The Aylesbury Vale Academy Trust

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RESPECT | ASPIRATION | RESILIENCE

Safer Recruitment Policy

Policy Reference:	AVA.122
Description:	This policy details how the academy will ensure that the Academy follows KCSIE guidance.
Status:	Non-statutory policy
Policy Audience:	Staff, Governors, Potential candidates
Academy Contact:	Academy Principal
Other related AVA policies and procedures:	Safeguarding Policy,
Governor Committee:	Governing Body
Approved by the Governing Board on:	24/02/2026
Latest Date for Next Review:	24/02/2027
Version + Schedule of Amendments:	V1 – New Policy V2 – Reviewed by external HR Consultant V3 – Reviewed by external HR Consultant V4 – Reviewed by external HR Consultant
Signed:	
Date of Signature:	24/02/2026

In reviewing this policy, the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

Contents

1. Recruitment and Selection Process 3
2. Advertising 3
3. Application Forms 3
4. Shortlisting 3
5. Seeking References and Checking Employment History 4
6. Interview and Selection 4
7. Pre-appointment Vetting Checks 4
8. New Staff 4
9. Regulated Activity 5
10. Existing Staff 5
11. Agency and Third-Party Staff 6
12. Contractors 6
13. Trainee/Student Teachers 6
14. Volunteers 6
15. Governors and Members 7
16. Staff Working in Alternative Provision Settings 7
17. Adults who Supervise Students on Work Experience 7
18. Students Staying with Host Families 7

RECRUITMENT AND SELECTION PROCESS
The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education.

To recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Advertising
When advertising roles, we will make clear:-

- Our school's commitment to safeguarding and promoting the welfare of children.
- That safeguarding checks will be undertaken.
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children.
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed and if they are disclosed, we cannot take them into account.

Application Forms
Our application forms will:-

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

Shortlisting

Our shortlisting process will involve at least 2 people and will:-

- Consider any inconsistencies and look for gaps in employment and reasons given for them.
- Explore all potential concerns.
- The same two members of staff will have eyes on each step of the selection process.

Once we have shortlisted candidates, we will ask shortlisted candidates to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:-

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information

Sign a declaration confirming the information they have provided is true.

We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Seeking References and Checking Employment History
We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview. We will inform shortlisted candidates that online searches will be carried out as part of due diligence checks.

When seeking references we will:-

- Not accept open references.
- Liaise directly with referees and verify any information contained within references with the referees.
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by HR as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed.
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children.
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate.
- Resolve any concerns before any appointment is confirmed.
- We will not accept references from a personal email address.

Interview and Selection
When interviewing candidates, we will:-

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this.
- Find out what attracted the candidate to the post and their motivation for working with children
- Explore their skills and ask for examples of experience of working with children which are relevant to the role
- Explore any potential areas of concern to determine the candidate's suitability to work with children.
- Record all information considered and decisions made.

Pre-appointment Vetting Checks
We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below:-

New Staff
All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:-

- Verify their identity.
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including

when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken.

- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available.
- Ensure that any staff engaging in regulated activity are supervised if they commence employment prior to the receipt of an enhanced DBS certificate.
- Verify their mental and physical fitness to carry out their work responsibilities.
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and 2 years afterwards.
- Verify their professional qualifications, as appropriate.
- Ensure they are not subject to a prohibition order if they are employed to be a teacher.
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:-

    - For all staff, including teaching positions: criminal records checks for overseas applicants.
    - For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach.
    - Check that candidates taking up a management potions are not subject to a prohibition from management (Section 128) direction made by the Secretary of State.

Management positions are most likely to include, but are not limited to Principals, Headteachers and Vice, Deputy, Assistant and Associate Assistant Principals/Headteachers.

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Regulated Activity means a person who will be:-

- Responsible, on a regular basis in a school or college, for teaching training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.

Existing Staff

In certain circumstances we will carry out all relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:-

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:-

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009: or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

Agency and Third-Party Staff

Our Cover Manager will obtain written notification from any supply agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. The Cover Manager will also check that the person presenting themselves for work is the same person on whom the checks have been made.

We will keep a file of service level agreements/letters of assurance from each agency we use, and update this on an annual basis.

Contractors

We will set out our safeguarding requirements in the contract between the school and the contractor.

The Facilities Manager will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:-

- An enhanced DBS check with barred list information for contractors engaging in regulated activity.
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity, but whose work provides them with an opportunity for regular contact with children.

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Trainee/Student Teachers

Where applicants for initial teacher training are salaried by us, or are here on training experience (unpaid), we will ensure that all necessary checks are carried out and they will be required to undertake an Enhanced DBS check.

This includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Where trainee teachers are fee-funded, we will obtain written confirmation from the provider that it has carried out all pre-appointment checks that we would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children.

Volunteers
All volunteers are required to have an Enhanced DBS check and are not permitted to carry out any volunteer duties until results have been checked and received.

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any rises and control measures put in place, and any advice sought. Barred list information will not be requested for a supervised volunteer.

Governors and Members
All Governors and members are required to have an Enhanced DBS check.

The Chair of the Board will have their DBS check countersigned by the Secretary of State.

All proprietors, trustees, local governors and members will also have the following checks:-

- A Section 128 check (to check prohibition on participation in management under Section 128 of the Education and Skills Act 2008.
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Staff Working in Alternative Provision Settings
Were we place a student with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Adults who Supervise Students on Work Experience
Where we organise work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a student under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Students Staying with Host Families
Where the school makes arrangements for students to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign

exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools to ensure that similar assurances are undertaken prior to the visit.