



Vita et Pax
PREPARATORY SCHOOL

Vita et Pax Preparatory School
Established 1936

Safer Recruitment Policy

Policy Originator	Head Teacher
Approved by	Governing Body
Date Approved	1 March 2026
Status	Statutory
Review Period	Annually (next: March 2027)

1. Purpose and Commitment

Vita et Pax is committed to safeguarding and promoting the welfare of children and to recruiting suitable staff fairly, consistently and safely.

2. Recruitment Process

- Applicants receive a role description and person specification.
- A full application form is required; CV-only applications are not accepted.
- Interviews include safeguarding-focused questions.
- At least one trained safer recruitment panel member is present.

3. Pre-Appointment Checks

- Identity, address, right to work and professional qualifications verification.
- Two satisfactory references, including most recent employer.
- Enhanced DBS checks and barred list checks for regulated activity.
- Prohibition, section 128 and overseas checks where relevant.
- Health/fitness declaration and childcare disqualification checks where applicable.

Checks follow Keeping Children Safe in Education (KCSIE) 2025.

4. Agency Staff, Contractors, Trainees, Volunteers and Governors

The school obtains written assurance and/or direct evidence of required checks, verifies identity on arrival and ensures unchecked individuals are supervised and not placed in regulated activity.

5. Single Central Record and Referrals

All required vetting checks are recorded on the Single Central Record and monitored by leadership and governors. Where legal thresholds are met, referrals are made to the DBS and other relevant authorities.

6. Equality and Review

Recruitment decisions are based on suitability and merit without discrimination. This policy is reviewed annually by the Governing Body.

Approved by: Governing Body of Vita et Pax Preparatory School

Date: 1 March 2026