



## Safer Recruitment Policy

<b>Person responsible</b>	<b>Director of People and Development</b>
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## **1. Introduction and Aims**

The aim of this Policy is to ensure the practice of safer recruitment of staff and volunteers appointed to the School to meet the highest standards and those determined by its Safeguarding (Child Protection) Policy, all relevant legislation, recommendations and guidance including the Education (Independent School Standards) Regulations 2014 (ISSRs), the statutory guidance published by the Department for Education (DfE), KCSIE, Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS). The School ensures through rigorous checks that it protects the children in its care and children are able to learn and develop in a safe and secure environment.

The School aims to attract the best possible applicants for its vacancies, and adopting vigorous safe recruitment practices and procedures is vital to identify, deter and reject people who are unsuitable to work with children. To ensure that the School meets its commitment to safeguarding and promoting the welfare of its pupils and as an integral factor in HR and recruitment, the School carries out pre-employment checks.

Staff both paid and unpaid in the School are committed to promoting safeguarding and the welfare of pupils. The School recognises that safer recruitment is the first step in this process and ensures it meets the obligations of the Safeguarding (Child Protection) Policy and the DfE Guidance: Keeping Children Safe in Education (September 2025) (KCSIE).

The School recognises the value of its workforce and is committed to a fair and values-based recruitment process that offers equality of opportunity to all applicants, internally and externally. The School pays due care and attention to meeting its safeguarding aims, and uses effective and thorough recruitment procedures to recruit and retain competent, motivated staff who are proficient in their roles. To achieve this, the School uses a systematic, consistent and fair system so everyone is judged equally and it upholds the Equality Act (2010) with regards to discrimination.

## **2. Scope and Responsibilities**

The Head, Senior Leadership Team and Director of People and Development (DPD) are responsible for the Safer Recruitment Policy. All final decisions on safer recruitment rest with the Head. The Governing Body assumes overall responsibility for the implementation of this Policy.

## **3. Data Protection**

The School is legally required to carry out the pre-appointment checks detailed in this Policy. Staff and prospective staff are required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the DBS and the Teaching Regulation Agency (TRA). Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Staff Privacy Notice.

## 4. Principles and Practice

A well planned and structured procedure is vital to ensure the best people are appointed, and also to determine that they are suitable to work with children. The procedures gather detailed information which is checked and considered as part of the whole process.

## 5. Inviting Applications

All adverts, wherever they are posted, will clearly state the position of the School with regard to safeguarding by the inclusion of the following:

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks and for the successful candidate an enhanced Disclosure and Barring Service (DBS) check.

Any advert will clearly state that 'all candidates must fill in the School's application form to be considered for this post' and that the School is an equal opportunities employer. The advert will make clear the qualities, qualifications and experience that are required and will give details of where to find additional information e.g. the job description and person specification so that the potential candidate is clear about the School's expectations for the role. The advert will include the safeguarding responsibilities of the post, and whether the post is exempt from the Rehabilitation of Offenders Act 1974.

## 6. Application Information

As a minimum, prospective applicants are supplied with the following information in their application pack or with reference to a link to the School's website:

- application form – which contains a declaration to sign that the candidate is not disqualified from working with children and that all information given on their application is correct
- job description – which includes the School's commitment to safeguarding and the welfare of pupils, and the requirement for enhanced DBS checks
- person specification – which lists essential and desirable requirements for the role
- a link to the School's website directing applicants to the Safer Recruitment and Safeguarding Policies

## 7. Selection and Shortlisting

All applicants must fill in an application to be considered for a role and CVs alone will not be accepted. The application form must be completed in its entirety including complete details of the candidate's academic and full employment history, as well as providing information to see if they are suitable for the role.

Applicants will also be asked to provide details of their online profile, including account names, URLs and social media handles so that online searches can be carried out on shortlisted candidates (see '**Online Searches**' below for more information). This information must be provided by the applicant in order for the application to be accepted.

At least two people will be involved in scrutinising and selecting candidates to interview and at least one will have undertaken Safer Recruitment Training. By using a panel to shortlist, to best address any concerns in relation to safeguarding, and to counteract any unconscious bias the School's application form gives candidates the opportunity to provide information about their relative and transferable skills, both in a paid and voluntary capacity.

By understanding potential problems, the School has designed inclusive procedures to make the recruitment process transparent, fair and effective in attracting talented candidates and making everyone feel welcome. The shortlisting panel will individually analyse applications according to job criteria to keep the process objective. By using a grid to mark each applicant against the person specification, panel members will consult to make the final selection for interview. They will check for discrepancies and gaps in employment, or repeated changes in employment which they will then check and verify with the candidate either prior to or at interview, or with the referee(s) as appropriate. The DPD will make a note on the HR file of the individual concerned.

The School is committed to the principles of Value Based Recruitment and, along with the advert, it provides candidates a summary of the School's ethos, culture and focus on employee development, as well as directing them to the School's website. The panel will assess if a candidate's values and behaviours align with the School's culture and ethos and this can also be followed up at interview.

The DPD will then invite the chosen applicants to the School, prepare the interview schedule and take up references before the interview date where possible. The application form states clearly that the School will take up references before interview, so the candidate can give notice to their referee(s). If a reference has not arrived in time, or where an applicant has indicated he/she does not want their current employer to be contacted before the interview, this will be followed up or requested as soon as the offer is accepted and reviewed upon receipt. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

All shortlisted applicants will be required to complete a self-declaration form prior to interview in which they will be asked to provide information about their criminal record history and other factors relevant to their suitability to work with children. This information will be considered and discussed with applicants at interview.

All appointment offers as per the offer letter are subject to acceptable references and other checks being satisfactorily concluded.

References are sought directly from the referee. The School will not accept 'To whom it may concern' or other open references or testimonials provided by the applicant or family members. All referees are asked about the candidate's service, abilities, reason for leaving and their suitability for the post and to work with children. They are also asked if they have ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children and also if any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children (except where the allegations or concerns were found to be unsubstantiated, unfounded, false or malicious), and whether the applicant could be considered to be involved in "extremism".

No questions will be asked about health or medical fitness prior to any offer of employment being made.

The DPD will also contact the referee directly to ensure that the reference has come from a legitimate source and make a note when it has been verified.

All references received from a school must be countersigned by the Head of that school (or person responsible for HR) as accurate regarding any disciplinary sanctions.

The School treats all references given or received as confidential which means that the applicant will not usually be provided with a copy.

Candidates are all sent a form to declare any information that may appear on a DBS prior to interview. The DPD can then discuss this with the candidate and will advise the interview panel accordingly and, if required, the interview panel can discuss any disclosure with the applicant at the interview. As per the School's Policy Statement on the Recruitment of Ex-Offenders, (see Appendix) such information will not necessarily bar a candidate from employment.

## 8. Interview Procedures

As part of the interview process, candidates are requested to bring original documents for photo ID. The School asks for a current passport and photo card driving licence, if available, and proof of their right to live and work in the UK. Documents are also required showing their current address on a utility bill or bank statement, which is not more than three months old, unless it is that year's council tax bill which is acceptable.

The DPD will take copies and sign and date to say they have seen the originals, and these will be kept securely. For the chosen candidate, these documents will be kept on their HR file and for the unsuccessful candidates, they will be locked away securely with the rest of the interview data for six months, after which the paperwork will be securely destroyed. Where applicable, candidates are requested to bring original professional certificates, which will be copied by the DPD and signed and dated to confirm they have seen the originals.

The DPD sends out all information to candidates regarding interviews, such as schedules and lesson information for teachers. Teachers will be asked to deliver a lesson which will be observed so that the panel can see how they interact with children as well as assessing their teaching and planning abilities. Teaching Assistants will be asked to perform a task with a group of children to assess their suitability for working with pupils. Other staff may be asked to perform tasks to demonstrate their skills/knowledge if required. The DPD will provide details where appropriate as early as possible, so that candidates can be well prepared for this process so that they can give a fair and accurate impression of themselves.

The face-to-face interviews are designed to assess each candidate in terms of fulfilling the job requirements, and for some roles, what they can contribute to the extended curriculum. Interview questions will be specifically designed for the role to enable the panel to ascertain the level of knowledge, skills and competence of the applicant and their suitability to work with the School's pupils. All candidates will be asked the same questions and in the same order and these will be marked on a grid.

At least one member of the interviewing panel will have completed Safer Recruitment training, and a safeguarding question will be asked at all interviews, regardless of the role. Interviews will give

the panel the opportunity to ask candidates about any gaps or anomalies in their work record or to clarify any information on their application.

Candidates are also asked if the School would need to make any reasonable adjustments before coming for interview to ensure all candidates are treated equitably.

## 9. Pre-Employment Checks

In fulfilling its obligations to carry out pre-employment checks, the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age.

### Online searches

In addition to the checks set out below, the School reserves the right to obtain formal or informal background information about an applicant, as is reasonable in the circumstances, to determine whether they are suitable to work at the School. In accordance with paragraph 226 of KCSIE this will include online searches on shortlisted candidates (**online searches**). The online searches carried out may include internet search engines, websites and social media platforms. Applicants are asked in the application form to provide details of their online profile, including account names and social media handles. This information will be used to carry out online searches. Applicants are not required to provide account passwords nor to grant the School access to private social media accounts.

Online searches may be carried out at the shortlisting stage or after an offer of employment has been made (but prior to work commencing). Online searches are not part of the initial sift of applications.

The School approaches online searches on a case-by-case basis. However, all applicants for a role at the School will be treated consistently with regard to online searches.

Wherever possible, online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied
- may be relevant to their suitability to work at the School or in education
- is of a safeguarding nature
- may have an impact on the School's reputation (whether positive or negative)

Any information generated from online searches will be entered in an 'Online search results record'. Where online searches are undertaken on shortlisted applicants, any relevant findings will be provided to the interview panel for discussion with shortlisted applicants at interview. Where online searches are undertaken on the successful applicants only, any findings will be discussed prior to employment commencing. All offers of employment will be conditional upon the School being satisfied that the successful applicant is suitable to work at the School, in light of any information generated from online searches. Should the checks uncover undesirable content, the candidate will be contacted by the DPD who will risk assess and refer any serious content to the Head. Content

considered to be serious in nature to constitute a risk to pupils or the School may result in the retraction of an offer of employment.

In evaluating any online information for relevance, the following criteria will be used:

- whether the information is relevant to the position applied for
- whether the information is relevant to the applicant's suitability to work at the School or in education
- whether the information could have an impact on the School's reputation (whether positive or negative)
- whether the information calls into doubt the applicant's willingness or ability to uphold the School's commitment to safeguarding and promoting the welfare of children
- the length of time since the information became publicly available and whether the applicant's circumstances have changed since the information was published
- whether the information reveals a pattern of concerning behaviour
- the relevant circumstances and the explanation(s) offered by the applicant

For successful candidates, the School will retain information generated through online searches for the duration of the individual's employment and in accordance with its retention of records guidelines after employment ends.

For unsuccessful candidates, the School will retain any information generated from online searches for six months from the date on which they are informed their application was unsuccessful, after which it will be securely destroyed.

### **Other checks**

Prior to taking up the post, the following checks are made:

1. Receipt of at least two references which are considered acceptable by the School. These are taken up prior to interview, where possible, and are verified by the Director of People and Development by telephone.
2. Verification of the candidate's identity - original ID documents in accordance with DBS identity checking guidelines. This forms part of the interview process, so the check is carried out face-to-face, including, where applicable, change of name documentation. In the event of a name change, the School requests documentation as evidence of that change i.e. marriage, adoption, statutory declaration.
3. Production of evidence of the right to work in the UK, where applicable.
4. Bills and bank statements must all be dated in line with the requirements for the DBS application, details found here: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-22-april-2025>
5. Verification of qualifications/professional status where qualifications are a requirement for the role as stated in the person specification. Original certificates are requested for

submission at interview and must be presented before commencement of employment, failure to provide evidence of qualifications may result in the redaction of an employment offer.

6. Enhanced DBS with Children's Barred List Checks for Regulated Activity – if the candidate will be starting work prior to this arriving, then a Children's Barred Check List will be carried out. If the applicant has subscribed to the DBS Update Service, with permission from the individual, the School will carry out an online check of the status of their certificate. For a volunteer, or a Governor not involved in a regulated activity (see note 1 below) then an Enhanced DBS will be completed without a Children's Barred List check.
7. Check the Teaching Regulation Agency's prohibited list (TRA) via the secure access portal for those carrying out 'teaching work' (see note 2 below).

*<sup>[1]</sup> Any position undertaken at, or on behalf of the School will amount to 'regulated activity' if it is carried out:*

- *frequently, meaning once a week or more; or*
- *overnight, meaning between 2.00 am and 6.00 am; or*
- *satisfies the "period condition", meaning four times or more in a 30-day period; and*
- *provides the opportunity for contact with children.*

*Roles which are carried out on an unpaid or voluntary basis will only be considered regulated activity if, in addition to the above, they are carried out on an unsupervised basis.*

*It is for the School to decide whether a role amounts to 'regulated activity' and almost all posts at the School are considered regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the school office outside of term time, or voluntary posts which are supervised.*

*<sup>[2]</sup> The School applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012, which state that each of the following activities individually amount to "teaching work":*

- *planning and preparing lessons and courses for one or more pupils*
- *delivering lessons*
- *assessing the development, progress and attainment of pupils*
- *reporting on their development, progress and attainment*

8. Applicants must declare on the application form whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by the TRA or other equivalent body in the UK.
9. Since January 2021, when the UK left the EU, the TRA has no longer maintained a list of teachers sanctioned in EEA member states. The School will, however, continue to carry out safer recruitment checks on all applicants. For those that have lived or worked outside the UK, the School requires offered candidates to provide overseas police checks for each country that they have lived and/or worked in within the last 10 years. Candidates to whom this applies will be guided to the .gov website

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Should an overseas police check not be available then the applicant should give details of a professional that can issue a certificate of good conduct. In this instance advice should be sought from the DPD. In the event that the overseas check will not be available by the planned date of employment, the School will undertake a risk assessment and reserves the right to delay the start of employment until verification has been carried out or stipulate the new staff member be accompanied.

In addition, where an applicant for a teaching position has worked as a teacher outside the UK, the School will ask the applicant to provide evidence from the teaching regulatory authority of that country. This evidence must confirm that they have not imposed any sanctions or restrictions on the applicant and that they are not aware of any reason why the applicant may be unsuitable to work as a teacher.

10. Checks of prohibition from management – following agreed procedures with DBS and the TRA to identify any s.128 directions made by the Secretary of State. This check is undertaken for all members of the Senior Leadership Team, Heads of Department and Phase Leaders who are recruited both internally and externally, and will also be completed for prospective Governors.
11. Medical questionnaire – anyone appointed who has regular contact with children must possess the appropriate level of physical and mental fitness. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, then considering reasonable adjustments and suitable alternative employment.
12. Signed agreement to the Policies sent with offer letter.
13. All checks carried out which are listed on Single Central Record (SCR).
14. A Risk Assessment Form will be completed if the DBS has not come through by the start date of employment, if all other checks are complete. This will be carried out by the Line Manager or Supervisor of the member of staff and signed off by the Director of People and Development. They will be supervised at all times, and the risk assessment will be reviewed at least every two weeks until the DBS has come through.
15. For agency and contractor staff the School requires written confirmation that all checks have been satisfactorily completed on their employee. The School also asks for a photo ID and full name of these staff in advance, and for them to bring their passport and DBS document when they arrive on site so their identity can be verified.

The DPD completes a checklist form for the above, enters the data on SCR and adds it to the individual's HR file.

The successful candidate will be sent details via email so they can complete their DBS certificate online and then bring in their certificate to be checked by the DPD. If the new member of staff is registered with the DBS Update Service, the DPD will ask permission to access it to check that there are no concerns so it can be validated for the Single Central Record. If a new employee has lived or

worked outside the UK in the past ten years additional checks will be required e.g. police check in the relevant country.

The School states in the offer letter that staff must inform the School of any information relating to them that may affect their suitability to work with children. The Disqualification under the Childcare Act (2006) still applies to those working with Reception-age children at any time, and to those who provide childcare to children from Reception to 8 years of age outside school hours i.e. before and after school wrap-around childcare. Due to the size of the School and the shared spaces, all staff are required to self-declare that they are not disqualified from working in relevant childcare. The grounds for disqualification include any offence involving death or injury to a child.

## **10. Central Record of Pre-Employment Checks**

In addition to staff records kept on SIMs and on individual HR files, a Single Central Record of recruitment and vetting checks is kept. This covers not only contracted staff, but coaches, peripatetic teachers, Governors and volunteers working regularly with the children. This is audited by the DPD and the Safeguarding Governor every term.

## **11. Induction**

All new staff will have sessions with the Senior Deputy Head, Deputy Head, IT Manager, DFO and DPD (as appropriate) to go through the various Policies and other information to help them settle into their new role. They are given an induction pack with key Policies they need to read. All staff in the School are required to read the Safeguarding (Child Protection) Policy and Part One or Annex A of KCSIE (which will be determined by the School) and the Keeping Children Safe in Education (September 2025) document, (help is given to those where English is not their first language, or they have special educational needs). Staff must confirm in writing that they have read these documents. All staff attend Safeguarding (Child Protection) training annually.

Staff have a six-month probation period in their contracts and they will have regular meetings with their Line Manager to ensure that they have full support and information regarding the School's policies and procedures. This enables both parties to raise any areas of concern. These meetings will be documented to ensure that the new employee has settled into their new role and environment and are fulfilling the requirements of the role and are suitable for the post. The meetings provide support to the new employee in settling into the School and can identify training or other resources if required.

## **12. Peripatetic Teachers / Coaches / Supply Staff / Volunteers**

Peripatetic teachers and coaches are provided with agreements stating clearly the terms and conditions by which they must work and regulations they must adhere to. The School will complete the same checks on peripatetic teachers and coaches as it does for the School's employees. The School

requires written confirmation from contractors that they have completed these checks on their employees before any contractors can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. The agency is required to confirm in writing to the School that it has completed all required checks and must provide a copy of the DBS certificate for any individual it supplies to the School before work can commence. The DBS certificate must be less than three months old on the day work is due to commence unless the individual has worked in another school or further education setting in England, Wales, the Channel Islands or the Isle of Man in the previous three months. If the DBS certificate is more than three months old, the School will require information about the individual's previous employment history.

Supply staff must bring suitable proof of identity with them on their first day of work so that the School can verify their identity.

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School.

The School will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day-to-day supervision by a fully checked member of staff or by a volunteer whom the School has deemed appropriate to supervise and ensure the safety of those pupils in their care.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

## 13. Retention of Records

When an applicant is appointed, the School will retain any relevant information provided on their HR file. If an applicant has been unsuccessful, all documentation relating to them will be kept securely for 6 months and then securely destroyed by the DPD unless the applicant asks the School to keep their information for longer.

## 14. Ongoing Employment

The School recognises that safer recruitment is not just about the selection and appointment process, but forms part of a wider brief as part of its Safeguarding (Child Protection) procedures. If, following an appointment, allegations are raised through the School's Whistleblowing Policy and these concern children's welfare, then the Head will follow procedures of that Policy.

Applicants should also be aware that the School has legal responsibilities to fulfil when employment comes to an end. In particular, the School has a legal duty to make a referral to the DBS where:

- an individual has applied for a position at the School despite being barred from working with children

- an individual has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child

The School is aware of its legal responsibility and will make referrals in accordance with its obligations. The DBS will consider whether to impose sanctions on that individual which may restrict or prevent them from working with children in future.

In addition, if a teacher is dismissed because they are found to have committed serious misconduct, or they have breached the Teachers' Standards, or they resign prior to dismissal on such grounds, the School will make a referral to the TRA.

The TRA will consider whether to impose a prohibition from teaching order.

This Policy is designed to work in conjunction with our Safeguarding (Child Protection) Policy as part of the School's commitment to the welfare of pupils and staff. This policy should be read in conjunction with the Whistleblowing Policy, the Staff Behaviour Policy (Code of Conduct), Anti-Bullying Policy and the Visitors' Access and Trespassers Policy, which ensures that visitors are suitably supervised and cared for whilst in the School.

The School ensures through induction and training that staff know that it has an open and safe culture where, without fear of retribution, all concerns can be voiced and will be properly investigated.

## **15. Monitoring and Review**

The Head, Senior Leadership Team and DPD will regularly monitor and evaluate the effectiveness of this Policy, and associated procedures, and training is provided on a yearly basis to all staff involved in these procedures. The Policy will be subject to annual review by the Governors. The date of the next review is shown on the front page.

## APPENDIX

### Policy Statement on The Recruitment of Ex-Offenders

If an applicant has a criminal record, this will not automatically bar them from employment with the School. Applicants with a criminal record will be treated equally and fairly, and the School will not discriminate against a person on the basis of their criminal record alone. The School is entitled, however, to decide whether the disclosure of criminal records information affects a person's suitability to work at the School and therefore is entitled to reject applicants if they consider that their criminal record makes them unsuitable to work in a school environment.

It is unlawful to allow a person to work in a role with children or adults at risk if that person is named on the Children's Barred List or the Adults' Barred List. It is a criminal offence for any person who is barred from working with children or adults at risk to apply to carry out such work. A school that is recruiting for a role working with children or adults at risk must make a report to the police and/ or the DBS if it:

- receives an application from a person who is barred from working in the role
- is provided with false information in an application, or in support of an application
- has serious concerns about an applicant's suitability to work with children or adults at risk

### Assessment Criteria

In the event that criminal records information is volunteered by an applicant during the recruitment process or obtained through a DBS disclosure, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters occurred
- the circumstances surrounding the offence and the explanation(s) offered by the applicant

It is good practice for the School to carry out and document a risk assessment with reference to the above and any other relevant factors.