.

15. Online Searches

As part of shortlisting, the school will undertake an online search of publicly available information for shortlisted candidates. This is a safeguarding due-diligence measure and is not intended to investigate candidates' private lives. Searches will be applied consistently to shortlisted candidates and any relevant information will be considered fairly and proportionately.

16. Data Protection and Confidentiality

Recruitment and vetting information will be handled securely and only accessed by people who need it for legitimate employment or safeguarding purposes.

DBS information will be treated confidentially and handled in accordance with DBS rules and data protection legislation.

Information will be retained and securely destroyed in accordance with the school's data retention arrangements and applicable law.

The school will comply with UK GDPR and the Data Protection Act 2018 when processing recruitment information.

17. Concerns, Criminal Records and Suitability

A criminal record or other adverse information will not automatically mean that an applicant is unsuitable. The school will consider the information in context, including the nature and seriousness of the information, relevance to the role, timing, pattern of behaviour and any other relevant evidence.

Where information raises concerns about suitability to work with children, the Headteacher and/or appropriate safeguarding lead will ensure that the matter is considered in accordance with statutory guidance, employment procedures and local authority advice.

18. Referrals to the DBS

The school will make a referral to the Disclosure and Barring Service where the statutory conditions for referral are met, including where a person has been removed from regulated activity, or would have been removed had they not left, because they harmed or posed a risk of harm to a child.

19. Equality and Reasonable Adjustments

Green Park Community Primary School is committed to equality of opportunity. Recruitment decisions will be made without unlawful discrimination, and reasonable adjustments will be considered for disabled applicants so that they can participate fairly in recruitment.

20. Induction and Ongoing Suitability

All newly appointed staff will receive appropriate safeguarding information and induction.

Staff will be expected to maintain professional standards and follow the school's safeguarding and code of conduct requirements.

The school will act on new safeguarding or suitability information arising after appointment.

Where staff roles or duties change, the school will review whether additional checks are required.

21. Monitoring and Review

The Headteacher and Governing Body will monitor the implementation of this policy and the effectiveness of recruitment and vetting arrangements. The policy will be reviewed annually and sooner where there are changes to legislation, statutory guidance, local safeguarding procedures or school arrangements.

22. Key Related Guidance and Legislation

Keeping Children Safe in Education 2026 (DfE).

Working Together to Safeguard Children 2026 (DfE).

Safeguarding Vulnerable Groups Act 2006.

Protection of Freedoms Act 2012.

Disclosure and Barring Service guidance and eligibility requirements.

Equality Act 2010.

Data Protection Act 2018 and UK GDPR.

Employment Rights Act 1996 and other relevant employment legislation.

23. Approval and Review

To be agreed by staff and governing body.

Reviewed: September 2026

Next review: September 2027

This policy should be used alongside the school's current safeguarding and child protection procedures and local authority guidance.

Where statutory guidance changes, the school will update its procedures accordingly.