

Safer Recruitment Policy

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1. Introduction

- 1.1 This policy sets out a framework for making robust recruitment decisions which comply with relevant legislation and best practice.
- 1.2 Our recruitment processes will:
 - create a safe environment for children by adopting safer recruitment practises in line with statutory requirements as set out in the Keeping Children Safe in Education (KCSIE) Guidance (2023).
 - comply with the law on preventing illegal working under the Immigration, Asylum and Nationality Act 2006.
 - comply with the requirements of the Equalities Act (2010) to ensure that no applicant is disadvantaged or discriminated against because of a 'protected characteristic'.
 - comply with the requirements of the General Data Protection Regulations (2018) and the requirements for the handling of personal and sensitive data.

2. Safer Recruitment

- 2.1 The recruitment of all applicants to the school, without exception, must follow the principles of safer recruitment as set out in KCSIE to ensure that all appointments are suitable to work with children and young people.
- 2.2 All potential appointments will be subject to the pre-employment checks detailed in KCSIE and a Single Central Record (SCR) of all checks will be maintained.
- 2.3 At least one person on every recruitment panel must have completed safer recruitment training. It is the policy of the school that this training should be completed every 5 years.

3. Identifying vacancies

- 3.1 On receipt of a resignation, the recruiting manager will consider whether the post needs to be replaced or if the requirements of the role have changed.
- 3.2 All recruitment, including direct replacements, will require authorisation by the relevant Deputy Lead/member of SLT. Further ratification will be needed from Finance for new roles.

4. Job Description

- 4.1 A job description and person specification will be required for all posts setting out the responsibilities, skills, knowledge, and experience required for the role.
- 4.2 All job descriptions and person specifications must refer to the responsibility for safeguarding and promoting the welfare of children.

5. Advertising

- 5.1 Any vacant position will be advertised as widely as possible to ensure the most appropriate field of applicants is obtained. Additional sector/role specific advertising costs will be passed back to the recruiting department.
- 5.2 All advertisements will include a statement about safeguarding children and young people and the requirement for applicants to have a DBS check.
- 5.3 The advert will state whether the role is exempt from the Rehabilitation of Offenders Act (1974) and the amendments to the Exceptions Order (1975), (2013) and (2020).
- 5.4 All adverts will state that shortlisted candidates will be subject to an on-line check.
- 5.5 All external vacancies will be advertised internally to promote opportunities for progression within the school.

6. Applications

- 6.1 All external applicants are required to fill out an application form.
- 6.2 The form will include a statement confirming that it is an offence to apply for a role if an applicant is barred from engaging in regulated activity relevant to children.
- 6.3 The form will include a copy of, or link to, the School's Child Protection and Safeguarding Policy and policy on the Employment of Ex-offenders.
- 6.4 Internal applicants will be required to submit an expression of interest for a position but will still be required to demonstrate how they meet the requirements of the role as detailed in the person specification.
- 6.5 All applicants will be provided with a copy or link to the School's Recruitment Privacy Notice which sets out how we will gather, process and hold personal data of individuals during and after the recruitment process.

7. Short-listing

- 7.1 There will be a minimum of two people on each shortlisting panel. Wherever possible shortlisting and selection should be carried out by the same panel.
- 7.2 Applicants will be short-listed against the requirements of the person specification. The outcome of the short-listing process must be recorded and provided to HR for retention.
- 7.3 The short-listing panel is responsible for scrutinising the application forms and identifying any gaps in employment or other areas that may affect an applicant's

suitability to work with children and young people. A satisfactory explanation for any concerns must be obtained from the applicant during the interview process.

- 7.4 Feedback will not be provided to external applicants at the shortlisting stage.
- 7.5 Equal opportunities data will be collected to support future approaches to recruitment but will not be visible to the shortlisting panel.
- 7.6 Applicants invited to participate in a selection process will be asked if they require any adjustments to support them to participate fully in the process.
- 7.7 Shortlisted candidates will be sent a form and will be asked to declare if they have a criminal record or any information that would make them unsuitable to work with children. We will request the following information:
- If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - If they are known to the police and children's local authority social care
 - If they have been disqualified from providing childcare
 - Any relevant overseas information
- 7.8 Any information provided will be discussed with the applicant further at the interview.
- 7.9 As per KCSIE recommendations, shortlisted candidates will be subject to an online search relating to safeguarding and suitability. To mitigate the risk of potential unconscious bias the central HR function, rather than anyone involved in the interview process, will conduct all checks. The checks will constitute the following three Google searches:
1. "NAME Crown Court",
 2. "NAME Magistrates Court",
 3. "NAME conviction"
- 7.10 Only information that suggests that the candidate is unqualified for the role, poses a potential safeguarding risk or risks damaging the reputation of the School will be recorded for discussion.
- 7.11 The search itself is not part of the shortlisting process and any findings of concern will be discussed with candidates at interview stage. No irrelevant personal information will be retained.

8. Selection

- 8.1 The same people should carry out the short-listing and the selection process.

- 8.2 A face to face interview should take place for all positions.
- 8.3 Interviews should be conducted with a minimum panel of two interviewers. This will enable one interviewer to ask questions while the other makes notes.
- 8.4 Before the selection process commences the panel should have:
- prepared appropriate questions for the role, including questions to test the applicant's suitability to work with children and young people
 - identified any areas for further probing, e.g. if a criminal record has been declared or if there are gaps in employment etc.
 - agreed assessment criteria which reflects the person specification
 - decided a structure to the interview and established which member of the panel will ask which questions.
- 8.5 A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine the requirement for supplementary questions.
- 8.6 In addition to an interview a variety of other selection methods may be used, such as:
- Observation of teaching practice
 - A presentation
 - In tray exercises
- 8.7 Candidates are required to bring photo ID and proof of qualifications with them to the interview, along with Right to Work and DBS documentation. A copy should be taken and signed by a member of the selection panel.
- 8.8 Recruitment will be solely based on the applicant's abilities and individual merit as measured against the criteria for the job based on an assessment of qualifications, knowledge, experience and skills.

9. Offer

- 9.1 A verbal offer of employment will be made by a member of the panel when the selection process is complete. This will be followed by the issue of a formal written offer by HR as soon as practicably possible.

10. Pre-employment Checks

- 10.1 All offers of employment (verbal and written) are conditional and dependent on satisfactory pre-employment checks being completed and deemed suitable by the school.
- 10.2 All pre-employment checks will be retained in the personnel file, in-line with KCSIE Safer Recruitment Guidelines and Data Protection requirements and recorded on the Single Central Record (SCR).

11. Right to Work and Identity Checks

- 11.1 The school has a responsibility to comply with immigration legislation and ensure that any migrant workers are eligible to work in the UK and in the role being offered.
- 11.3 Document checks are made on all prospective employees before they start, and in line with equality laws we make no presumptions about a person's right to work in the UK. All copies of documentation will be kept on the employee's file.
- 11.5 If we are not satisfied that someone has the right to work in the UK, we will refuse employment to that person. It is up to the prospective employee to demonstrate to us that they are permitted to work.
- 11.6 Recruiting managers cannot recruit non-British or non-Irish workers without first taking advice from HR. When a candidate is subject to immigration control HR will confirm whether they have the right to work and any restrictions on their employment.

12. Disclosure & Barring Service (DBS)

- 12.1 The School will obtain an enhanced DBS certificate for all new appointees, including barred list information for those who will be engaging in regulated activity (see definition below).

Regulated activity means a person who will be:

- Responsible, on a regular basis, for teaching, training, instructing, caring for or supervising children; or
 - Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
 - Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not
- 12.2 The School will obtain the original DBS certificate before, or as soon as practicable after, appointment and record the date seen on the SCR.
- 12.3 In exceptional circumstances an employee may start work pending the outcome of a DBS clearance if all other pre-employment checks have been completed, a risk assessment has been conducted and supervisory arrangements are in place.
- 12.4 The risk assessment will be reviewed bi-weekly and will be retained on the personnel file and recorded on the SCR.

13. Applicants who have lived or Worked Overseas

- 13.1 Applicants who have lived or worked overseas will be subject to the same checks as all other applicants.
- 13.2 The school will also conduct additional checks which could include the following:
- Overseas criminal record check.
 - Confirmation from overseas teaching regulatory bodies that no restrictions or

sanctions have been placed on the individual and that they are suitable to work with children.

14. Qualifications & Professional Status

- 14.1 All applicants will be required to provide confirmation of professional qualifications required for the role that they are applying for.

15. Prohibition Checks

- 15.1 All Teaching posts will be subject to a prohibition check using the Teaching Regulation Agency's (TRA) Employer Access Service.
- 15.2 The purpose of the check is to ensure that an individual has not been issued with a permanent or interim prohibition order by the Secretary of State following a professional misconduct hearing.
- 15.3 Appointments to Management positions will be subject to a Section 128 check. The purpose of the check is to ensure that a section 128 direction has not been issued by the secretary of state restricting or prohibiting an individual from participating in management of an Independent school.
- 15.4 The following tiers of management will be subject to the check:
- Heads of Department (Academic and Support Staff)
 - Senior Leaders (including Deputies and Heads)

16. Childcare Disqualification Regulations

- 16.1 Applicants working with children aged 5 and under and those providing wraparound care for children up to the age of 8 are subject to the Childcare Disqualification Regulations (2018).
- 16.2 As part of the onboarding process applicants will be asked to declare if they have any relevant convictions or cautions that would render them as disqualified in line with the regulations.

17. References

- 17.1 The School will:
- Take up references in advance of interview, where possible.
 - Not accept open references.
 - Liaise directly with referees and verify any information provided.
 - Ensure any references are from the candidate's most recent employer and the last time that they worked with children.
 - Ensure electronic references originate from a legitimate source.
 - Ensure the reference is completed by a senior person with appropriate authority

to provide the reference.

- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate.
- Establish the reason the candidate is leaving their current or most recent post.

18. Medical Fitness & Reasonable Adjustments

- 18.1 All new appointees will be sent a health questionnaire to complete prior to taking up their position with the school.
- 18.2 Advice will be taken from Occupational Health as to their fitness to undertake the role and whether any 'reasonable adjustments' are required to support them with any long-term medical condition or disability.
- 18.3 Any recommendations for adjustments should be fully considered by the line manager and implemented where reasonable. Advice may be taken from HR.

19. Induction

- 19.1 All new employees will be issued with a part 1 of the Keeping Children Safe in Education (KCSIE) Guidance. They will also be provided with the following policies:
- Safeguarding and Child Protection Policy
 - Children Missing from Education Policy
 - Child on Child Abuse Policy
- 19.2 All new employees will be required to complete the following online training prior to commencement of employment if possible:
- Child Protection in Education
 - Equality and Diversity
 - Food Safety (for those employed in Catering)
 - GDPR
 - PREVENT
 - Safer Recruitment (if they will be involved in recruiting staff)
- 19.3 New employees will be required to complete a declaration stating that they have read and understood the documents.
- 19.3 All new class based employees will be invited to an initial briefing with the School Safeguarding Coordinator

20. Agency and third-party staff

- 20.1 The School will obtain a written notification from any agency or third-party organisation, that it has carried out the necessary safer recruitment checks.
- 20.2 Identity check will also be conducted on any individuals supplied by an agency or third parties and details recorded on the SCR.

21. Contractors

- 21.1 The school will ensure that any contractor, or any employee of the contractor has had the appropriate level of DBS check and will obtain a letter of assurance from the contractor/company to evidence such checks and confirm safeguarding requirements.
- 21.2 Contractors for whom no checks have been undertaken will not be allowed to work unsupervised or engage in regulated activity.
- 21.3 The School will obtain a DBS check for self-employed contractors and details will be retained on the SCR.

22. Trainee/student teachers

- 22.1 Trainee Teachers employed by the school will have the same safeguarding and pre-employment checks as all other employees.

23. Volunteers

- 23.1 Volunteers are required to submit an application and have in place pre-employment and safeguarding checks prior to taking up a placement in a school. Details of the process to be followed are set out in the School Volunteer Policy.
- 23.2 A record of checks conducted on Volunteers will be retained on the Single Central Record.

24. Governors

- 24.1 Newly appointed Governors are required to have in place an enhanced DBS Check. There is no requirement for a barred list check unless they will be undertaking regulated activity.
- 24.2 All Governors must have a Section 128 check in place to ensure that they are not prohibited from undertaking a management position.
- 24.3 Governors, as volunteers, are also required to evidence their identity and right to work in the UK.

25. Record Keeping and Data Protection

- 25.1 All of the pre-employment checks detailed in this document will be recorded on the Single Central Record (SCR), in line with the requirement of the Keeping Children Safe in Education statutory guidance (KCSIE)
- 25.2 All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the school in line with our Recruitment Privacy

Notice, (for appointed candidates), and in line with the requirements of Data Protection Legislation.

- 25.3 Applications, notes taken at shortlisting and interview will be retained for a period of 12 months and then destroyed.
- 25.4 All recruitment documentation, including interview notes and copies of identity documents and qualifications, will be retained as part of the personnel file for the new appointees.