



Safer Recruitment Policy

B11

Dolphin School Trust
inc. Noah's Ark Nurseries

Reviewed by:	Lucy Price (Headteacher)
Last reviewed:	August 2025
Next review:	August 2027

STATEMENT

Dolphin School (incorporating Noah's Ark Nursery Schools) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff and volunteers to share this commitment.

Our selection process is based on good practice in selecting the best candidate for the job; ensuring equality of opportunity for all applicants whilst deterring and rejecting those who may be unsuitable to work with children.

It is expected that candidates should be aware of and understand their duties and responsibilities in relation to child protection and safeguarding children, young people and vulnerable adults as is applicable to the duties and responsibilities of the post. All employees must ensure that the Headteacher/Head of Noah's Ark Nursery Schools is made aware and kept fully informed of any concerns they may have in relation to safeguarding/protecting vulnerable groups.

All casual and temporary staff and volunteers are subject to the same checks as those made for permanent positions.

RECRUITMENT PROCESS

Job Description

A job description will be drawn up listing all the main duties and responsibilities relevant to the post. No reference will be made to an individual's protected characteristics as set out in the Equality Act 2010 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation). Each job description will include explicit reference to the duty to safeguard and promote the welfare of children.

Person Specification

A list of criteria i.e. qualifications, skills, experience and knowledge that are required to undertake a particular role will be drawn up. Evidence for the criteria must be justifiable and measurable and will be obtained via the application form, references and/or the interview.

Information Pack

Information packs for all candidates will include:

- Application form and explanatory notes
- Job description and person specification

Advertising

Sufficient consideration will be given to the content of the advertisement and the choice of media in which it is to appear, in order to ensure that it reaches the widest number of potential candidates. The following statement will always be added to the advertisements:

'Dolphin School and Noah's Ark Nursery Schools is committed to safeguarding and promoting the welfare of children and young people and expects all its staff to share this commitment. All posts are subject to an enhanced DBS check with children's barred list information (where applicable).'

Application forms

All applicants must complete the standard form, providing a full employment history with explanations for any gaps.

- Posts are exempt from the Rehabilitation of Offenders Act 1974; applicants must declare criminal history subject to Enhanced DBS filtering rules.
- Applicants confirm they are:
 - not barred from regulated activity with children;
 - not subject to a prohibition from teaching order;
 - (for management roles) not subject to a Section 128 direction.
- Dolphin School will seek at least two references on shortlisted candidates directly from referees and will approach previous employers for information to verify particular experience or qualifications where possible before the interview. The standard reference request form will be used to gather reference information and a follow up verification phone call to referee will be made to confirm any written information in reference.
- At least one referee must be the most recent employer (and the last child-related employer, if different).
- Open references/testimonials are not accepted.
- References are sought before interview wherever possible.

Shortlisting & Interviews

Candidates are assessed consistently against the person specification.

Interview panels include at least one person with safer recruitment training.(minimum of 2 interviewers). Governors will be included on the interview panel for Senior Team appointments

Interviews explore safeguarding, employment gaps, and motivation to work with children.

The school will conduct an online search of shortlisted candidates (publicly available information only) and candidates are informed this may occur.

A record of decisions made and reasons for not shortlisting candidates will be kept in case feedback is requested, or a complaint of discrimination is made to an Employment Tribunal.

Once the shortlisted candidates have been chosen they will be invited for interview with details of time, interviewers and directions.

They will also be asked to bring:

- Proof of qualifications (original certificates or letters from the Awarding Body)
- Documentation to verify identity (at least two forms including passport/birth certificate)

Employment checks

An offer of appointment is conditional upon satisfactory completion of:

- Identity verification (photo ID + proof of address).
- Right to work in the UK.
- Enhanced DBS certificate with children's barred list (where applicable).
- Standalone barred list check (only if urgent start before DBS arrives, with daily risk assessment).
- Prohibition from teaching check.

- Section 128 direction check for management roles.
- Professional qualifications (where required).
- Mental and physical fitness (via Health Declaration).
- Overseas criminal records checks or other appropriate checks for those who have lived or worked abroad.
- Written confirmation from agencies for supply staff (all checks complete), plus ID verified on arrival.
- Contractors: safeguarding clauses in contracts; proportionate checks and supervision arrangements.
- Childcare disqualification declaration for relevant childcare roles (noting disqualification by association does not apply in schools).
- Alternative provision: written confirmation of safer recruitment checks from provider.
- DBS certificate copies. If we retain a copy of a DBS certificate, there must be a valid reason; it is stored lawfully and destroyed within 6 months. We keep a record that vetting was done and the recruitment decision.”

Confirming the appointment

Once all checks and references have been received and reviewed as satisfactory, the successful candidate will be contacted with a formal offer of appointment which will be confirmed in writing. If necessary the unsuccessful candidates will also be informed and feedback provided if requested.

The successful candidate will be asked to sign and return one copy of their letter of employment.

Induction

New staff receive a structured induction covering:

- Safeguarding & Child Protection (including KCSIE Part 1).
- Behaviour, health & safety, whistleblowing, missing child, staff code of conduct, IT acceptable use.
- School routines, curriculum, assessment systems, and supervision arrangements.
- Ongoing safeguarding and Prevent training.
- A google account will be made under the school domain. Teachers will also receive an account on the Pupil Management System and assessment portals.

Probation

All new employees will undergo a probationary period appropriate to their particular role. During this period there is a responsibility for the new employee to demonstrate suitability for the position and a responsibility for the employer to guide and train. By the end of the probationary period, following continuous assessment and regular meetings the new employee must demonstrate the ability to work to an acceptable standard without undue supervision.

Single Central Record (SCR)

The school maintains an SCR for all staff, supply/agency staff, and the Governing body. Recorded checks include:

- Identity
- Barred list (if applicable)
- Enhanced DBS
- Prohibition from teaching
- Section 128 direction (for management/proprietors)
- Overseas checks
- Right to work
- Professional qualifications

Definitions

Regulated Activity:

Regulated activity with children is defined in law as unsupervised activities such as teaching, training, instructing, caring for or supervising children, or providing advice/guidance on their wellbeing. It also includes driving a vehicle only for children. A person is in regulated activity if these are carried out frequently (once a week or more), intensively (on 4 or more days in a 30-day period), or overnight (between 2am–6am).

It also covers work for a school or other specified place that gives the opportunity for contact with children, where this work is done frequently or intensively and is unsupervised.

Volunteers who are supervised to the standard set out in statutory guidance (KCSIE Annex E) are not in regulated activity.

Relevant policy statements

The following policy statements relate to the Safer Recruitment Policy and underpin the whole process.

Child Protection Policy Statement

At Dolphin School (Incorporating Noah's Ark Nursery Schools) we are committed to the protection and safety of all the children in our care. The health, safety and well being of all our children are of paramount importance to all the adults who work in our setting. Our children have the right to protection, regardless of age, gender, race, culture or disability.

Equal Opportunities Statement

At Dolphin School (incorporating Noah's Ark Nursery Schools), we value and celebrate the diversity within our community. We are committed to developing good practice, positive attitudes and an anti-discriminatory approach. We believe that all people should have equal opportunities to learn, develop and grow with dignity in a community of mutual respect.

Dolphin School (incorporating Noah's Ark Nursery Schools) is founded on a Christian ethos which affirms the worth of every individual. We are committed to ensuring that no child, individual, family or member of staff is discriminated against on the basis of any of the protected characteristics set out in the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

All children are respected, and their individuality and potential are recognised, valued and nurtured.