



# Safer Recruitment Policy

## 2025-2026

<b>Compiled /Reviewed and updated</b>	<b>Author:</b> Jon Wells - Head of HR	<b>Date:</b> 19th November 2025
<b>Approval By:</b> DMAT Board of Trustees	<b>Date:</b> 10 December 2025	<b>Review Date:</b> December 2026

# Contents

1.	Introduction .....	3
2.	Who is covered by the Policy? .....	4
3.	Who is responsible for the Policy? .....	5
4.	Scope and Key Principles of the Policy .....	6
5.	Recruitment and Selection .....	7
6.	Equal Opportunities .....	12
7.	Fixed-term Employees and agency workers.....	13
8.	Pre-employment checks .....	14
9.	Safeguarding Children .....	17
10.	Childcare (Disqualification) Regulations 2009 .....	18
11.	Single Central Record.....	19
12.	Policy Breaches .....	20
13.	Monitoring and Review of the Policy.....	20
14.	Document History .....	Error! Bookmark not defined.

# Introduction and Policy Principles

---

## 1. Introduction

At Durrington Multi Academy Trust we believe that our people are our greatest strength. We are committed to creating a safe, supportive, and inspiring environment for every child—and that starts with recruiting talented, caring professionals who share our values.

This policy explains how we recruit in a way that is:

- **Fair and inclusive** for all applicants.
- **Focused on safeguarding**, so every child is protected.
- **Transparent and consistent**, so everyone knows what to expect.

Our approach follows statutory guidance, including *Keeping Children Safe in Education (KCSIE)*, and reflects best practice across the education sector.

Durrington Multi Academy Trust is committed to recruiting and retaining the very best people to deliver outstanding education for our pupils. We believe that a fair, transparent, and values-driven recruitment process helps us attract talented individuals who share our commitment to safeguarding and promoting the welfare of children.

This policy sets out how we will achieve this. It applies to all recruitment activity across the Trust and should be read alongside *Keeping Children Safe in Education (KCSIE)* and other relevant statutory guidance.

We are an equal opportunities employer. All employment decisions are based on merit, skills, and experience. We do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, in accordance with

the Equality Act 2010. We will make reasonable adjustments to ensure that no applicant is disadvantaged because of a disability.

We treat all information provided by applicants in the strictest confidence and in line with UK General Data Protection Regulations 2025 and the Data Protection Act 2018.

This policy is non-contractual and may be amended from time to time to reflect changes in legislation or best practice.

Above all, safeguarding is at the heart of everything we do. From the first advert to the final induction, we make clear that protecting children is everyone's responsibility. Our recruitment practices are designed to deter, identify, and reject anyone who might pose a risk to children, while ensuring that all candidates are treated with respect and professionalism throughout the process.

## 2. Who is covered by the Policy?

This policy applies to all recruitment and selection activity carried out by Durrington Multi Academy Trust. It covers:

- **Employees:** All teaching and support staff, whether permanent, fixed-term, or temporary.
- **Volunteers:** Including regular parent helpers and those involved in school activities.
- **Governors, Trustees, and Members:** Individuals appointed to governance roles within the Trust.
- **Agency and Supply Staff:** Individuals engaged through third-party providers.
- **Contractors:** Where their work involves regular contact with children (regular means more than 3 days in any 30-day period, or any overnight work between 02:00–06:00 with opportunity for face-to-face contact, including across Trust sites)
- **Other Workers:** Such as peripatetic teachers, coaches, and anyone else engaged to work with or around pupils.

All individuals involved in recruitment decisions, including panel members and managers, must follow this policy and complete safer recruitment training.

### 3. Who is responsible for the Policy?

Effective recruitment is a shared responsibility across the Trust. Everyone involved in the process plays a vital role in ensuring that recruitment decisions are fair, transparent, and focused on safeguarding children. Clear accountability helps us maintain high standards and comply with statutory requirements.

#### **Trust Board**

- Holds overall accountability for ensuring safer recruitment practices are in place and compliant with statutory guidance.
- Reviews and approves this policy and monitors its implementation across the Trust.

#### **Executive Leadership Team and Headteachers**

- Ensure recruitment decisions are made in line with this policy and safeguarding principles.
- Confirm that all pre-employment checks are completed before an individual starts work.

#### **HR/School Business Managers/Executive Assistants**

- Provides advice and guidance on recruitment processes and legal compliance.
- Reviews job descriptions and person specifications for equality and safeguarding requirements.
- Helps maintain the Single Central Record and ensures all checks are recorded accurately.

## **Finance Team**

- Responsible for verifying that salary scales are applied correctly and that all offers are financially sustainable and consistent with Trust pay policies.

## **Recruitment Panels**

- Must include at least one member who has completed accredited safer recruitment training, as required by *Keeping Children Safe in Education*.
- Responsible for fair and consistent shortlisting, interviewing, and decision-making.
- Ensure all applicants receive a fair and respectful application process, with timely, clear feedback given to unsuccessful candidates who are then offered the opportunity to provide their own feedback on the candidate experience.

## **All Staff Involved in Recruitment**

- Must follow this policy and complete safer recruitment training where required.
- Must report any safeguarding concerns identified during the recruitment process to the Headteacher, Deputy CEO or Designated Safeguarding Lead (DSL).

## **4. Scope and Key Principles of the Policy**

This policy applies to all recruitment and selection activity carried out by Durrington Multi Academy Trust. It covers the appointment of all staff, whether permanent, fixed-term, or temporary, as well as volunteers, governors, trustees, members, agency workers, and contractors engaged to work in our schools.

### **What We Will Do**

Apply a clear set of principles to every recruitment decision.

### **Why We Will Do It**

To protect children, attract great people, and maintain trust in our schools.

### **How We Do It**

- Put safeguarding at the heart of every stage.
- Treat all applicants fairly and inclusively.
- Carry out proportionate checks before anyone starts work.
- Keep the process clear, professional, and welcoming.

## **5. Recruitment and Selection**

### **5.1 Define the role.**

The first step in any recruitment process is to assess the need for the role, outline its core responsibilities and define the skills required to perform it successfully. New roles will require a business case to be written and presented to the CEO, whilst replacing existing roles requires a review of the ongoing need for the role and whether it remains essential in its current form. This ensures resources are used effectively and roles support the Trust's strategic priorities.

A role description and person specification must be written for all roles, and will include a statement illustrating how safeguarding and promoting the welfare of children is an essential requirement of all roles. To ensure fairness and compliance with the Equality Act 2010, all role descriptions and person specifications will be reviewed by HR before being finalised.

## **5.2 Cost the Role**

Every role will be evaluated to confirm that it fits within the school's budget and aligns with the appropriate pay scale. This step ensures financial sustainability and fairness across the Trust. Salary levels will be reviewed and approved by the Director of Finance prior to advertising.

### **What we will do**

Ensure the role is affordable and fairly graded.

### **Why we do it**

To maintain financial sustainability and fairness across the Trust.

### **How we do it**

- Evaluate the role against the appropriate pay scale.
- Confirm affordability within the school budget.
- Obtain approval from the Director of Finance before advertising

## **5.3 Advertising the Role**

Job adverts are often the first impression candidates have of our Trust, so they must reflect our values and commitment to safeguarding. Clear, inclusive adverts help us attract a diverse pool of talented applicants, deter those who wish to cause harm, and demonstrate that we are a responsible employer.

Every advert will:

- Use inclusive language and accessible formats.
- Contain a candidate pack outlining the benefits of working for DMAT



- Include a safeguarding statement affirming DMAT's commitment to child protection.
- Make clear that an enhanced DBS check and other pre-employment checks will be required.

We will also explain why these checks are necessary, so candidates understand that safeguarding is a shared responsibility. Where online searches form part of the process, this will be stated upfront to ensure transparency and respect for privacy.

The Trust only accepts applications submitted via SAM Recruit using the Trust application form; CVs, emails, post and any third-party "quick/easy apply" routes will not be considered for shortlisting. All adverts and publicity (e.g. DfE Teaching Vacancies, job boards, social media, LA portals, agency postings, websites, newsletters) must direct candidates to the SAM Recruit advert as the sole apply route. Where a platform cannot disable its own apply feature, the advert must state: *"Applications must be submitted via SAMRecruit using our application form. Applications made on this platform will not be reviewed."*

Agencies/third parties must signpost candidates to SAMRecruit; information sent outside SAMRecruit does not constitute an application. Applicants needing reasonable adjustments to access SAMRecruit should contact the recruiting contact before the closing date; where agreed, the Trust application form will still be completed and recorded in SAMRecruit to maintain the audit trail. This ensures use of the Trust form and full employment-history scrutiny in line with KCSIE Part 3. Personal data is processed under the Applicant Privacy Notice.

Where an agency has been working in a school or the trust and the worker is appointed they will need to complete a full application pack via SAM Recruit. This arrangement is known as "Temp to Perm" but schools must ensure all processes are applied in the correct way.

## **5.4 Shortlisting**

Applications will be assessed objectively against the person specification by at least two trained panel members. The Trust application form captures full employment history; any gaps or anomalies will be explored with the candidate and recorded.

In line with *Keeping Children Safe in Education (KCSIE)*, shortlisted candidates may be subject to an online search to identify any publicly available information that could indicate a safeguarding concern. Searches will be proportionate, limited to publicly available content, and carried out in line with UK GDPR, the Human Rights Act 1998 and the Equality Act 2010

An online check will consist of a search on the candidate's name, location and current employer, and may include social media platforms, including but not limited to, X, Facebook, Instagram, TikTok, and LinkedIn. The online checks will not be carried out by anyone from the interviewing panel.

If incidents or issues that are publicly available online in relation to the shortlisted candidate are identified, this may be explored with the applicant at interview. Information relating to the online checks will only be passed to the interview panel if the searches yield information that needs to be explored further with the candidate during interview.

Shortlisted candidates will complete a self-declaration of criminal history and suitability to work with children. Declarations are requested after shortlisting and candidates will be asked to physically sign at interview if they applied electronically. The information is considered at interview prior to receipt of any DBS certificate.

## **5.5 References**

References provide an important safeguard by verifying employment history and assessing a candidate's suitability to work with children. We seek two references before interview where possible, including the current employer and, if not currently working with children, the most recent role working with children. We do not accept open references, references from family members, or references provided by the applicant. References will confirm suitability to work with children and include facts of any substantiated safeguarding concerns that meet the harm threshold; unsubstantiated, unfounded, false or malicious allegations will not be included.

Only where an applicant has not given consent for a reference to be obtained from their current employer prior to interview, will a reference be requested after interview for the preferred candidate.

All information should be compared with the application form to ensure that the information provided about the candidate and their previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant at the interview.

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.

## **5.6 Offer of Employment**

Once the preferred candidate has been identified, a conditional offer will be made, subject to satisfactory completion of all pre-employment checks. The offer letter will clearly outline the conditions, including DBS clearance, references, and any other statutory checks.

We aim to make this stage as positive and welcoming as possible, ensuring candidates feel valued and informed. Clear communication at this point helps build trust and sets the tone for a successful working relationship.

Offers are conditional; contracts and start dates will be withdrawn or adjusted if pre-employment checks are unsatisfactory or not completed.

## **5.7 Acceptance and Onboarding**

When a candidate accepts an offer, we will provide a structured onboarding process, including induction and safeguarding training. This ensures new colleagues feel supported and understand their responsibilities from day one.

We will maintain regular contact between acceptance and start date to keep candidates engaged and informed.

## **5.8 Unsuccessful Candidates**

We recognise that applying for a role takes time and effort, so we are committed to treating all candidates with respect. Every applicant who attends an interview will be offered timely feedback on their performance.

As part of our commitment to transparency and continuous improvement, we welcome feedback on the candidate experience and will provide candidates with details of how to share this with us.

## **5.9 Talent Pool**

Where candidates are deemed appointable but no immediate vacancy exists, we will ask for their consent to join our Talent Pool. This allows us to consider them for future opportunities and helps build a strong pipeline of trusted professionals.

## **6. Equal Opportunities**

Durrington Multi Academy Trust is committed to being an equal opportunities employer. We value diversity and believe that a workforce reflecting the communities we serve strengthens our schools and improves outcomes for pupils.

All recruitment decisions will be based on merit, skills, and experience. We will not discriminate against any applicant on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, in accordance with the Equality Act 2010.

We will make reasonable adjustments to ensure that no applicant is disadvantaged because of a disability, provided they meet the essential requirements of the role. This may include adjustments to the application process, interview arrangements, or the working environment. Candidates are encouraged to inform us of any adjustments they may need, and we will work with them to agree practical solutions wherever reasonable.

To promote fairness and transparency, we will:

- Use inclusive language in all job adverts and recruitment materials.

- Ensure shortlisting and interview decisions are based on objective criteria linked to the role.
- Monitor recruitment data to identify and address any potential barriers to equality.
- Our commitment to equal opportunities applies throughout employment, from recruitment and selection to training, promotion, and career development.

## **7. Fixed-term Employees and agency workers**

Fixed-term employees undergo the same pre-employment checks as permanent staff. Agency workers are engaged via written confirmation from the agency that all required checks are complete; identity is verified on arrival; details are recorded on the SCR for supply staff

### **Procedure for supply staff and contractors**

- No person may begin work in the Trust unless the Trust/Academy has received written notification from the supply agency that all appropriate checks have been carried out including: identity, relevant qualifications where appropriate, an enhanced DBS disclosure, further checks if person has lived outside UK, right to work in UK, prohibition order checks, Disqualification by Association check and Barred List check.
- Agencies must provide written notification that all required pre-employment checks have been completed, including an enhanced DBS (and children's barred list information where the role requires it). Before a person begins work at the Trust/Academy, we will verify their identity and confirm they are the same individual on whom the checks were carried out. Where the agency's enhanced DBS certificate contains any disclosed information, the Trust/Academy will obtain and review a copy before engagement. We do not set a fixed age for DBS certificates; where appropriate, we will ask agencies to complete a new enhanced DBS or check the Update Service.
- All details relating to supply staff and contractors will be recorded on the Single Central Record.
-

## **Procedure for recruiting volunteers**

When a volunteer, e.g. a parent is involved in a school activity on a supervised and 'one off' basis, such as a school trip, vetting checks would not normally be required. However documentation will be requested to confirm the individual's identity.

If a volunteer becomes involved in a school activity on a regular basis (i.e. once a week or more, or three or more occasions in a 30 day period), the Trust/Academy will be notified prior to the activity by the member of staff responsible. A copy of ID will be requested and held on file. The need for written references will be at the discretion of the Headteacher. The volunteer will be briefed by the member of staff involved and provided (where appropriate) with safeguarding and procedural documentation. The school will obtain a DBS disclosure where it is assessed that the role will be 'unsupervised'. No volunteer in regulated activity will be left unsupervised with children until they have a satisfactory DBS. All schools will be responsible for keeping a list of all current parent volunteers who have been DBS checked and inform other members of staff accordingly.

## **Procedure to check visitors to the school**

Visitors to the school going beyond the Reception Area must sign in at Reception. They will be given a visitor's badge. They will also be made aware of fire procedures and provided with a copy of appropriate safeguarding information, if appropriate.

Visitors should not be left unsupervised whilst on the school premises.

## **8. Pre-employment checks**

Before confirming any appointment, Durrington Multi Academy Trust will complete all necessary pre-employment checks to ensure that individuals are suitable to work with children and meet legal requirements. These checks protect pupils, uphold public confidence, and reduce safeguarding risks.

The following checks will be carried out for all successful candidates before they start work:

- **Identity Verification**

To confirm the individual is who they claim to be, using original documents in line with DBS and right-to-work guidance.

- **Right to Work in the UK**

To comply with immigration legislation and prevent illegal working, using acceptable document routes or the Home Office online Right to Work checking service where applicable. For time-limited permission, conduct and diarise follow-up checks before permission expires.

- **Enhanced DBS Check**

Including a barred list check for roles involving regulated activity with children, as required by the Safeguarding Vulnerable Groups Act 2006.

- **References**

At least two references, including the current or most recent employer, covering a minimum of five years where possible. References will include questions about safeguarding and professional conduct and will be verified by direct contact with the referee.

- **Prohibition from Teaching Check**

Prohibition and teacher status checks via DfE's "Check a teacher's record" (Teacher Services) to confirm prohibition orders and to view teacher status/qualifications and induction where applicable.

- **Section 128 Check**

Section 128 direction check for management positions in academies (e.g., headteachers, senior leaders) and for trustees, members and local governors of the academy trust.

- **Professional Qualifications**

To verify that the candidate holds the qualifications required for the role.

- **Medical Fitness**

To ensure the individual has the health and physical capacity to carry out the role, in line with the Education (Health Standards) (England) Regulations 2003.

- **Overseas Checks**

Overseas checks will be requested where an applicant has lived or worked overseas for 3 months or more (cumulatively in a single country) in the past 10 years. Travelling through several countries without establishing residence does not trigger overseas checks, unless they spent 3 months or more in one specific country. We will seek a certificate of good conduct or equivalent criminal record information, and where applicable, a letter of professional standing from the relevant regulatory authority.

- **Childcare Disqualification Regulations**

For roles involving care of children under eight (e.g., early years or wraparound care), checks will be carried out to ensure compliance with the Childcare (Disqualification) Regulations 2009.

- **Online Search**

For shortlisted candidates only, we may carry out an online search as part of due diligence and will inform candidates of this at shortlist stage; consideration will be proportionate and relevant to the role.

- **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

Because roles in schools are exempt from the Rehabilitation of Offenders Act, recruiters must not ask about, receive, or take into account cautions or convictions that are filtered (protected) under DBS rules; application forms and self-declarations must reflect current filtering guidance.

This information will be considered fairly and confidentially, in line with our safeguarding duties and data protection obligations.

## **Timing and Conditional Offers**

No individual will start work until all checks have been completed and verified. In exceptional circumstances, where a start date is agreed before all checks are complete, the Trust will complete a written risk assessment and supervision plan. Where the role involves regulated activity with children, a separate children's barred list check will be obtained before any regulated activity starts.



## **Recording**

All checks will be recorded on the Single Central Record (SCR), including the date each check was completed and who verified it.

## **Positive Disclosures**

Where a DBS certificate, overseas check, or self-disclosure contains information, the Trust will follow its positive disclosure process to assess risk and determine suitability before confirming an appointment.

## **9. Safeguarding Children**

Safeguarding is at the heart of everything we do at DMAT. We are committed to creating and maintaining a safe environment for all pupils, and this commitment underpins every stage of our recruitment process.

From the first point of contact with candidates, we make clear that safeguarding and promoting the welfare of children is a core responsibility for everyone who works with us. This is reflected in our job descriptions, person specifications, adverts, and candidate information packs.

Our approach to safeguarding in recruitment includes:

- Embedding safeguarding responsibilities in all role descriptions and person specifications.
- Including a safeguarding statement in every job advert, making clear that an enhanced DBS check and other pre-employment checks will be required.
- Assessing attitudes towards safeguarding during interviews, using structured questions to explore candidates' understanding of child protection and professional boundaries.
- Completing all statutory pre-employment checks in line with Keeping Children Safe in Education (KCSIE), including DBS, barred list, prohibition, and overseas checks.

- Providing safeguarding induction and training for all new staff, ensuring they understand their responsibilities from day one.

Safeguarding does not end at recruitment. We maintain a culture of vigilance through ongoing training, supervision, and clear reporting procedures. All staff are expected to follow the Trust's Child Protection and Safeguarding Policy and to act immediately if they have any concerns about a child's welfare or the conduct of a colleague.

## **10. Childcare (Disqualification) Regulations 2009**

The Trust complies with the Childcare Act 2006, the Childcare (Disqualification) Regulations 2009, and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. These regulations place additional safeguarding requirements on schools to ensure that individuals who are disqualified from providing childcare are not employed in relevant roles.

### **10.1 Who is Covered**

The regulations apply to:

- Staff providing early years childcare (birth to 1 September following a child's fifth birthday, including nursery and reception classes).
- Staff providing later years childcare for children under the age of 8 (e.g., breakfast clubs, after-school clubs, wraparound care).
- Staff directly concerned in the management of such provision (e.g., headteachers, senior leaders, or managers responsible for early or later years childcare).

### **10.2 Disqualification Criteria**

An individual may be disqualified if they:

- Are on the DBS Children's Barred List.
- Have been cautioned for or convicted of certain violent or sexual offences against children or adults.

- Are subject to certain orders relating to the care of children (e.g., care orders, supervision orders).
- Have had registration refused or cancelled in relation to childcare or children's homes, or have been disqualified from private fostering.
- Have committed relevant offences overseas that would result in disqualification in the UK.
- (For domestic settings only) Live in the same household as a disqualified person ("disqualification by association").

### 10.3 School Responsibilities

- **Pre-employment:** All candidates applying for roles covered by these regulations must complete a Childcare Disqualification Declaration Form before appointment.
- **Existing Staff:** Staff in relevant roles must inform the Trust immediately if their circumstances change and they become disqualified.
- **Waivers:** A disqualified person may apply to Ofsted for a waiver. Employment cannot commence until a waiver is granted and verified by the Trust.
- **Record Keeping:** The Trust will maintain accurate records of all declarations and any Ofsted waivers granted.

### 10.4 Legal Duty

Under section 76 of the Childcare Act 2006, it is an offence for a school to knowingly employ a disqualified person in connection with relevant childcare provision unless a waiver has been obtained.

## 11. Single Central Record

All schools within The Trust will maintain a Single Central Record (SCR) in line with *KCSIE* and statutory requirements. The SCR will cover:

- All staff.
- Agency/third-party supply staff (recording written confirmation of checks from the agency).
- Trainee teachers on salaried routes.
- For the academy trust, members and trustees.
- School Governors

The SCR will record, for agency/supply staff: whether written confirmation of

required checks has been received from the agency and whether an enhanced DBS certificate has been provided. The Trust does not keep copies of DBS certificates; if exceptionally retained, copies will be destroyed within 6 months and only the outcome and recruitment decision retained.

For each individual, the SCR will record:

- Identity check.
- Barred list check (where applicable).
- Enhanced DBS check (including date and reference number).
- Prohibition from teaching check.
- Section 128 check (for management roles).
- Right to work in the UK.
- Overseas checks (where applicable).
- Professional qualifications (where required).
- Date each check was completed and who verified it.

## **12. Policy Breaches**

Failure to follow this policy may result in:

- Delays in recruitment or withdrawal of an offer.
- Disciplinary action for staff, up to and including dismissal, in line with the Trust's Disciplinary Policy.
- Referral to external agencies (e.g., Local Authority Designated Officer, DBS, Teaching Regulation Agency) where safeguarding concerns arise.
- Contract termination for third-party providers who fail to comply with safer recruitment requirements.

All breaches must be reported to the Headteacher/CEO and Head of HR immediately. Serious breaches involving safeguarding will be escalated to the Designated Safeguarding Lead and the Trust Board.

## **13. Monitoring and Review of the Policy**

This policy will be monitored for compliance through regular audits of recruitment processes and the Single Central Record. Any issues identified will be addressed promptly to ensure safeguarding standards are maintained.

The policy will be formally reviewed annually by the Head of HR in consultation with the Chief Executive Officer (CEO), or sooner if there are changes to legislation, statutory guidance, or best practice. Updates will be approved by the Trust Board and communicated to all relevant staff.