Knowledge-rich, skills-led learning for all
Christ at our heart
Serving everyone in our community
Partnership of love, ambition, joy and peace

St. Michael Catholic Primary and Nursery School

Safer Recruitment, Staff Retention And Single Central Record Policy

I came so that you may have life, life in all its fullness" John 10:10

St Michael Catholic Primary School and Nursery is a Catholic family of faith following the teachings of Christ. We strive to create an environment where all members of our school community respect the values of: Church, Independence, Resilience, Caring, Learning and Enjoyment for all. Belief in these values will nurture all as individuals and instil in them the confidence to meet their full potential, providing them with the best grounding for their future place in an ever-changing world.

Policy Date	September 2026
Signed by Head Teacher	Mrs N Collins
Review Date	September 2027

1. Policy Statement

St Michael Catholic Primary and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff, governors, volunteers, contractors and visitors to share this commitment.

The school recognises that safer recruitment is a vital part of safeguarding children and aims to create a culture of vigilance, transparency, accountability and professional responsibility.

We are committed to attracting, recruiting, developing and retaining high-quality staff who are suitable to work with children and who actively support the values, ethos and safeguarding culture of the school.

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2. Aims

The aims of this policy are to:

• Safeguard and promote the welfare of all children.

• Prevent unsuitable individuals from working with children.

• Ensure safer recruitment procedures are robust and compliant.

• Maintain a fully compliant Single Central Record (SCR).

• Recruit and retain high-quality staff.

• Promote equality, diversity and inclusion.

• Support staff wellbeing and professional development.

• Ensure compliance with all relevant statutory guidance.

• Create a culture where safeguarding is everyone's responsibility.

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3. Legal and Statutory Framework

This policy is informed by:

• Keeping Children Safe in Education (2026).

• Working Together to Safeguard Children (2023).

• Equality Act 2010.

• Data Protection Act 2018.

• UK General Data Protection Regulation (UK GDPR).

• Rehabilitation of Offenders legislation.

• School Staffing Regulations.

• Teacher Standards.

• Relevant Department for Education guidance.

This policy should be read alongside the school's safeguarding, whistleblowing and staff conduct procedures.

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4. Safer Recruitment Principles

The school will ensure that safeguarding is embedded throughout the recruitment process.

We will:

• Promote safeguarding within job advertisements.

• Include safeguarding responsibilities within job descriptions and person specifications.

• Seek suitable references.

• Verify employment history.

• Verify identity and qualifications.

• Undertake all statutory safeguarding checks.

• Include safeguarding-focused questions within interviews.

• Ensure safeguarding suitability is considered in all appointment decisions.

The school seeks to deter, identify and reject individuals who may pose a risk to children.

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5. Recruitment Process

Planning the Recruitment

Prior to advertising a vacancy, the school will:

• Review the role.

• Update the job description.

• Update the person specification.

• Identify safeguarding responsibilities associated with the role.

• Determine the recruitment process.

Advertising

All recruitment advertising will clearly state that:

St Michael Catholic Primary and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Where applicable, advertisements will state that successful applicants will be subject to appropriate safeguarding checks.

Applications

Applicants will be required to provide:

• Full personal details.

• Employment history.

• Qualifications.

• Professional references.

• Relevant training and experience.

• Explanations for employment gaps.

The school will scrutinise applications carefully and seek clarification where required.

Shortlisting

Shortlisting will be carried out by suitably trained staff.

At least one member of the recruitment panel will have completed Safer Recruitment training.

Shortlisting decisions will be based on:

• Skills.

• Qualifications.

• Experience.

• Suitability for working with children.

• Evidence against the person specification.

Online Searches

As part of the recruitment process, online searches may be undertaken for shortlisted candidates.

These searches support safeguarding decision-making and may identify information relevant to a candidate's suitability to work with children.

Any concerns arising from online searches will be explored appropriately during the recruitment process.

References

References will normally be obtained before interview wherever possible.

References will be used to verify:

• Employment history.

• Suitability to work with children.

• Professional conduct.

• Performance concerns where relevant.

References will be scrutinised carefully and discrepancies explored.

Interviews

Interviews provide an opportunity to assess:

- Professional competence.
- Suitability for the role.
- Safeguarding knowledge.
- Attitudes towards safeguarding.
- Commitment to the school's values.

Candidates should expect safeguarding-related questions as part of the interview process.

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6. Pre-Employment Checks

No appointment will be confirmed until all appropriate checks have been completed and verified.

Checks may include:

- Identity verification.
- Enhanced DBS check.
- Children's Barred List check where appropriate.
- Right to work in the UK.
- Professional qualifications.
- Teacher prohibition checks.
- Overseas checks where required.
- Section 128 checks where applicable.
- References.
- Medical fitness declarations where appropriate.

The school reserves the right not to proceed with an appointment where safeguarding concerns remain unresolved.

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7. Volunteers, Visitors and Contractors

The school recognises that safeguarding responsibilities apply beyond employed staff.

Appropriate arrangements will be in place for:

• Volunteers.

• Visitors.

• Contractors.

• Agency and supply staff.

Checks will be completed in accordance with statutory guidance and school procedures.

All adults working with children must understand and follow safeguarding expectations.

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8. Single Central Record (SCR)

The school maintains a fully compliant Single Central Record.

The SCR will include required information relating to:

• Employees.

• Governors.

• Volunteers where appropriate.

• Agency and supply staff.

• Contractors where relevant.

The SCR will record:

• Identity checks.

• DBS checks.

• Barred List checks.

• Qualifications.

• Right to work checks.

• Teacher prohibition checks.

• Section 128 checks where applicable.

• Overseas checks where relevant.

The SCR will be monitored regularly and audited to ensure compliance.

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9. Staff Retention

The school recognises that recruiting high-quality staff is only part of creating an effective workforce.

We are committed to retaining staff through:

• Supportive leadership.

• Professional trust.

• Meaningful professional development.

• Staff wellbeing support.

• Effective workload management.

• Career development opportunities.

• Coaching and mentoring.

• Positive workplace relationships.

• Recognition and celebration of achievements.

Our aim is to create a culture where staff feel valued, supported and motivated.

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10. Low-Level Concerns

The school promotes a culture where concerns can be raised openly and professionally.

Low-level concerns may involve behaviour that is inconsistent with the Staff Code of Conduct but does not meet the threshold for an allegation.

All concerns will be:

• Taken seriously.

• Recorded appropriately.

• Considered in line with safeguarding procedures.

• Used to support a culture of openness and vigilance.

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11. Training

The school will ensure that:

• Relevant staff receive Safer Recruitment training.

• Staff understand safeguarding responsibilities.

• Staff are familiar with Keeping Children Safe in Education.

• Staff understand whistleblowing and low-level concerns procedures.

• Governors receive appropriate safeguarding training.

Training records will be maintained and reviewed regularly.

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12. Equality, Diversity and Inclusion

The school is committed to equality of opportunity and fair treatment for all applicants and staff.

Recruitment decisions will be based upon:

• Suitability.

• Skills.

• Experience.

• Qualifications.

The school will not discriminate unlawfully on the basis of any protected characteristic under the Equality Act 2010.

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13. Monitoring and Review

The implementation of this policy will be monitored through:

- SCR audits.
- Recruitment file audits.
- Safeguarding reviews.
- Governor monitoring.
- Staff feedback.
- Retention data.
- Exit interviews where appropriate.

This policy will be reviewed annually or sooner where changes to legislation, statutory guidance or school practice require amendment.

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14. Linked Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy.
- Staff Code of Conduct.
- Whistleblowing Policy.
- Data Protection Policy.
- Low-Level Concerns Policy.
- Behaviour Policy.
- Equality Policy.
- Staff Wellbeing Policy.

• ECT Induction Policy.

• Complaints Policy.

Through robust safer recruitment procedures and a strong safeguarding culture, St Michael Catholic Primary and Nursery School seeks to ensure that every child is protected, supported and able to flourish whilst experiencing life in all its fullness.