

When editing remove this from first page.

The following model policy guidance is designed to provide a framework for your school's policy. It should be adapted to make it relevant to your setting and any particular local safeguarding issues you may be supporting. School-specific information should be added e.g. information about school-specific procedures.

You are welcome to add or adapt parts of this cover template as required and insert them into your own policy.

[‘Keeping Children Safe in Education’](#), DfE (2024)

The model policy was revised in May 2025 to reflect the changes in national guidance as a consequence of the publication of revisions to *‘Keeping Children Safe in Education’* on 24 May 2024. This guidance will **become statutory on 1 September 2024** and all schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children.

In accordance with the guidance, governing boards and proprietors of independent schools and colleges should ensure that all staff and volunteers are aware of the new policy and are kept up to date as it is revised. The revised policy should continue to be made available publicly.

Editing explanation

Green highlights are to be edited by the setting

Yellow highlights are for edits from Keeping children in Education 2024 update, and other relevant legislation and guidance.

Additional information to support policy development.

NSPCC [guidance](#)

Education Safeguarding Team



WARWICKSHIRE CHILDREN AND FAMILIES SAFER RECRUITMENT POLICY MAY 2025

Policy statement

(You may want to include a school/college ethos statement as the opening paragraph here). This policy is one of a series in the school's integrated safeguarding portfolio. [This should include, as a minimum, your school/college's designated safeguarding lead arrangements (named staff and clear reference to safeguarding responsibilities in job descriptions), staff behaviour policy (code of conduct), safer recruitment policy, allegations against staff, complaints, pupil behaviour and online safety.] The policy should be used in conjunction with other policies which relate to services provided on school premises by third party providers. Schools should ensure that all pupils with SEND and mental health and have other identified vulnerabilities are identified and/or supported by the relevant policy.

The **school/college's** safeguarding arrangements are inspected by Ofsted [or your relevant body] under the judgements for leadership & management and also impact the judgement on the personal development, behaviour and welfare of children and learners.

This policy is available on the **school/college** website and all staff and volunteers are required to read it and confirm in writing they have read and understood it before commencing work in **school/college**.

This policy will be reviewed at least annually unless an incident, new legislation or guidance suggests the need for an interim review. Representatives of the whole **school/college** community of pupils, parents, staff, volunteers, and governors will be involved in reviewing, shaping, and developing the **school/college's** safeguarding arrangements and policies.

This policy will reference online abuse and abuse that will take place in person, please be aware that they are not mutually exclusive, and children can experience these types of abuse simultaneously.

Headteacher - The title: head, headteacher or head of school may also have other titles such as principal. This refers to the senior leader or manager who retains accountability for all safeguarding-related matters within the school or college.

**Please note that Warwickshire has been selected to become a 'Families First for Children Pathfinder'. This has had implications on changes to terminology and processes during 2024-2025 onwards.*

Schools/ colleges will be informed of any changes, and they should ensure that their own policies and process reflect any changes/ amendments that are made. Staff and governors should also ensure that they are aware of any changes and any implications arising from them.



[Name of School/College/Setting]
Safer Recruitment Policy

Date of publication:

Review date:

Reviewed by:

Designated Safeguarding LeadDate:

Deputy Designated Safeguarding Lead/sDate:

HeadteacherDate:

Nominated Governor (or trustee/director/principal)

Date:

This document refers to schools/colleges throughout.

This includes all education establishments where education is compulsory.

Maintained schools - Section 175 of the Education Act 2002 requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

Academies, free schools, independent schools, alternative providers of education - Section 157 of the Education Act 2002 and the Education (Independent School Standards) Regulations 2014, 2021 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.

Non-Maintained Special Schools - Section 157 of the Education Act 2002 and the Non-Maintained Special Schools (England) Regulations 2015 require proprietors to have arrangements to safeguard and promote the welfare of children who are pupils at the school.

Appendix 1

Terminology

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment; preventing the impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Child protection refers to the processes undertaken to protect children who have been identified as suffering or at risk of suffering significant harm.

Staff refers to all those working for or on behalf of the school, full-time or part-time, temporary or permanent, in either a paid or voluntary capacity.

Child includes everyone under the age of 18.

Parent refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

Child-on-child the abuse of a child by another child or children. All staff should be aware that children can abuse other children (often referred to as child-on-child abuse), and that it can happen both inside and outside of school or college and online

Harassment is determined legally as behaviour from one person towards at least one other which is intended to cause alarm or distress. Sexual harassment is meant, in the context of this policy, as unwanted conduct of a sexual nature, whether occurring online or offline

Harm is defined as the ill treatment or impairment of health and development. Health includes both physical and mental health. Development includes physical, intellectual, emotional, social and behavioural development.

Significant Harm is a term used in law that justifies compulsory intervention in family life in the best interests of children. **Assessing Significance** is done by comparing the child's health or development to what could be reasonably expected of a similar child. However, there is no absolute consideration in assessing significant harm

Victim is a widely recognised and understood term. It is important that schools and colleges recognise that not everyone who has been subjected to abuse considers themselves a victim or would want to be described in this way. Ultimately, schools and colleges should be conscious of this when managing any incident and be prepared to use any term with which the individual child is most comfortable.

'Alleged perpetrator(s)' and where appropriate **'perpetrator(s)'**. These are widely used and recognised terms and the most appropriate to aid effective drafting of guidance. However, schools and colleges should think very carefully about terminology, especially when speaking in front of children, not least because in some cases the abusive behaviour will have been harmful to the perpetrator as well. *As above, the use of appropriate terminology will be for schools and colleges to determine, as appropriate, on a case-by-case basis*

CPOMS refers to a type of system used by schools/ colleges to record safeguarding concerns. Schools/ college are free to use a variety of methods to record concerns.