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Head of School: Mrs D Marusamy

Safer Recruitment Policy

Chair of Governors	M Mortiboys (November 2025)
Interim Headteacher	D Marusamy (November 2025)
Next review date	November 2026



Safer Recruitment Policy

Principles:

Butts Primary school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In this context it is vital that the School applies recruitment and selection procedures that identify people who are unsuited to work with children. The School follows the Government's statutory guidance (Keeping children safe in education, Sept 19) for the safer recruitment and employment of staff who work with children.

Aims:

- To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
- To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- To seek to secure an on-going safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of children for any length of time and at the discretion of the Head of School or Executive Head teacher, those who regularly come into contact with children in a supporting or voluntary capacity.

The school will report within one month any person dismissed (when deemed to be unsuitable to work with children) to the Disclosure and Barring Service (DBS) and the National College for Teaching and Leadership (NCTL).

The Single Central Record

The School's 'Single Central Record' provides a full record of all adults who are cleared through the Disclosure and Barring Service (DBS) to work within the School (appendix 1).

The Schools Single Central Record (Register) covers the following people:

- All contracted staff (teachers and associate staff)
- Peripatetic music teachers, sports coaches, cleaners, caretaker
- Volunteers and regular visitors including school Governors
- Supply staff (including Cover Supervisors and Exam Invigilators)
- All others (including volunteers) who come into regular contact with children in the school.

The Single Central Record is maintained by the School Business Manager, Miss S Horton and reviewed half termly.

Recruitment Procedures (contracted staff)

These procedures apply to the appointment of:

- Contracted teaching staff
- Contracted support staff
- Contracted lunchtime supervisors

Inviting applications

Advertisements for posts – whether in newspapers or on-line – will include the statement: “Butts Primary School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young adults. We expect all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced DBS check.”

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

- Job description and person specification
- The school's Safeguarding Policy
- The school's Safer Recruitment Policy (this document)
- 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. Reference or testimonials provided by the candidate will never be accepted.
- Where necessary, referees will be contacted by telephone or e-mail 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 suitability of the candidate for this post.

Employment checks

All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance and we will seek a criminal records check for all applicants that have lived or worked outside of the UK, including all E.U. countries.
- to provide actual certificates of qualifications and for those that have lived and worked abroad a reference from the professional regulating body within that country may be sought
- to complete a confidential health questionnaire (teachers/catering staff only)
- to provide proof of eligibility to live and work in the UK, which will include all applicants that have lived and worked within the E.U. from January 2021.
- Online checks will be carried out using search engines such as Google to check against an applicant's name and profession, to see if there is any public information that may be of relevance to their recruitment at school.

Induction

- All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Recruitment Procedures (other staff)

This may apply to:

- Sports coaches
- Peripatetic music teachers
- Catering/cleaning staff
- External supply teachers
- Trainee (PGCE/School Direct) teachers

In all cases, the individual (or company providing the individual e.g. with catering/music staff) should undertake the procedures outlined in the 'Employment Checks' section. The supply of external supply teachers, shall provide the information/ evidence as listed in 'Short-listing and references', 'The Selection Process' and 'Employment Checks' sections.

Designated teacher

The designated teacher is the Executive Head Mrs Angela Hill who has undertaken safer recruitment training along with Miss Sophie Horton the School Business Manager.