



Safer Recruitment Policy

Independent school standard | KCSIE 2026 aligned

Recruiting suitable adults, deterring unsuitable applicants and maintaining safeguarding vigilance after appointment

Organisation	SENtre
Policy owner	Managing Director / Headteacher
Safeguarding oversight	Designated Safeguarding Lead (DSL)
Effective date	8 September 2026
Next review	September 2027, or earlier if guidance or legislation changes
Applies to	Employees, applicants, volunteers, agency/supply staff, contractors, trainee teachers and relevant proprietor/management roles

Policy status: This policy replaces SENtre's previous safer recruitment policy. It is written for SENtre's school-level arrangements from September 2026 and reflects Keeping Children Safe in Education 2026, including the 1 September 2026 change to regulated activity with children.

Document control and connected policies

This policy must be read alongside SENtre’s Safeguarding and Child Protection Policy, Staff Code of Conduct, Managing Allegations and Low-Level Concerns Procedure, Whistleblowing Procedure, Equality and Diversity arrangements, Data Protection Policy, Health and Safety Policy, Staff Induction arrangements, Volunteer Procedure and Single Central Record (SCR).

The proprietor is responsible for ensuring that recruitment systems are effective, lawful, consistently implemented and auditable. Where another internal procedure conflicts with this policy, the safeguarding interpretation that provides the greatest lawful protection for children will be escalated to the Headteacher and DSL for resolution.

Key changes from SENtre’s previous policy

- Replaces the previous reliance on the EYFS 2017 framework with current school-level safeguarding and recruitment requirements.
- Introduces a full Single Central Record rather than a DBS-only central record.
- Adds shortlisting self-declarations, online due diligence, enhanced reference verification and structured safeguarding selection.
- Adds teaching prohibition, section 128, overseas, agency, contractor, trainee teacher and volunteer arrangements.
- Reflects the removal of the supervision exemption for regulated activity with children from 1 September 2026.
- Retains SENtre’s practical observation of candidates interacting with children as part of the selection process.

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1. Purpose and principles

SENtre is committed to recruiting people who are suitable to work with children and who understand that safeguarding is central to every role. Safer recruitment is not a single DBS check. It is a continuous safeguarding process that begins when a vacancy is planned and continues throughout employment or engagement.

- The welfare of children is paramount.
- Recruitment will deter, identify and reject applicants who are unsuitable to work with children.
- SENtre will apply fair, consistent and non-discriminatory recruitment procedures and make reasonable adjustments where required.
- No appointment will be confirmed until all mandatory checks relevant to the role have been satisfactorily completed, unless a lawful and documented exceptional start arrangement applies.
- Concerns, discrepancies, gaps and safeguarding information will be explored professionally and recorded clearly.
- The level of vetting will be determined by the actual duties of the role, including whether the work is regulated activity, teaching work or management of an independent school.

2. Legal and statutory framework

This policy has regard to current legislation and statutory guidance applicable to schools in England, including:

- Keeping Children Safe in Education 2026 (KCSIE 2026), particularly Part Three: Safer Recruitment.
- The Education (Independent School Standards) Regulations 2014, including requirements relating to suitability of staff, supply staff and proprietors and maintenance of the register/SCR.
- Education Act 2002 and Education and Skills Act 2008.
- Children Act 1989 and Children Act 2004.
- Safeguarding Vulnerable Groups Act 2006, as amended, including the definition of regulated activity.
- Crime and Policing Act 2026, including the removal of the supervision exemption for regulated activity with children from 1 September 2026.
- Protection of Freedoms Act 2012 and Police Act 1997 provisions relevant to criminal record checks.
- Teachers' Disciplinary (England) Regulations 2012 and teacher prohibition requirements.
- Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014 (section 128).
- Childcare Act 2006 and Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, where applicable.
- Rehabilitation of Offenders Act 1974 and relevant Exceptions Orders.
- Equality Act 2010, Human Rights Act 1998, UK GDPR and Data Protection Act 2018.
- Home Office right-to-work guidance and current DBS eligibility/checking guidance.

Important 2026 change: From 1 September 2026, supervision no longer removes a person from regulated activity where they teach, train, instruct, care for or supervise children frequently, on more than three days in a 30-day period, or overnight. SENtre will assess volunteer and worker roles on the basis of the current legal definition, not the former supervision exemption.

3. Roles and responsibilities

3.1 Proprietor / Managing Director

- Retains strategic accountability for safer recruitment and ensures sufficient resources, competent staff and effective oversight.
- Ensures the school has a compliant SCR and that it is quality assured regularly.

- Ensures required checks are carried out on members of the proprietor body and on persons taking part in management, including section 128 checks where required.
- Ensures at least one appropriately trained person participates in recruitment decisions and that recruitment practice is reviewed following any safeguarding weakness or inspection finding.

3.2 Headteacher / Recruitment Lead

- Leads or delegates recruitment processes and ensures each vacancy has a clear job description, person specification and safeguarding requirements.
- Ensures applications, shortlisting, references, interviews, online checks, pre-appointment checks and records meet this policy.
- Ensures no person starts unsafely and that any exceptional start before receipt of a DBS certificate is authorised and risk assessed.
- Ensures recruitment records are complete and transferred promptly to the SCR/personnel file following appointment.

3.3 Designated Safeguarding Lead

- Advises on safeguarding information arising during recruitment, references, online searches or self-declarations.
- Supports assessment where an allegation, safeguarding concern or suitability issue is disclosed.
- Ensures recruitment practice aligns with SENtre's safeguarding culture and managing-allegations arrangements.

3.4 Recruitment panel

- At least two people will normally shortlist and interview. At least one member involved in the recruitment process will have completed safer recruitment training appropriate to their role.
- Panel members will declare conflicts of interest, use agreed criteria, keep appropriate notes and avoid discriminatory questions or decisions.
- Where possible, the same people will shortlist and interview to provide continuity.

4. Safer recruitment planning and advertising

Before advertising, SENtre will determine the duties of the role, whether it is regulated activity, whether it constitutes teaching work, whether it involves management of an independent school, and which checks will therefore be required.

4.1 Job description and person specification

- The job description will identify safeguarding responsibilities and the extent of contact with children.
- The person specification will include suitability to work with children, professional boundaries, safeguarding values and any required qualifications or professional status.
- Recruitment materials will make clear that safeguarding checks will be undertaken and that appointment is conditional on satisfactory checks.

4.2 Advertisements

Advertisements will include SENtre's commitment to safeguarding and promoting the welfare of children, state that safeguarding checks will be undertaken, identify whether the post involves regulated activity, and include the appropriate Rehabilitation of Offenders Act / Exceptions Order wording for the role.

SENtre will promote equality of opportunity and will not use recruitment criteria that unlawfully discriminate against applicants. Reasonable adjustments will be offered throughout the process where required.

5. Applications and employment history

SENtre will require a completed application form for school roles. A CV may accompany an application but will not be accepted on its own.

Applicants will be required to provide:

- current and former names, current address and National Insurance number;
- current or most recent employment and reason for leaving;
- a full history since leaving school, including education, paid employment and voluntary work, with reasons for gaps;
- qualifications, awarding bodies and dates of award;
- details of referees; and
- a statement explaining their relevant experience, personal qualities and how they meet the person specification.

Application forms will include a declaration that the information supplied is true and complete and will warn that providing materially false information or omitting relevant information may result in withdrawal of an offer or disciplinary action.

6. Shortlisting, self-declaration and online due diligence

6.1 Shortlisting

- At least two people will shortlist against criteria agreed before applications are reviewed.
- The panel will identify inconsistencies, unexplained gaps, frequent changes of employment/location and other potential concerns for follow-up.
- Shortlisting decisions and reasons will be recorded sufficiently to demonstrate a fair and safeguarding-focused process.

6.2 Shortlisted-candidate self-declaration

Only shortlisted candidates will be asked to complete the criminal record / suitability self-declaration required by current guidance. The declaration will be framed in accordance with Ministry of Justice disclosure rules and may cover, where legally relevant, criminal history, barred-list status, teaching prohibition, section 128 restrictions, childcare disqualification, relevant overseas information and whether the applicant is known to police or children's social care.

A shortlisted candidate will sign a declaration confirming that the information supplied is true. Any disclosure will be considered fairly and in context; a disclosure will not automatically prevent appointment.

6.3 Online due diligence

SENtre will consider a proportionate online search of publicly available information for shortlisted candidates as part of due diligence. Candidates will be told that this may occur. The search is not a general investigation into private life; it is intended to identify publicly available incidents or issues that may need to be explored at interview.

- Searches will be limited to legitimate safeguarding/suitability purposes.
- Protected characteristics and irrelevant personal information will not be used to make recruitment decisions.
- Where practicable, the person conducting the search will provide only relevant findings to the interview panel to reduce bias.
- Any material concern will be put to the candidate so that they have an opportunity to respond.

7. References

References are a core safeguarding check. SENtre will seek references before interview where possible so that concerns can be explored with both the referee and candidate.

- Open references or testimonials addressed “to whom it may concern” will not be relied upon.
- References will be requested directly by SENtre; applicants will not be asked to obtain their own references.
- A reference should normally be obtained from the current employer and completed by a senior person with appropriate authority.
- If the applicant is not currently employed, SENtre will verify the most recent relevant period of employment.
- Where the applicant is not currently working with children, SENtre will seek a reference from the last employer where they worked with children. If they have never worked with children, a reference from the current employer will be sought.
- Electronic references will be checked to ensure they originate from a legitimate source.
- References will be compared with the application form. Discrepancies, vague answers or omissions will be followed up directly with the referee and discussed with the candidate.
- The reason for leaving the current or most recent post will be established.
- Any concern must be resolved satisfactorily before appointment is confirmed.

When SENtre provides a reference, it will give factual and accurate information. Substantiated safeguarding concerns/allegations that met the harm threshold will be included where relevant. Unsubstantiated, unfounded, false or malicious allegations will not be included. Low-level concerns will be handled in accordance with KCSIE and SENtre’s low-level concerns procedure.

8. Selection and interview

SENtre will use structured selection methods that test the applicant’s competence, motivation, values, boundaries and safeguarding suitability. Interviewers will agree core questions in advance, ask comparable questions of all candidates and record the evidence supporting their decision.

The interview will explore:

- motivation for applying and motivation for working with children;
- relevant experience, skills and examples of work with children with SEND;
- understanding of safeguarding, professional boundaries, child-centred practice and responding to concerns;
- employment gaps, frequent job/location changes or inconsistencies;
- any concerns identified from references, the application, self-declaration or online due diligence;
- attitudes that may indicate an inadequate understanding of children’s vulnerability, inappropriate idealisation, blurred adult-child boundaries or other negative safeguarding behaviours.

All relevant information considered in the appointment decision will be recorded, including the reasons for appointing or not appointing.

9. SENtre practical interaction assessment

SENtre will retain its practical assessment because observing an applicant interacting appropriately with children provides valuable evidence alongside interview responses. Practical assessment is an additional selection measure and does not replace statutory checks.

- Candidates may be asked to take part in a planned, supervised practical interaction or teaching/play activity appropriate to the role.
- Children will remain safeguarded at all times. The candidate will not be left unsupervised and will not undertake intimate/personal care, administer medication or access confidential information.
- The assessment will consider communication, warmth, boundaries, ability to follow staff direction, responsiveness to children’s communication and sensory needs, safe play/teaching practice, and respect for dignity.
- Staff will record objective observations against agreed criteria. Any safeguarding concern will be escalated immediately to the DSL/Headteacher and may end the recruitment process.

SENtre-specific strength: Meaningful, safely supervised interaction with pupils is recognised in KCSIE as good

recruitment practice. SENtre will therefore continue to use a practical observation stage where appropriate to the role.

10. Conditional offers and pre-appointment checks

All offers will be conditional until the mandatory checks relevant to the post are complete and satisfactory. Before appointment, SENtre will, as applicable:

- verify identity, including current and former names and supporting evidence for name changes; best practice is to check the name on a birth certificate where available;
- obtain an enhanced DBS certificate and, for regulated activity, children's barred-list information;
- obtain a separate children's barred-list check only in the limited circumstances permitted by current guidance, including where an individual is to begin regulated activity before the DBS certificate is available;
- verify mental and physical fitness to carry out the specific responsibilities of the role, in a way that complies with the Equality Act;
- verify right to work in the UK using current Home Office requirements;
- complete further checks for people who have lived or worked outside the UK;
- verify professional qualifications where required, including QTS/teacher induction or probation where relevant;
- check teacher prohibition status where the person will carry out teaching work;
- complete a section 128 check where the person will take part in management of the independent school;
- apply childcare disqualification requirements where the role falls within those statutory arrangements;
- complete satisfactory references and resolve all material discrepancies.

11. DBS checks, barred-list checks and the Update Service

11.1 Correct level of check

The level of DBS check will be based on the legal eligibility of the role. Most SENtre school staff who work with children will be in regulated activity and will therefore require an enhanced DBS check with children's barred-list information. Barred-list information will never be requested for a person who is not in, or seeking to enter, regulated activity.

11.2 Original certificate

Where an enhanced DBS certificate is required, the applicant must present the original certificate to SENtre before taking up post, or as soon as practicable afterwards where the law/guidance permits. SENtre will compare any disclosed information with information provided during recruitment and assess suitability fairly on an individual basis.

11.3 Update Service

Where SENtre uses the DBS Update Service, it will obtain the individual's consent, verify that the original certificate belongs to the individual, inspect the original certificate and confirm that the workforce and level of check are appropriate for the role before relying on an online status result.

SENtre may encourage or require staff in eligible roles to subscribe to the DBS Update Service as a condition of employment where this is set out clearly in contractual arrangements. SENtre will not describe a blanket three-year DBS renewal as a statutory school requirement; repeat checks will be undertaken where required by law, where new information or a role change makes this necessary, or under an approved organisational checking programme.

12. Teaching prohibition, section 128 and childcare disqualification

12.1 Teaching prohibition

Before appointing anyone to carry out teaching work, SENtre will check that the person is not subject to a Secretary of State prohibition order, interim prohibition order or relevant historic GTCE sanction/restriction that remains in force. Checks will be completed through the current DfE checking service.

12.2 Section 128

As an independent school, SENtre will check that any person taking part in management is not subject to a section 128 direction. Management is determined by the substance of the role, not merely the job title, and can include the Headteacher/Principal, deputy or assistant heads, members of the proprietor body and others whose responsibilities amount to participation in management.

The required section 128 check and date will be recorded on the SCR for relevant management positions.

12.3 Childcare disqualification

Where SENtre provides childcare to which the Childcare Disqualification Regulations 2018 apply, including relevant work with reception-age children or wraparound care for children up to age eight, SENtre will complete and record the appropriate disqualification checks. These requirements are additional to DBS checks and will not be applied to staff outside the scope of the regulations.

13. Overseas checks

A person who has lived or worked outside the UK will undergo the same mandatory checks as other staff. In addition, SENtre will make further checks considered appropriate so that relevant events outside the UK can be considered.

- Overseas criminal record checks where available;
- for teaching roles, information from the relevant professional/regulatory authority where available;
- verification of overseas qualifications where relevant;
- alternative evidence and a documented risk assessment where reliable overseas information cannot be obtained.

An overseas teaching qualification alone is not evidence that a person is safe or suitable to work with children.

14. Volunteers

Volunteer roles will be assessed individually before the person begins. SENtre will determine whether the activity is regulated activity and what checks are legally available and appropriate.

14.1 Regular or overnight volunteers

From 1 September 2026, a volunteer who teaches, trains, instructs, cares for or supervises children frequently, on more than three days in a 30-day period, or overnight is in regulated activity even if supervised. SENtre will obtain the appropriate enhanced DBS check with children's barred-list information for such volunteers and will ensure existing volunteers affected by the 2026 change have their barred-list status checked.

14.2 Volunteers not in regulated activity

For volunteer roles that are not regulated activity, SENtre will complete a written risk assessment and decide which checks, if any, are appropriate. The assessment will consider the nature and frequency of contact with children, what SENtre knows about the volunteer, information available from other employment/volunteering and whether a basic or enhanced DBS check without barred-list information is appropriate and legally available.

A volunteer on whom no checks have been obtained will never be left unsupervised or permitted to carry out regulated activity.

15. Agency, supply and third-party staff

Before an agency, employment business or third party places a person at SENtre, SENtre will obtain written confirmation that the organisation has completed the checks SENtre would otherwise be required to carry out. Where the role requires barred-list information, the agency must have obtained the appropriate enhanced DBS certificate with barred-list information before appointment.

- If an agency-held enhanced DBS certificate contains disclosed information, SENtre will obtain a copy from the agency before the person starts.
- SENtre will check the identity of the person presenting for work and confirm that they are the individual on whom the checks were completed.
- Required supply/agency assurance and the date received will be recorded on the SCR, including required DBS information.
- The use of agency staff does not remove SENtre's responsibility to respond to safeguarding concerns or allegations about the individual.

16. Contractors and visitors

16.1 Contractors

Safeguarding expectations will be written into relevant contracts. Contractors engaging in regulated activity will require an enhanced DBS check with children's barred-list information. Other contractors who have an opportunity for regular contact with children but are not in regulated activity will require the appropriate enhanced DBS check without barred-list information where legally eligible. A contractor for whom required checks have not been obtained will not be left unsupervised or allowed to engage in regulated activity.

SENtre will always verify the identity of contractors on arrival. For self-employed contractors, SENtre will arrange or verify the appropriate eligible check and apply supervision according to risk.

16.2 Visitors

SENtre will not routinely request DBS checks for ordinary visitors, parents or relatives attending events. Professional visitors will have their identity checked and SENtre will obtain appropriate assurance that required safeguarding checks have been completed. The need for escort/supervision will be determined by the purpose of the visit and risk.

17. Trainee and student teachers

Where a trainee teacher is salaried by SENtre, SENtre will complete the required pre-appointment checks, including an enhanced DBS check with barred-list information where the person is in regulated activity. For fee-funded trainees, the training provider is responsible for the checks; SENtre will obtain written confirmation that all relevant checks have been completed and that the trainee has been judged suitable to work with children.

18. Existing staff and changes of role

Safer recruitment continues after appointment. If an existing member of staff changes role, SENtre will reconsider whether the new duties alter the person's DBS eligibility, regulated-activity status, teaching prohibition requirements, section 128 status, professional qualification requirements or other statutory checks.

SENtre may carry out further checks where it has concerns about an existing employee's suitability to work with children. Any such concern will also be considered under the Safeguarding / Managing Allegations and Low-Level Concerns procedures.

19. Single Central Record (SCR)

SENtre will maintain a single central record of pre-appointment checks. The SCR is a live safeguarding record and will be kept accurate, up to date and available for inspection.

For staff, including salaried teacher trainees, the SCR will indicate whether each required check has been carried out or certificate obtained and the date of completion. As applicable this includes:

- identity;
- standalone children's barred-list check where lawfully undertaken;
- enhanced DBS check / certificate and barred-list information where required;
- prohibition from teaching;
- overseas checks;
- professional qualifications where required;
- right to work in the UK;
- section 128 checks for relevant independent-school management positions.

The SCR will also contain the required information for agency/supply staff and will cover all persons required by the Independent School Standards, including relevant members of the proprietor body. SENtre may additionally record non-statutory information such as volunteer checks, childcare disqualification, safer recruitment training dates and the name of the person who completed each check.

An individual's details will be removed from the active SCR when they no longer work at SENtre, while underlying personnel and safeguarding records will be retained in accordance with the relevant retention schedule.

20. Recruitment records, confidentiality and retention

Recruitment information will be handled securely and in accordance with UK GDPR and the Data Protection Act 2018. Access will be restricted to people who need the information for recruitment, safeguarding, HR, governance or inspection purposes.

- Copies of documents used to verify identity, right to work and required qualifications will be retained on the personnel file in line with applicable guidance and SENtre's retention schedule.
- SENtre does not need to retain a copy of a DBS certificate in order to maintain the SCR. If a copy is retained, there must be a valid reason and it will normally be destroyed within six months.
- SENtre may retain a record that a vetting check was completed, its result and the recruitment decision.
- Interview notes and recruitment decision records will be retained for an appropriate period under the retention schedule and then securely destroyed.
- Criminal record and special-category information will not be kept or shared more widely than necessary.

21. Starting work before a DBS certificate is available

SENtre's normal expectation is that all checks are complete before the person starts. Exceptionally, where KCSIE permits a person to begin work before the enhanced DBS certificate is available, this may only happen where:

- all other required pre-appointment checks have been satisfactorily completed;
- a separate children's barred-list check has been completed where the person will engage in regulated activity and the standalone check is legally available;
- a written, role-specific risk assessment has been approved by the Headteacher / proprietor;
- the person is appropriately supervised until the original DBS certificate has been seen and assessed;
- the risk assessment states the supervision arrangements, restrictions, review date and person responsible;
- the certificate is obtained and reviewed as soon as practicable.

Never permitted: No person known or reasonably believed to be barred from regulated activity will be allowed to undertake regulated activity. A lack of completed checks will never be managed simply by informal reassurance.

22. Ongoing suitability and safeguarding after appointment

SENtre recognises that safer recruitment does not end on the employee's first day. Ongoing safeguarding arrangements include:

- a structured induction covering safeguarding, KCSIE Part One, staff code of conduct, allegations/low-level concerns, whistleblowing and SENtre procedures;
- confirmation that required policies have been read and understood;
- probation, supervision, performance management and observation appropriate to the role;
- clear expectations that staff disclose changes relevant to their suitability, right to work, professional status or childcare disqualification where applicable;
- prompt action on allegations, low-level concerns, boundary concerns, conduct or information that may affect suitability;
- rechecking eligibility and statutory checks when duties change materially.

23. Referrals to DBS and Teaching Regulation Agency

SENtre will meet its legal duty to make referrals to the Disclosure and Barring Service where the statutory referral conditions are met, including where a person has been removed from regulated activity (or would have been removed had they not resigned, retired or otherwise left) because they harmed or posed a risk of harm to a child.

Where concerns relate to a teacher and the relevant criteria are met, SENtre will also consider referral to the Teaching Regulation Agency. Resignation, settlement or the end of a contract will not prevent SENtre from completing safeguarding processes or making required referrals.

24. Quality assurance and review

The proprietor / Headteacher will ensure that safer recruitment is tested in practice, not only documented. Quality assurance will include periodic sampling of recruitment files and SCR entries, verification that agency assurances are current, checking safer recruitment training, reviewing any exceptional DBS-start risk assessments and addressing weaknesses immediately.

This policy will be reviewed at least annually and sooner following changes to KCSIE, legislation, DBS/Home Office guidance, the Independent School Standards, organisational structure or identified safeguarding weaknesses.

Appendix A: SENtre safer recruitment checklist

Stage	Required evidence	Complete
Planning	Role reviewed for regulated activity / teaching work / management / childcare disqualification; job description and person specification updated; panel identified; safer recruitment-trained member confirmed.	☐
Advert	Safeguarding statement; checks statement; regulated-activity status; Rehabilitation of Offenders wording; closing date and application route.	☐
Application	Completed SENtre application form; no CV-only application; full history since leaving school; former names; gaps and reasons; referees; qualifications.	☐
Shortlisting	At least two people; agreed criteria; gaps/inconsistencies recorded; shortlisted self-declaration issued; online due diligence considered/completed.	☐
References	Requested directly; current/last child-work employer as appropriate; senior authorised referee; verified source; discrepancies followed up; safeguarding suitability checked.	☐
Interview	Structured safeguarding questions; motivation and boundaries explored; concerns followed up; reasonable adjustments made; decision evidence recorded.	☐
Practical stage	Supervised child interaction/teaching assessment where appropriate; no unsupervised access; observations recorded; safeguarding concerns escalated.	☐
Pre-appointment	Identity/former names; DBS/barred list; right to work; health/fitness; qualifications; overseas; teaching prohibition; section 128; childcare	☐

Stage	Required evidence	Complete
	disqualification as applicable.	
Offer/start	Conditional offer; all checks satisfactory or exceptional start authorised with barred-list check, risk assessment and supervision.	☐
Records	SCR completed before/at start; personnel file complete; agency assurances recorded; retention and confidentiality requirements applied.	☐
Induction	Safeguarding/KCSIE/staff code/low-level concerns/whistleblowing/online safety and role-specific induction completed and understanding recorded.	☐

Appendix B: Minimum SCR fields for SENtre

The SCR will be configured to record, where applicable, whether the check was completed and the date completed/certificate obtained. SENtre may include additional columns to strengthen auditability.

- Full name / role / start date
- Identity check
- Enhanced DBS requested / certificate seen
- Children's barred-list check (where required)
- Teaching prohibition check
- Further overseas checks
- Professional qualifications
- Right to work in the UK
- Section 128 (management roles)
- Childcare disqualification (where applicable)
- Agency/supply written assurance and date
- Volunteer checks / risk assessment
- Person who completed each check
- Safer recruitment / safeguarding training (optional non-statutory field)

Appendix C: Safeguarding prompts for interviewers

These prompts support a structured interview; they are not a fixed script. Questions should be adapted to the role while maintaining comparable core assessment across candidates.

Theme	Example prompt
Motivation	What attracts you to working with children with SEND, and what do you think children need from the adults who

Theme	Example prompt
	work with them?
Boundaries	Tell us about a time a child became very attached to you. How did you maintain warm but professional boundaries?
Disclosure	A child communicates something that makes you worry they may be unsafe, but their account is incomplete or changes. What would you do?
Staff conduct	You see a colleague speaking to a child in a way that makes you uncomfortable, but you are unsure whether it is a safeguarding issue. What would you do?
Behaviour vs safeguarding	A non-speaking autistic child suddenly avoids a particular adult and shows new distressed behaviour. How would you respond?
Physical intervention	What principles should guide any restrictive physical intervention with a child?
Online / phones	What boundaries should staff maintain around personal phones, photographs, social media and contact with families?
Professional challenge	Tell us about a time you challenged unsafe or poor practice. What did you do and what was the outcome?

Source and review note

This policy was prepared using SENTre's previous Safer Recruitment Policy as the operational starting point, reviewed against the September 2026 version of Keeping Children Safe in Education and current Department for Education / Disclosure and Barring Service guidance on regulated activity. It intentionally does not reproduce outdated wording from comparator policies where that wording conflicts with 2026 requirements.

Before formal adoption, SENTre should confirm the named Headteacher/Recruitment Lead, ensure the live SCR matches Appendix B, ensure all staff/volunteer roles have been audited against the September 2026 regulated-activity definition, and record proprietor approval.

Approved by	Charnel Conway / Proprietor
Approval date	_____
Next review	September 2027 or earlier if required