

Safe Recruitment

Key Legislation: Education Act (2002)

Keeping Children Safe in Education 2018 Part 3

This section relates to Part 3 of Keeping Children Safe in Education 2018. The following staff will be required to complete this section: Head Teacher, any senior leaders involved in recruitment and the Chair of Governors (or other nominated governor with responsibility for recruitment).

1. School Name

2. All staff and governors involved in safe recruitment have read Keeping Children Safe in Education (DfE 2018) Part 3.

Yes No Partial

3. School policy on safe recruitment in place and followed which is updated to reflect any changes/new guidance. This is consistently followed for all recruitment.

Yes No Partial

4. Head Teacher and governors have a clear oversight of all recruitment.

Yes No Partial

5. Leaders ensure that one member of every recruitment panel has undertaken safer recruitment training.

Yes No Partial

6. Appropriate pre-employment checks are made including appropriate level of DBS check, with barred list check where appropriate.

Yes No Partial

7. Appropriate checks on governors/trustees are in place, including DBS and Section 128 directions.

Yes No Partial

8. Single Central Record (SCR) is maintained and signed off by the headteacher and nominated governor regularly (at least termly).

Yes No Partial

9. All new staff receive appropriate induction.

Yes No Partial

10. Safeguarding and staffing policies are issued to and read by all staff.

Yes No Partial

11. Visitors to school are appropriately vetted and supervised depending on the work they are carrying out and the level of checks in place.

Yes No Partial

12. Safer recruitment processes are followed for every appointment.

Yes No Partial

13. Where maintenance of the SCR is delegated out to bursars/admin, school leaders have clear oversight of this work, particularly:

	Yes	No	Partial
DBS checks and any associated risk assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decision making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensuring recruitment process is followed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oversight of the Single Central Record (SCR)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vetting of supply staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vetting of contractors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vetting of alternative providers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vetting of visitors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. When pupils are placed with an alternative provision provider, school leaders obtain written confirmation that the appropriate safeguarding checks have been carried out on individuals working in that establishment (ie, please add those checks that the school would otherwise perform in respect of its own staff).

Yes No Partial

15. School leaders ensure work experience placement providers have policies and procedures in place to protect children from harm in line with Keeping Children Safe in Education (2018) page 48.

Yes

No

Partial

16. School leaders are aware of what private fostering is Keeping Children Safe in Education 2018 page 49 and the requirement to notify the local authority [link to letter](#)

Yes

No

Partial

17. Safer recruitment processes are applied when letting school premises (eg, hire of premises to football clubs, dance clubs, religious groups for working or religious instruction, etc) in line with the risk assessment provided in the model safeguarding policy guidance [link to information](#)

Yes

No

Partial

18. Sign off by head teacher

19. Sign off by deputy head/vice principals involved in recruitment

20. Sign off by chair of governors/governors involved in recruitment