



Addison Gardens
Blythe Road
London W14 0DT

Addison Primary School



Safer Recruitment Policy

Approved
Spring 2026

INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:



- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children or young people
- Identify and reject applicants who are unsuitable for work with children and young people.

Statutory Requirements

There are some statutory requirements for the appointment of some staff in schools – notably Heads and Deputy Heads. These requirements change from time-to-time and must be met.

Identifications of Recruiters

Subject to the availability of training, the school will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

Inviting Applications

Advertisements for posts – whether in newspapers, journals or online will include the statement:

'Addison Primary School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. Addison Primary School is committed to equality and diversity in employment practice and service delivery'.

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

- Job description and person specification
- The school's Safeguarding policy
- The school's recruitment policy (this document)
- The selection procedure for the post
- An application form

All prospective applicants must complete, in full, an application form.

Short-Listing and References

Short-listing of candidates will be against the person specification for the post. Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed



during the selection stage. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- 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 this post

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview. Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

Employment Checks

All successful applicants are required:

- To provide proof of identity
- To complete a DBS disclosure application and receive satisfactory clearance
- To provide actual certificates of qualifications
- To complete a confidential health questionnaire
- To provide proof of eligibility to live and work in the UK

Induction



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All staff who are new to the school will receive induction training (see Induction Checklist) that will include the school's safeguarding policies and guidance on safe working practices. Regular meetings will be held during the first three months of employment between the new employee(s) and the appropriate manager.

Adopted: Spring 2026
Due for Review: Spring 2029