

Churchfield C.E. Primary Academy



Safer Recruitment Statement 2025

Signed by:

G. Lloyd

Head of School

Date: 1st October 2025

K. Taylor

Chair of LAC

Walking together in the light of the Lord, we aim to create a supportive and safe environment where we encourage each other to be the best we can be. At Churchfield we learn to take pride in our successes and aspire to make a positive difference for ourselves, the local community, and the wider world.

At Churchfield we pay full regard to 'Keeping Children Safe in Education 2025'. Our Safer Recruitment and selection practice includes scrutinising applicants, verifying identity, checking academic or vocational qualifications, obtaining professional and character references, checking previous employment history, and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks including criminal record checks (DBS checks), barred list checks, prohibition checks whether they are known to the police and/or social care, if they have been disqualified from providing childcare and any relevant overseas information. Evidence of these checks is recorded on our Single Central Record.

Recruitment and Selection Procedures

All posts will be advertised internally or externally as appropriate.

All recruitment materials will include reference to the school's commitment to safeguarding and promoting the wellbeing of pupils.

Applications for any post will only be accepted using the St Chad's Academies Trust approved application form.

Gaps in employment history will need to be accounted for.

Applicants are expected to provide details for two referees, one of whom should be their current or most recent employer. References will normally be taken up before interview unless the candidate requests for this not to happen.

Short-listed candidates may have an online search carried out as part of the process of assessing suitability and are requested to provide:

- The account names/handles/URLs for all social media accounts, including any under a nickname or pseudonym.
- Any websites involved with, in or featured on or named on; and
- Any other publicly available online information of which the Academy/Trust should be aware of.

Short-listed candidates will be called for an interview.

One of the trained safer recruitment staff will be involved in **all** staff and volunteer recruitment processes and sit on the recruitment panel.

Pre-employment checks

Successful candidates will be offered a position subject to completing pre-employment checks, including but not limited to DBS checking, proof of highest qualification and right to work in the UK.

Induction

All staff will benefit from a full programme of induction detailed in Appendix 1.

Monitoring and Review

This statement will be reviewed annually following publication of Keeping Children Safe in Education 2XXX. The next review is due in September 2026.

Appendix 1

Induction checklist weeks 1-2

Name: _____ Department: _____

The list below gives guidance on what new staff will need to know about the school. Please tick off each item when the activity has been completed, or when you have the required information.

When completed, you and your Head of School should keep copies for your records and as part of your continuing professional development.

Day 1

People	Completed	Date
Introduction to your line manager/phase leader		
Introduction to your induction colleague (if different from above)		
Introduction to colleagues and co-workers		
Premises and security	Completed	Date
Nearest entrances and exits to the buildings, point out fire exits and ensure entry badge has been provided.		
Signing in and out procedure		
Location of work area(s), equipment and resources		
Location of staff room/tea and coffee area		
Location of toilets		
Working in the school holidays, e.g. the signing in and security procedure		
Security, i.e. make sure classroom is locked at the end of the day, don't allow pupils into undesignated areas without supervision		

Weeks 1-2

Safeguarding	Completed	Date
Provided with a copy of the Child Protection and Safeguarding Policy.		
Provided with a copy of the Behaviour Policy.		
Provided with a copy of the Staff Code of Conduct.		
Provided with a copy Keeping Children Safe in Education: Parts one and five.		
Told the identity and role of the DSL and any deputies.		
Informed of the school's response to children who go missing from education.		
Arrangements made to complete Level 1 Safeguarding training		
Link to online Prevent training shared and course completed		
Health and safety	Completed	Date
Location of nearest first aiders		
Location of nearest first aid equipment		
Location of children's medical items, e.g inhalers, epi-pens etc.		
Location of other safety equipment nearby, e.g. fire extinguishers		
Fire drill procedure		
Lockdown procedure		
Point out any identified safety hazards and discuss risk assessments associated with these hazards		
Health and safety files (if applicable)		
No Smoking procedure		
Departmental operations	Completed	Date
Role and expectations, e.g. retain confidentiality, act professionally, work as a team, follow school/departmental procedures, no using personal mobiles in classroom etc		
Staff list		
Calendar of events/meetings/deadlines, e.g. Raising Standards timetable		
Issue handbooks		
Show where to access schemes of work		

PPA		
Dress code, e.g. no denims or trainers, always wear ID badge		
Administrative systems, e.g. ordering stationery/resources, photocopying – code and restrictions, making phone calls		
ICT systems, e.g. location of chrome books, set up IT access, shared drives, personal use restrictions, provide laptop		
Hours of work, time-keeping, requesting leave		
Breaks and lunch arrangements, i.e. where staff in department go for breaks and lunch		
Sick leave procedure and other absences procedure		
Access to administration, e.g. SIMS, Parent Pay, CPOMS		
Class Dojo		
CPD weekly directed time		

Weeks 2-4

Where applicable to the role, please give guidance on the following:

Applicable to the role	Completed	Date
Assessment and marking		
Attendance strategies		
* Behaviour strategies		
* Child protection		
Classroom management		
Curriculum planning		
SIMS		
Educational visits and school trips		
Out-of-school activities		
Termly Learning Conferences		
School reports		

Further information	Completed	Date
Trade union membership		
Union reps in school		

	Completed	Date
Review meetings After one week Date: After one month Date: After three months Date:		
Induction completed by Signed Date		
Employee I confirm that my departmental induction has been completed and that the above procedures and information have been fully explained. Signed Date		