CITY OF LONDON
PRIMARY ACADEMY
ISLINGTON

Safer Recruitment Policy and Procedures

Responsibility:	Governing Body
Updated:	September 2026
Approved by Board:	September 2026
Next Review Date:	September 2029

Contents

Safer Recruitment Policy and Procedures 2
1. General principles 2
2. What is the Policy for? 3
3. Roles and Responsibilities 3
4. Delegation of Appointments and Selection Panels 3
The Safer Recruiting Procedure 3
5. Advertising 3
6. Short Listing and References 4
7. Selection and Interview 5
8. 7. Pre Employment Checks 5
7.1 5
7.2 Checks to be taken out 6
7.3 DBS checks 7
7.4 Volunteers 8
7.5 Disqualification by association 9
9. Further Information 9

Safer Recruitment Policy and Procedures

1. General principles

COLPAI recognises safe recruitment practices are an essential part of creating a safe environment for children and will ensure that staff working in COLPAI are suitable do to so, and do not pose any kind of risk to children.

The following legislation underpins our approach:

The independent School Standards Regulations 2010
The School Staffing (England) Regulations 2009.
Keeping children safe in education guidance (DfE 2026).

2. What is the Policy for?

The over-arching purpose of this policy is:
To create and maintain a culture of safer recruitment
To provide systems and procedures for safe practice in recruitment, to safeguard and promote the welfare of all children and young people

3. Roles and Responsibilities

The Governing Body will:

- Ensure that the Academy has effective procedures in place to ensure the safe recruitment and selection of staff and volunteers in accordance with the Department for Education guidance and legal requirements;
- Ensure the appropriate staff and governors have completed the safer recruitment training.

The Head Teacher and other senior leaders involved in recruitment will:

- Ensure the Academy operates safe recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes in legislation and statutory guidance;
- Ensure that all appropriate checks are carried out on staff and volunteers in the Academy;
- Monitor the compliance of any contractors and agencies used by the Academy;
- Promote the safety and wellbeing of children and young people at every stage of this process.

4. Delegation of Appointments and Selection Panels

Selection panels will comprise a minimum of two people. For senior staff appointments, the panel will be convened including a member of the COLPAI Governing Body, the Head Teacher, and where available the Trust's CEO or an alternative Trust director. Additional panel members with specific expertise may be drawn from colleagues within the City family of schools. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. It is expected that safer recruitment training will be refreshed every two years.

The Safer Recruiting Procedure

5. Advertising

Before an advertisement is placed, all relevant documentation i.e. job description, person specification will be in place. These should be reviewed before an advert is placed to ensure content and requirements are valid and up to date.

All advertisements of any position, whether in a newspaper or online will include the following statement:
COLPAI is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure by the Criminal Records Bureau. The post is exempt from the Rehabilitation of Offenders Act 1974.
In addition, all relevant documentation, including the job description and person specification will make specific reference to the COLPAI commitment to safeguarding and suitability to work with children and young people.

Posts will be advertised on the Trust website and in other relevant websites/publications/bulletins as deemed appropriate.

Prospective applicants will be supplied, as a minimum, with the following:

- A job description and person specification;
- An application form;
- Information about the City of London Academies Trust;
- Information about our Academy

All prospective applicants must complete, in full, and return a signed application form.

Curriculum vitae cannot be accepted in place of a completed application form for any position.

The application form will require the applicant to sign a declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

The application form will also state that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected. The matter may also be referred to the police and other professional regulatory bodies.

6. Short Listing and References

a) Applicants will be shortlisted against the Job Description, Person Specification and advert for the post. The criteria for selection will be consistently applied to all applicants.

b) Where possible, references will be taken up before the selection stage so that any discrepancies can be probed during the selection stage.

c) References will be sought directly from the referee. Open references will not be accepted. References provided by the candidate will not be accepted.

d) A minimum of two references will be obtained, one of which will be from the most recent or current employer.

e) One referee must be the applicants current Head Teacher or equivalent. The second reference should be a current or previous senior leader, line manager.

f) Both referees must be able to comment on the applicant's professional record.

g) Where the individual has not been employed to work with children in a school or educational setting, e.g. an ECT, academic and school placement references will be sought as an alternative.

h) Referees will always be asked specific questions about:
   - Employment dates, post held and reason for leaving
   - The candidate's suitability for working with children and young people;
   - Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
   - The candidate's suitability for the post

Any information about past disciplinary action or allegations should be considered carefully when assessing the candidate's suitability for the post.

7. Selection and Interview

Candidates will be provided, in advance, with an overview of the selection activities to be used on the day of the interview. Selection activities are likely to include a range of assessment situations which are deemed to be relevant, for example:

- All appointments to teaching posts will include a lesson undertaken by the applicant and observed;
- Leadership appointments may include one or more of the following tasks: data analysis, an in-tray exercise, the applicant observing a lesson and then providing feedback to the teacher, a role play scenario, a presentation;

Candidates will be required to:

- Explain any gaps in employment;
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel;
- Declare any information that is likely to appear on the DBS disclosure.

All interview panels will ask a safeguarding question relative to the level of the post and the panel will explore issues relating to safeguarding and promoting the welfare of children and young people including:
Motivation to work with children and young people;
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

8. Pre Employment Checks

7.1 COLPAI will carry out extensive checks and enquiries on applicants for all positions, including voluntary and support roles and governors, in accordance with statutory requirements. No staff member, volunteer or governor will be allowed to take up posts until all checks and enquiries required for that position have been satisfactorily completed.

Checks with the Disclosure and Barring Service will be carried out at the level appropriate to the candidate's role in the school (see section 7.3).

Staff and governors who normally sit on interview panels will be trained in safeguarding interviewing techniques and no interview should go ahead unless at least one member of the panel has undertaken safe recruitment training. Schools will take up the accredited safe recruitment training offered through the Islington Safeguarding Children Board or any other accredited training provider.

School and Human Resources staff with responsibility for carrying out recruitment checks should ensure they have a copy of any relevant documents or take relevant issue numbers from documents as proof that the document has been seen.

Checks will be taken out on existing staff where concerns arise regarding their suitability to work with children or a person moves into a post that is a regulated activity.

The head teacher will be responsible for keeping a single central record of all staff and volunteers who work at the school. Day to day upkeep may be delegated to a senior office manager and overseen by the Head Teacher.

The single central records should include details of all checks carried out recording what documentation was observed, when (date) and by whom. The outcome of these checks is recorded on the SCR.

Where COLPAI has salaried trainee teachers, COLPAI will ensure that all necessary checks are carried out on the trainees, including DBS checks, and that the outcome of these checks is recorded on the single central record.

For trainee teachers that are fee-funded, the school will obtain written confirmation from the training provider that the necessary checks have been carried out and that the trainee has been judged to be suitable to work with children.

Where staff are recruited via third parties such as employment agencies, the head teacher/principal and/or the board of governors will:

seek written confirmation from the agency that the agency has carried out all necessary checks on the individual
request written confirmation of the outcome of all checks
request written confirmation that an enhanced DBS certificate has been received by the agency
check the identity of agency staff when they first present for work to ensure they are person against whom the checks were taken out.

7.2 Checks to be taken out
COLPAI will verify the following information for all new staff:

- The applicant's identity must be verified from their passport or other photographic ID and proof of address must be provided.

- The applicant's right to work in the UK must be evidenced through documentation. Only original documentation should be accepted and its validity checked in the presence of the applicant.

- Where the applicant will be involved in regulated activity, an enhanced DBS check will be taken out, including information from the barred list. If the applicant will begin work before an enhanced DBS check can be completed, a barred list check will be obtained.

- In the case of teaching staff, checks will be made on the applicant's academic and vocational qualifications and further checks made on Teacher Services system to ensure they are not prohibited from teaching under a teacher prohibition order.

- Checks will be made to ensure any member of staff or governor involved in the management of the school is not barred from doing so under a section 128 direction.

- Where the applicant has been living abroad, similar enquiries will be made in the country of origin relating to the applicant's qualifications and suitability to teach via the NCTL Teacher Services system.

COLPAI staff follow central government guidance: Criminal records checks for overseas applicants - Publications - GOV.UK Employing overseas-trained teachers from outside the EEA - Publications - GOV.UK

- If a candidate applying for a teaching post is not currently teaching, COLPAI will contact their former school/college to enquire about their reasons for leaving.

- Enquiries will be made regarding the applicant's state of physical and mental health to the extent that it may affect their capacity to carry out their role.

- Applicants will be asked to provide a full employment history and details of at least 2 referees, including previous and recent employers. All references will be taken up prior to interview and will be requested directly from the referee. Referees will be contacted to resolve any issues that emerge from the references provided.

- COLPAI will keep copies of the following documents on staff personnel files:

- documents used as proof of identity such as passports or driving licences;

- a summary of the DBS certificate (but all other documents relating to the DBS check must be destroyed);

- documents that prove the staff member's right to work in the UK (failure to do so can result in a fine for employing illegal workers).

7.3 DBS checks

In order to ensure that people who work in COLPAI are suitable to do so and are not barred from working with children, COLPAI will apply to the Disclosure and Barring Service (DBS) for police checks and other barred list information as part of the recruitment process.
The school will also take out an enhanced DBS check on governors but a barred list check will only be taken out if the individual governor will be carrying out a regulated activity within the school.

Full DBS checks which include barred list checks will only be taken out on individuals who are involved in regulated activity. This is defined as close, unsupervised contact on a regular basis involving activities such as:

- teaching
- training
- supervising
- care
- guidance and advice
- driving a vehicle
- personal or intimate care

The activity must be carried out regularly as part of the staff member's day to day responsibilities and the checks will be reasonable in order to safeguard children.

Full DBS checks with barred list checks will also be carried out on permanent staff members working at COLPAI or unpaid volunteers who regularly work unsupervised at COLPAI and whose work means they have an opportunity for regular contact with children.

Other staff, contractors and supervised volunteers who have opportunities for regular contact with children but do not carry out a regulated activity will be subject to an enhanced DBS check but not barred list checks.

Decisions on whether a person is carrying out a regulated activity or whether their role provides opportunities for regular contact with children requiring a DBS check will be made by whoever is responsible for recruitment in the school, for example the head teacher or governor, and the following will be taken into consideration when deciding on this.

- the age of the children;
- their level of vulnerability;
- the numbers of children in the group;
- the nature of the role;
- opportunities for contact with the children.

COLPAI has robust procedures for day to day staff management and supervision and clear procedures for reporting and acting on concerns. Staff carrying out roles involving regulated activity will be suitably supervised on a regular basis by senior staff carrying out a similar role.

COLPAI will ensure that all DBS checks carried out on staff are renewed after 3 years of the original DBS disclosure.

7.4 Volunteers

The head teacher will ensure that the following are carried out in relation to unpaid volunteers such as parents who accompany pupils on school outings or provide help in the classroom:

- All volunteers will be required to undergo a recruitment process, such as references, DBS and other checks and interviews that is appropriate and proportional to the duties assigned to them.

- Volunteers who are carrying out a regulated activity, for example being left unsupervised with children or providing personal care to children should be subject to an enhanced DBS check, including barred list information.

- New volunteers who are not carrying out regulated activity but who have an opportunity for regular contact with children will be subject to an enhanced DBS check but this may not include a barred list check.

- For other volunteers who are not carrying out regulated activity and do not have regular contact with children, the head teacher/principal will decide whether an enhanced DBS check should be carried out depending on:

    - the nature of the role
    - what information is already known about the volunteer
    - what references from work or volunteering activity the volunteer has provided regarding suitability
    - whether the role is eligible for an enhanced DBS check.

- COLPAI will ensure that all volunteers are competent to carry out the duties assigned to them and are only assigned duties that are suitable to their qualification and experience.

- Volunteers carrying out regulated activity but for whom a DBS check has not been carried out will be suitably supervised by teaching staff at all times at a level that ensures the safety of pupils.

- All volunteers will be fully inducted in relation to all school policies and procedures. This section also applies to school governors who will be treated as volunteers for the purposes of carrying out DBS checks.

7.5 Disqualification by association

This section relates to primary schools with nurseries and/or reception classes and other schools where the school provides after school provision for children under the age of 8.

The school will implement the Childcare (Disqualification) Regulations 2009 by ensuring that staff who are disqualified by association because they live in the same household as a person disqualified under the Childcare Act 2006 are not able to work in an early years setting within the school. See appendix 1: *Disqualification by Association* declaration form.

To do this the school will follow the statutory guidance "Disqualification under the Childcare Act 2006": Disqualification under the Childcare Act 2006 - Publications - GOV.UK

9. Further Information

- Safer Recruitment training. Details of current face to face training and on line training opportunities can be found on the website of the The Safer Recruitment consortium: http://www.saferrecruitmentconsortium.org/

- Proof of right to work in the UK. Current and full details on the school's responsibility for checking and holding the relevant documentation for appointees can be found on the government's website: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/311668/Co de_of_practice_on_preventing_illegal_working.pdf

- Disqualification by Association. For full details on roles this applies to see the government website: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/528473/Di squalification_under_the_childcare_act_June2016.pdf

- Keeping Children Safe in Education September 2020. This guidance sets out safer recruitment responsibilities which form the basis of this Policy