OXFORDSHIRE COUNTY COUNCIL

Safer Recruitment Policy

Cholsey Primary School

Produced in accordance with Keeping Children Safe in Education 2026

Date agreed and ratified by Governing Body: 30.9.2026
Due to be reviewed in September 2027

Contents:

Safer Recruitment Policy:		Page.
1	Introduction	3
2	Recruitment and selection policy statement	3
3	Purpose	3
4	Scope	4
5	Aims and Objectives	4
6	Principles	4
7	Equal Opportunities	5
8	Safer Recruitment – Recruitment and Selection Training	5
9	Pre-recruitment Process	5
10	Interviews	8
11	Conditional Offer of Appointment: Pre Appointment Checks	9
12	Agency & Supply Staff	10
13	Contractors	11
14	Volunteers	12
15	Ongoing Safeguarding Responsibilities	14
	Appendix 1: Regulated Activity	17
	Appendix 2: Ongoing Declaration of Suitability to Work with Children	18

1. Introduction

Safer recruitment is one element of our school's wider safeguarding culture. Our school recognises that safeguarding and promoting the welfare of children is everyone's responsibility. Creating a safe culture includes robust recruitment procedures, effective induction, appropriate supervision, staff training, professional conduct, ongoing vigilance, low-level concern procedures, whistleblowing arrangements and the effective management of safeguarding concerns and allegations relating to staff.

This policy should be read alongside the school's safeguarding policy, staff behaviour policy or code of conduct, low-level concerns procedures, managing allegations against staff procedures, whistleblowing policy and single central record arrangements.

This policy aims to ensure safe and fair recruitment and selection is always conducted. Safeguarding and promoting the welfare of children is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

This Safer Recruitment Policy has been produced in line with the DfE guidance Keeping Children Safe in Education (2026) and underpinned by guidance and legislation, including, but not limited to, Working Together to Safeguard Children , The Education Act 2002, The Equality Act 2010, The Data Protection Act 2018.

2. Recruitment and Selection Policy Statement.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Our school is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high-quality service.

3. Purpose

The purpose of this policy is to establish a consistent and robust framework for safer recruitment that supports our school in safeguarding and promoting the welfare of children by helping to deter, identify and reject individuals who may pose a risk to children.

The policy sets out the principles and expectations that will be applied throughout the recruitment, selection and appointment process to ensure that all statutory pre-employment checks are completed and that recruitment decisions are made fairly, consistently and in accordance with relevant legislation and statutory guidance.

The policy also recognises that safer recruitment is an ongoing process and forms part of the school's wider safeguarding culture. It establishes our schools' expectations for maintaining the ongoing suitability of those working with children through appropriate induction,

safeguarding training, professional conduct, supervision and compliance with statutory safeguarding duties throughout employment or engagement.

This policy applies to all appointments made by the school, including employees, governors, volunteers, agency and supply staff, contractors, trainee teachers and any other individuals engaged to work in or on behalf of the school where safeguarding requirements apply.

4. Scope

This policy applies to the recruitment and vetting of all the school employees, including governors, trainee teachers, volunteers and those who provide services within our school.

The ultimate responsibility for recruitment and selection lies with the Governing Body, they ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training. The Governing Body has delegated the responsibility to the Headteacher for appointing all staff.

The Governing Body ensures that appropriate monitoring and quality assurance arrangements are in place to provide assurance that safer recruitment procedures are consistently applied, statutory pre-employment checks are completed before staff commence employment where required, and the single central record is accurately maintained.

5. Aim and Objectives

The aims of this policy are to:

- Safeguard and promote the welfare of children by ensuring safer recruitment practices are embedded throughout the recruitment and appointment process.
- Deter, identify and prevent the appointment of individuals who may pose a risk to children.
- Ensure recruitment decisions are fair, transparent, consistent and compliant with relevant legislation and statutory guidance.
- Ensure all required pre-employment and safeguarding checks are completed before an individual commences work, where required.
- Promote a culture of safeguarding by recognising that safer recruitment is an ongoing process supported through induction, training, professional conduct and continued vigilance.
- Provide a clear framework for the safer recruitment responsibilities of those involved in recruiting and appointing staff, volunteers and others working with children.

6. Principles

The following principles are encompassed in this policy:

- Safeguarding and promoting the welfare of children and young people is paramount
- All applicants will receive fair treatment.
- All applicant packs will include a job description detailing the post holder's responsibilities for safeguarding.

- Employees will be recruited on the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel with at least two members.
- At least one panel member will have received appropriate Safer Recruitment Training.
- Selection will be based on a minimum of completed application form, short listing and interview, but, whenever possible, involve other assessments.
- Posts will normally be advertised on our school website, and the advert will include reference to the school's commitment to safeguarding and promoting welfare of children and young people.
- The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.
- Rigorous vetting procedures will be adhered to at all stages of the process to ensure safeguarding and promoting the welfare of children and young people remains paramount.
- Safer recruitment does not end once an appointment has been made and continues throughout employment through safeguarding induction, probation, safeguarding training, appropriate supervision, staff self-disclosure, low-level concerns procedures, whistleblowing arrangements and ongoing monitoring of professional conduct.

7. Equal Opportunities

Our school is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of protected characteristics.

8. Safer Recruitment – Recruitment and Selection Training

It is a requirement that at least one member of every appointment panel has successfully completed appropriate Safer Recruitment training prior to the recruitment process commencing. Wherever possible all members of the recruitment panel should have completed safer recruitment training to ensure safeguarding considerations remain central throughout the recruitment process

9. Pre-Recruitment Process

Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of our school. The first experience an individual has is important; therefore, the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants.
- Give successful applicants a clear understanding of the post and what is expected of them.

- Take reasonable actions to reduce the risk of a bad selection decision recognising the potential cost and the school's commitment to safeguarding children and young people.

Advertisement

The advert will include

- The school's commitment to safeguarding and promoting the welfare of children.
- Explicitly reference that safeguarding checks will be undertaken.
- State that online searches may be undertaken as part of the school's due diligence process on shortlisted candidates.
- Reference our school's commitment to a positive safeguarding culture and safer working practice.
- The safeguarding responsibilities of the post as per the job description and personal specification.
- Whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. (Exceptions Order 1975, (amended 2013 and 2020)). The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

Application Form, Job Description and Person Specification.

A job description and, where applicable, a person specification will be issued for all posts. In the case of volunteers this will include a volunteer role profile. The job description/volunteer role profile will have a clear reference to an individual's responsibility to safeguard children and promote their welfare.

Where a role involves engaging in regulated activity relevant to children, we should include a statement in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

We should also provide a copy of the school or child protection policy and practices and policy on employment of ex-offenders in the application pack or refer to a link on our website.

The application pack should also include, or provide links to:

- Child Protection Policy
- Staff Behaviour (Code of Conduct)
- Low-Level Concerns Policy
- Whistleblowing Policy
- Employment of Ex-Offenders Policy (where applicable)

A standard application form will be used to obtain a common set of data from all applicants, Curriculum Vitae (CVs) will not be accepted on their own, the application form will include:

- Personal details.
- Current and former names.
- Current address and national insurance number.
- Details of their present (or last) employment and reason for leaving.
- Full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment.
- Qualifications, the awarding body and date of award.
- Details of referees/references.
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

The candidates must complete the application in full, sign and date the declaration and follow instructions regarding the appropriate disclosure of relevant criminal convictions, restrictions and suitability to work with children.

Self-Disclosure

All short-listed candidates will be asked to complete a self-disclosure form with their invitation to interview. Please see Appendix 2 for further guidance.

Employment History and References

The purpose of seeking references is to obtain objective information to support appointment decisions.

References will be sought on all short-listed candidates and will be obtained, where possible, before interview so that any issues or concerns they raise can be explored further with the referee, and/or taken up with the candidate at interview.

References will always be requested directly from the referee using the standardised school form.

Our school should:

- Not accept open references e.g. to whom it may concern.
- Not rely on applicants to obtain their reference.
- Ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the Headteacher/Principal as accurate in respect of any disciplinary investigations).
- Obtain verification of the individual's most recent relevant period of employment. Where the applicant is not currently employed secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer.
- Always verify any information with the person who provided the reference.
- Ensure electronic references originate from a legitimate source.

- Contact referees to clarify content where information is vague or insufficient information is provided.
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate.
- Establish the reason for the candidate leaving their current or most recent post.
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

Online Searches

In accordance with Keeping Children Safe in Education 2026, online searches may be undertaken for all shortlisted candidates as part of our school's due diligence process.

Online searches are undertaken solely to identify any publicly available information which may be relevant to an individual's suitability to work with children.

Our school ensures shortlisted candidates are informed that online searches may be undertaken.

Where information obtained through an online search gives rise to safeguarding concerns or calls into question a candidate's suitability to work with children, this should be explored with the candidate during interview before any appointment decision is made.

10. Interviews

The interview will assess the merits of each candidate for the post, including at least one question exploring their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

Interview Panel

A minimum of two interviewers will form the interviewing panel.

The members of the panel will:

- Have the necessary authority to make decisions about appointments.
- Be appropriately trained, (at least one member of interview panel will have undertaken Safer Recruitment Training).
- Meet before the interviews to reach a consensus about the required standard for the job to which they are appointing. Consider the issues to be explored with each candidate and who on the panel will ask about each of those and agree structured questions.

Where a candidate is known personally to a member of the selection panel this will be declared before shortlisting takes place. It may then be necessary to consider changing the selection panel to ensure that there is no conflict of interest.

Interview Scope

In addition to assessing and evaluating the applicant's suitability for the post, the interview panel will also explore:

- The candidate's attitude toward children and young people.
- The candidate's ability to support the school's ethos for safeguarding and promoting the welfare of children.
- Any gaps in the candidate's employment history.
- Any concerns or discrepancies arising from the information provided by the candidate and/or a referee.

Interview questions should include exploration of the candidate's values, attitudes and behaviours towards safeguarding children and their understanding of safeguarding responsibilities appropriate to the role.

11. Conditional Offer of Appointment: Pre Appointment Checks

Any offer of appointment made by our school will be conditional upon the satisfactory completion of all required pre-employment checks. No individual will commence work until our school is satisfied that all appropriate safeguarding and recruitment checks have been completed, unless otherwise permitted in Keeping Children Safe in Education (2026).

Our school will ensure the following pre-appointment checks are completed, verified and recorded where appropriate:

- Verification of the candidate's identity using current photographic identification and supporting documentation where required including documentation confirming any previous names.
- Verification of the candidates right to work in the United Kingdom in accordance with current Home Office guidance.
- Verification of the candidate's mental and physical fitness to carry out their role.
- Verification of qualifications and professional status where these are required for the role including Qualfied Teacher Status (QTS), where applicable.
- Receipt of a minimum of two satisfactory references which have been scrutinised, verified and any concerns satisfactorily resolved.
- Verification of the candidate's employment history and satisfactory explanation of any gaps or discrepancies.
- An enhanced Disclosure and Barring Service (DBS) check appropriate to the role.
- Where the role constitutes regulated activity, an enhanced DBS check including children's barred list.
- Where exceptionally an individual is permitted to begin regulated activity before receipt of the enhanced DBS certificate, a separate children's barred list check will be obtained prior to commencement.
- Where applicable, prohibition from teaching checks.

- Where applicable, Section 128 direction checks for management positions in independent schools, including academies and free schools.
- Where appropriate, checks relating to childcare disqualification requirements.
- Overseas criminal record checks and any additional checks considered necessary where an individual has lived or worked outside the United Kingdom, including obtaining references from oversea employers where appropriate.
- Verification of professional registration where this is a requirement of the post.
- Any further checks required by legislation, statutory guidance or the nature of the role.

Our school must obtain, via the individual, an enhanced DBS check including children's barred list information for any volunteer who will be engaging in regulated activity. From September 2026, a volunteer who teaches, trains, instructs or supervises children frequently, on more than three days in any 30-day period, or overnight is engaging in regulated activity, whether or not the volunteer is supervised by another person. The previous supervision exemption no longer applies.

Where a volunteer is not engaging in regulated activity, our school must not request a children's barred list check. Our school will undertake and record a written risk assessment to determine whether an enhanced DBS check without barred list information, a basic DBS check, or no DBS check is appropriate.

Any concerns identified through the recruitment process, references, online searches, disclosure information or pre-employment checks will be considered carefully before an appointment is confirmed. Where necessary, further enquires will be undertaken and any identified safeguarding concerns must be satisfactorily resolved before employment commences.

The school will ensure that evidence of all required pre-employment checks is retained in accordance with data protection legislation and that all appropriate information is accurately recorded on the school' single central record.

Where statutory guidance permits an individual to commence work before all recruitment checks have been completed, the Headteacher must be satisfied that:

- All other required recruitment checks have been completed
- An appropriate written risk assessment has been undertaken
- Appropriate safeguarding measures, including supervision where required, have been implemented.
- The arrangement complies fully with Keeping Children Safe in Education (2026)

The details of an individual should be removed from the single central record once they no longer work at the school.

12. Agency and Supply Staff

Our school will obtain written confirmation from the employment business or agency that all appropriate safer recruitment and pre-employment checks have been completed for any

agency or supply staff supplied to work at the school, in accordance with Keeping Children Safe in Education (2026).

Our school will ensure the agency has carried out all checks required for the role, including an enhanced Disclosure and Barring Service (DBS) check, children's barred list information where the individual will be undertaking regulated activity, verification of identity, right to work in the United Kingdom, qualifications where required, prohibition checks where appropriate and any other relevant statutory pre-employment checks.

Before an agency or supply worker begins work, our school will verify the identity of the individual on arrival and ensure they have been informed of the school's safeguarding arrangements including:

- The identity of the Designated Safeguarding Lad (DSL) and Deputy DSL(s)
- The Safeguarding Policy
- The Staff Behaviour (Code of Conduct)
- Procedures for reporting safeguarding concerns
- Procedures for reporting low-level concerns
- Emergency procedure and any safeguarding information relevant to the role

Our school will ensure that agency and supply staff understand their safeguarding responsibilities whilst working within the school and that they are aware of the expectations placed upon all adults working with children.

Where concerns arise regarding the suitability or conduct of an agency or supply worker, these will be managed in accordance with our school's safeguarding procedures, and the employment business will be informed without delay.

13. Contractors

Our school recognises that contractors working on site may have contact with children and therefore appropriate safeguarding arrangements will be implemented in accordance with Keeping Children Safe in Education (2026).

Before contractors commence work, the school will establish the nature of the work being undertaken and determine whether the role requires safeguarding checks, including Disclosure and Barring Service checks, in accordance with statutory guidance.

Where contractors are employed by an external organisation, the school will seek written assurance from the employer that all appropriate recruitment and safeguarding checks have been completed before work commences.

Contractors whose work provides the opportunity for regular contact with children, or who will be undertaking regulated activity, must have completed the appropriate safer recruitment and vetting checks before commencing work.

Contractors who have not been subject to the appropriate level of safeguarding checks will be appropriately supervised at all times on the school site and must not be permitted to undertake regulated activity with children.

All contractors will:

- Sign in and out in accordance with our school's visitor procedures.
- Wear appropriate identification whilst on site.
- Receive relevant safeguarding information appropriate to their role.
- Be informed of the identity of the Designated Safeguarding Lead and how to report safeguarding concerns.
- Comply with the school's safeguarding and health and safety procedures whilst working on school premises.

Any safeguarding concerns regarding a contractor, or concerns about the conduct or suitability of a contractor working on the school site, will be reported immediately to the Headteacher or DSL and managed in accordance with the school's safeguarding procedures.

14. Volunteers

Our school recognises the valuable contribution made by volunteers and will ensure that appropriate safer recruitment and vetting arrangements are applied before a volunteer commences their role.

The Crime and Policing Act 2026 removed the supervision exemption from the definition for regulated activity. A volunteer who undertakes teaching, training, instructing or supervising children frequently, on **more than three days in any 30-day period**, or overnight will be engaging in regulated activity, whether or not they are supervised by another person.

Where a volunteer will be engaging in regulated activity, our school must obtain an enhanced Disclosure and Barring Service check which includes children's barred list information before the volunteer undertakes the activity.

Where a volunteer meets the frequency condition through volunteering at more than one school, college or other education setting, the settings should work together to determine which setting will apply for the enhanced DBS check with children's barred list information. The volunteer should provide the relevant DBS information to each setting. Our school may also encourage volunteers to join the DBS Update Service, which is free for volunteers.

A volunteer who does not undertake regulated activity must not be subject to a children's barred list check. Our school will undertake a written risk assessment to determine whether another level of DBS check is appropriate.

Under no circumstances will a volunteer for whom no appropriate checks have been obtained be left unsupervised or permitted to undertake regulated activity.

In exceptional circumstances, where our school allows a newly appointed volunteer to begin regulated activity before the enhanced DBS certificate is received, our school must:

- Obtain a separate children's barred list check
- Complete all other relevant recruitment and vetting checks
- Ensure that the volunteer is appropriately supervised
- Complete and record a written risk assessment authorised by the Headteacher

For volunteers who are not undertaking regulated activity, the written risk assessment should consider:

- The nature of and frequency of the volunteers work with children.
- The level of opportunity for contact with children.
- What our school knows about the volunteer, including information provided by staff, parents, referees or other volunteers,
- Whether the volunteers undertake employment or voluntary activity elsewhere from which information about their suitability may be obtained.
- Whether an enhanced DBS check without children's barred list information would be appropriate.
- Whether a basic DBS check may be appropriate for any other volunteer who has access to children.

The outcome of the risk assessment, the checks undertaken and the decision made must be recorded. Relevant information must also be entered on the Single Central Record in accordance with Keeping Children Safe in Education (2026).

All volunteers will receive a safeguarding induction appropriate to their role, including information about the school's Child Protection Policy, Staff Behaviour Policy, the identity of the Designated Safeguarding Lead and deputies, and the procedures for reporting safeguarding concerns.

Existing Volunteers

Our school will review the duties, frequency and working arrangements of all existing volunteers before 1st September 2026.

Where an existing volunteer becomes engaged in regulated activity from 1st September 2026 because of the removal of the supervision exemption, our school must check the volunteer's children's barred list status.

This should normally be completed by obtaining an enhanced DBS check which includes children's barred list information.

A separate children's barred list check may be undertaken where:

- Our school wishes to permit the volunteer to undertake regulated activity before receipt of the enhanced DBS certificate; or the school has recently obtained an

enhanced DBS check without children's barred list information and there has been no break in the volunteer's service since that certificate was issued.

Our school has ensured that all affected existing volunteers have been identified and the required checks initiated or completed before they continue undertaking regulated activity from 1st September 2026.

15. Ongoing Safeguarding Responsibilities

Safer recruitment is an ongoing process and does not end once an individual has been appointed. Our school is committed to maintaining a culture of vigilance and ensuring that all adults working with children continue to demonstrate their suitability to work with children throughout their employment or engagement with our school.

All staff, volunteers, governors, agency workers, contractors, and any other adults working within our school are expected to maintain the highest standards of professional conduct and act in accordance with the school's safeguarding policies and procedures at all times.

Safeguarding Induction

All newly appointed staff, volunteers, agency workers and regular contractors will receive an induction appropriate to their role before or as soon as reasonably practicable after commencing work, this will include:

- The Safeguarding Policy
- Keeping Children Safe in Education Part One
- Staff Behaviour (Code of Conduct)
- Identity of the DSL and Deputies
- Reporting safeguarding concerns procedures
- Whistleblowing procedures
- Low-level concerns procedures
- The safeguarding response to children missing education
- Behaviour policy
- Online safety expectations (including acceptable use)
- Safeguarding responsibilities relevant to the role

Safeguarding Training

All staff will receive safeguarding and child protection training, including online safety at induction. Safeguarding training will be regularly updated in accordance with statutory guidance, and all staff will receive safeguarding updates at least annually, or more frequently where required, to ensure they remain aware of current safeguarding issues, local procedures and emerging risks.

Professional Conduct

All adults working within our school are expected to:

- Maintain appropriate professional boundaries with children
- Comply with the staff behaviour policy (code of conduct)
- Safeguard and promote the welfare of children
- Demonstrate appropriate professional judgment
- Report any safeguarding concerns immediately
- Maintain appropriate confidentiality whilst understanding when information must be shared to safeguard children
- Contribute to maintaining a positive safeguarding culture throughout our school.

Ongoing Suitability

Individuals have a continuing responsibility to inform the Headteacher without delay if there is any matter that may affect their suitability to work with children. This includes, where appropriate:

- Criminal investigations
- Cautions or convictions
- Police bail or other legal restrictions
- Prohibition orders or professional sanctions
- Changes affecting the individual's right to work in the United Kingdom
- Any circumstance which could reasonably be considered relevant to their suitability to work with children.

Our school will consider all such information proportionality and in accordance with statutory guidance, employment law and data protection legislation.

Low Level Concerns

Our school recognises the importance of creating a culture where concerns about adults working with children can be identified and addressed promptly. All staff are expected to report low-level concerns regarding the behaviour of adults working in or on behalf of the school in accordance with the low-level concerns procedures. Such concerns will be recorded, reviewed and managed appropriately to promote a strong culture and to help identify any patterns of concerning behaviour.

Allegations and Safeguarding Concerns Relating to Staff

Concerns or allegations that an adult working in or on behalf of the school may have harmed a child, committed a criminal offence against a child, behaved in a way that indicates they may pose a risk of harm to children, or behaved in a way that indicates they may not be suitable to work with children, will be managed in accordance with Keeping Children Safe in Education (2026), and the school's procedures for managing allegations against staff.

Whistleblowing

All staff have a responsibility to raise concerns where they believe practice is unsafe, inappropriate or ineffective. Staff will be able to raise concerns through the school's whistleblowing policy without fear of victimisation or detriment. Our school will promote an

open and transparent culture in which safeguarding concerns are taken seriously and responded to appropriately.

Monitoring and Safeguarding Culture

The Headteacher, Governing Body and DSL will promote an open and positive safeguarding culture in which safeguarding remains everyone's responsibility. Appropriate monitoring arrangements, including safeguarding audits, reviews of recruitment practices, monitoring of the single central record and regular review of safeguarding procedures, will be undertaken to ensure continued compliance with statutory guidance and to promote continuous improvement.

Legal Reporting Duties

Where required, our school will fulfil its statutory duty to make referrals to the Disclosure and Barring Service, the Teaching Regulation Agency, relevant professional regulators and any other appropriate statutory bodies where an individual has been removed from regulated activity, or would have been removed had they not resigned, because they have harmed, or posed a risk of harm, to a child or where other statutory reporting duties apply.

Record Keeping

Our school will maintain accurate records relating to safeguarding concerns, recruitment checks, low-level concerns, allegations and statutory referrals in accordance with data protection legislation and statutory guidance. Records will be stored securely and retained in accordance with the school's record retention procedures.

The appendices form part of this policy and should be read alongside the main policy. They provide supplementary information to support the consistent application of the policy and do not replace the statutory guidance contained within Keeping Children Safe in Education (2026) or other relevant legislation.

Appendix 1: Regulated Activity

This appendix provides a summary of regulated activity to support the application of this policy. It does not replace the statutory guidance contained within *Keeping Children Safe in Education (2026)* or Department for Education guidance relating to regulated activity and Disclosure and Barring Service (DBS) checks.

Regulated Activity

The school will determine whether a role constitutes regulated activity before recruitment takes place to ensure that the appropriate level of pre-employment checks are undertaken.

Regulated activity includes certain work with children that is carried out frequently, intensively or overnight, together with specified activities and roles defined in legislation. Where an individual is undertaking regulated activity, an enhanced DBS certificate with children's barred list information must be obtained before they commence work, unless an exception permitted by law applies.

Volunteers

From the 1st September 2026, changes to the definition of regulated activity remove the previous supervision exemption for volunteers undertaking teaching, training, instructing or supervising children. Our school will therefore assess volunteer roles in accordance with the revised statutory definition of regulated activity rather than relying on supervision arrangements when determining the appropriate level of safeguarding checks.

Determining Appropriate Checks

Our school will ensure that:

- The level of DBS check requested is lawful and proportionate to the role.
- Children's barred list information is requested only where legally permitted.
- Recruitment decisions are based upon the duties of the role and the statutory definition of regulated activity.

- Decisions relating to safeguarding checks are made in accordance with Keeping Children Safe in Education (2026) and associated Department for Education guidance.

Appendix 2 – Ongoing Declaration of Suitability to Work with Children

Purpose

Our school expects all staff to maintain their suitability to work with children throughout their employment or engagement. This appendix supports Section 15 of this policy by outlining the expectation that individuals will notify the Headteacher where circumstances arise which may affect their suitability.

Ongoing Duty to Disclose

Employees, volunteers, agency workers and others working on behalf of the school must notify the Headteacher, without unreasonable delay, if any matter arises that may affect their suitability to work with children or their ability to fulfil the requirements of their role.

This may include, but is not limited to:

- Criminal investigations, cautions or convictions
- Police bail or other legal restrictions
- Prohibition orders or professional sanctions
- Changes affecting the individual's right to work in the United Kingdom
- Findings made by a professional or regulatory body
- Any other matter which could reasonably be considered relevant to safeguarding children or the individual's suitability to work with children.

Disclosure of such information will not automatically prevent continued employment or engagement. Our school will consider each matter individually, taking account of safeguarding responsibilities, statutory guidance, employment law and the circumstances of the case.

Failure to disclose information that may affect an individual's suitability to work with children may be managed under the school's disciplinary procedures and, where appropriate, safeguarding procedures.

Staff Declaration

Our school may require individuals to confirm, at appointment and at other appropriate times during their employment or engagement, that they remain suitable to work with children and

that there have been no changes to their circumstances that should be disclosed under this policy.