# Our Rock Academy

# Safer Recruitment Policy

*" A nurturing, ambitious and inclusive school where every child feels known, valued and connected."*

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## Introduction

The safe recruitment of staff is an essential part of safeguarding and promoting the welfare of children. Our Rock Academy is committed to safeguarding and promoting the welfare of all pupils and expects all staff, volunteers and other adults working within the school to share this commitment.

This policy is based on the principles set out in Keeping Children Safe in Education (KCSIE) 2026 and relevant statutory safeguarding guidance.

Our Rock Academy is committed to a thorough and consistent safer recruitment process to help deter, reject or identify people who may be unsuitable to work with children.

This policy applies to all staff, including teaching staff, support staff, volunteers, agency staff and other adults who work regularly with pupils.

## Aims and Objectives

Our Rock Academy aims to:

- Recruit the best person for each role while prioritising safeguarding.
- Ensure that appropriate checks are completed before staff begin working with pupils.
- Identify any concerns, gaps or discrepancies in an applicant's history.
- Ensure recruitment decisions are fair, consistent and non-discriminatory.
- Promote the welfare of children throughout the recruitment and selection process.

## Roles and Responsibilities

The Headteacher and/or a member of the Our Rock Limited HR team are responsible for ensuring that safer recruitment procedures are followed.

Those involved in recruitment will:

- Ensure appropriate pre-employment checks are completed.
- Follow the school's safer recruitment procedures.
- Ensure safeguarding is considered at every stage of recruitment.
- Ensure appropriate records are maintained.
- Monitor the compliance of agencies and contractors where applicable.

At least one member of an interview panel will have received appropriate Safer Recruitment training.

## Advertising

Job advertisements will make clear Our Rock Academy's commitment to safeguarding and promoting the welfare of children.

Applicants will be informed that appointment is subject to satisfactory pre-employment and safeguarding checks.

## Application Forms

Applicants will be required to complete the school's application form and provide:

- Full employment history.
- Relevant qualifications and experience.
- Information relevant to their suitability for the role.
- An explanation for any gaps or discrepancies in employment history.
- Relevant declarations regarding their suitability to work with children.

Where appropriate, information provided by applicants will be checked during the recruitment process.

## Shortlisting and Online Checks

Shortlisting will be based on the requirements of the job description and person specification.

Any gaps, discrepancies or concerns identified during shortlisting will be explored with the applicant.

An online search will be carried out on shortlisted candidates as part of the school's due diligence checks. Candidates will be made aware of this as part of the recruitment process.

## References

References will be obtained for shortlisted candidates and will be sought directly from the referee.

References will be sought from the applicant’s current employer. If the applicant is not currently employed, the school will verify their most recent relevant employment. If they have worked with children before but do not currently do so, the school will also seek a reference from their last employer in a role working with children.

Any discrepancies, concerns or unexplained information within references will be followed up before an appointment is confirmed.

## Interviews

Shortlisted candidates will be invited to interview.

The interview will assess the candidate's suitability for the role and explore their skills, experience, attitudes and commitment to safeguarding.

Safeguarding-related questions will be included, and any concerns arising from the application, references or online checks will be explored.

## Pre-Employment Checks

All appointments will be subject to the appropriate pre-employment checks. These will include:

- Identity verification.
- Right to work in the UK.
- Appropriate DBS check.
- Barred list check where required.
- References.
- Verification of qualifications and professional status where applicable.
- Teacher prohibition check where applicable.
- Section 128 check for anyone taking part in the management of the independent school, including relevant members of the proprietor body.
- Appropriate overseas checks where required.
- Any other checks required by current statutory guidance.
- Verification that the candidate is medically fit to carry out the responsibilities of the role, with reasonable adjustments considered where needed.

The required checks will be recorded on the school's Single Central Record (SCR).

## DBS Checks

The appropriate level of Disclosure and Barring Service (DBS) check will be obtained for staff and other individuals where required.

Where an enhanced DBS check is required, this will be obtained before the individual begins their role.

Where a DBS certificate contains information relating to convictions or other matters, the school will consider the information carefully, taking into account the nature and seriousness of the offence, when it occurred, whether it represents a pattern of behaviour and its relevance to working with children.

## DBS Update Service

Where an applicant wishes the school to consider a previous DBS certificate through the DBS Update Service, the school will follow current DBS guidance and ensure that the appropriate checks are completed before accepting the certificate as sufficient for the role. They will always need to see the paper certificate as well.

## Overseas Checks

Where an applicant has lived or worked outside the UK, the school will consider what further checks are appropriate to establish their suitability, record the checks undertaken and resolve any concerns before confirming the appointment..

## Single Central Record

Our Rock Academy maintains a Single Central Record (SCR) of the required recruitment and vetting checks.

The SCR will be kept up to date and will include the appropriate checks for:

- Employees.
- Agency and supply staff.
- Volunteers where applicable.
- The Proprietor
- Governors
- Contractors and other individuals who are required to be included.

The SCR will be securely maintained by the HR Manager and Headteacher.

## Record Keeping and Data Protection

Recruitment information will be handled confidentially and stored securely in accordance with the school's data protection and record retention procedures.

Interview notes and information relating to unsuccessful candidates will be retained for 6 months and then securely destroyed, unless there is a legitimate reason for retaining them for longer.

Information relating to successful candidates will be retained securely within their personnel records.

## Volunteers, Contractors and Agency Staff

Volunteers, contractors, agency staff and external professionals will be subject to appropriate safeguarding checks based on the nature of their role and contact with pupils.

Individuals who have not completed the required checks will not be permitted to work unsupervised with pupils where such supervision is required.

Before agency or supply staff start, the school will obtain written confirmation of the required checks from the supplying agency and verify the person’s identity on arrival. The confirmation and its date will be recorded on the Single Central Record. For contractors, the school will confirm that checks appropriate to their role and access to pupils have been completed before work begins.

# Induction

All new staff will receive an induction which includes:

- The school's safeguarding and child protection procedures.
- Staff Code of Conduct.
- Expectations regarding professional boundaries.
- Procedures for reporting safeguarding concerns.
- Online safety requirements.
- Relevant school policies and procedures.

New staff will be made aware of the identity and role of the DSL and Deputy DSLs.

## Leaving Employment

Where an employee leaves the school following safeguarding concerns or an allegation, Our Rock Academy will follow the appropriate safeguarding procedures, including making referrals or notifications to relevant agencies where required.

The school will not enter into agreements that prevent appropriate safeguarding information from being shared with relevant authorities.

## Equality

Our Rock Academy is committed to ensuring that recruitment is fair and non-discriminatory and complies with the Equality Act 2010.

Recruitment decisions will be based on the requirements of the role, the candidate's suitability and the school's commitment to safeguarding children.