RECRUITMENT POLICY

MONITORING AND REVIEW

Person Responsible	Bursar/HR Officer
Reviewed by	SLT
Frequency of Review	Bi-Annually
Date of Last Review	September 2026
Date of Next Review	September 2028

POLICY STATEMENT

The purpose of the school recruitment policy is to establish a fair, transparent, and legally compliant framework for hiring staff while prioritising safer recruitment practices to safeguard students. By integrating strict child protection measures into every stage of the hiring process, the policy effectively deters, identifies, and rejects individuals who pose a risk to children. Furthermore, it ensures the school strictly adheres to statutory employment laws and equality legislation, promotes consistency and equity for all applicants, and sets out a clear, structured procedure for panel interviews and mandatory pre-employment checks.

AIMS

St Mary's School is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The school recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest caliber who share this commitment.

The aims of the school's recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- To ensure that all job applicants are considered equitably and consistently
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in "Keeping Children Safe in Education" (2026) and the code of practice published by the Disclosure and Barring Service (DBS)
- To ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

LEGAL REFERENCES

This policy operates within a wider national framework, which includes:

- The Education (Independent School Standards) Regulations 2014
- Keeping Children Safe in Education 2026
- The Equality Act 2010

RELATED POLICY

This policy should be read in conjunction with:

- Child Protection (Safeguarding) Policy
- Equal Opportunities Policy
- Data Protection Policy

RECRUITMENT AND SELECTION PROCEDURE

All applicants for employment will be required to complete an application form via My New Term containing questions about their academic and employment history (including gaps) and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for the completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form.

Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK. KCSIE 2026

Potential applicants will be able to read a copy of the application pack including the job description and person specification for the role being advertised. A copy of this policy can be found on the school website along with other key policies.

Online searches will be carried out for shortlisted candidates. The online search should be to find out the suitability of the person for the role. It may be that incidents or issues that are publicly available can be further explored at interview. Shortlisted candidates must be told that this search will be carried out.

At least two people carry out the shortlisting exercise and at least one of those who shortlists carries out the interview.

Shortlisted applicants will then be invited to attend a formal interview. A minimum of two interviewers (at least one of which will have undertaken the safer recruitment training course) will see the applicants

for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria. Identity and qualifications checks will be carried out at this point.

OFFER OF APPOINTMENT

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date
- That all information provided by candidates can be verified
- The receipt of two references (one of which must always be from the applicant's current or most recent employer) which the school considers satisfactory References should be from a senior person with appropriate authority
- Electronic references should be clearly evidenced to be from an organisation's registered account with the appropriate email signature in place
- The receipt of a satisfactory enhanced disclosure with barred list information from the Disclosure and Barring Service
- As a minimum, where a candidate has been employed in a similar position without a break in service of more than three months, an applicant must show their DBS certificate before taking up post or as soon as practicable afterwards however, a full DBS check will be carried out for all new employees at St Mary's School
- A barred list check will be carried out for all new employees who are in regulated activity via the Employer Access Online Service
- Right to work in the UK is carried out for all staff
- In the case of teaching staff, or staff working in regulated activity (as defined by KCSIE), a prohibition from teaching check will also be carried out via the TRA
- For employees appointed to posts at middle management level or above, a prohibition from management check will be carried out (Section 128). This applies to both internal and external appointments
- If an employee has lived and/or carried out work abroad for an extended period of time, an overseas check will be carried out
- Medical fitness check
- Disqualification self-declaration

If the above conditions are satisfied and the offer is accepted, then the applicant will, within six weeks of commencement of employment, be issued with a contract of employment as confirmation of employment. In the unlikely event that an employee is required to commence work before sufficient time is available for the receipt of an enhanced disclosure, a barred list check will be carried out and a risk assessment carried out. This risk assessment will be reviewed every two weeks and will only take place when all other checks have been carried out to the School's satisfaction. Arrangements will be made for the proper supervision of the employee with regards to contact with children. Such arrangements will include, but not be confined to, non-participation in residential visits and no individual or small group contact with students and will remain in place until the DBS enhanced disclosure is obtained.

The school has a legal duty under section 26 of the Counterterrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known at the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment [more guidance for schools from the DfE on this can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf].

All appointments are subject to a probationary period, during which the notice period to terminate the employment for whatever reason, either by the employee or the School is four weeks in the case of non-teaching staff and usually one term in the event of teaching staff (but in accordance with the terms and conditions of their contract of employment). The School's disciplinary and capability procedures do not apply during this probationary period.

The school also reserves the right to extend this probationary period should it be deemed necessary.

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Child Protection Policy, the Code of Conduct, KCSIE, New Staff Safeguarding and make clear the expectations which will govern how staff carry out their roles and responsibilities. Please see the induction policy for further details.

PRE-EMPLOYMENT CHECKS

In accordance with the recommendations of the DfE in "Keeping Children Safe in Education" (2026) the school carries out a number of pre-employment checks in respect of all prospective employees.

Verification of identity and address

All applicants who are invited to interview will be required to bring the following evidence of identity, address and qualifications:

- Current driving licence or passport or full birth certificate

- One utility bills or statements showing their name and home address
- Documents confirming any educational and professional qualifications referred to in their application form
- Birth certificate (if available)

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

References

References will be requested on short listed candidates prior to interview apart from exceptional circumstances, where references will be requested asap and before appointment.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer, from a senior person with the appropriate authority. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the application pack, which includes the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job titles /duties, reason for leaving, performance and disciplinary record
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people

References are obtained via My New Term. Should this not be possible, referees will be sent a reference request form for which all sections completed. We will not accept references or testimonials provided by the applicant, open references or testimonials unless agreed by the Head and a suitable risk assessment is put in place

The school will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

The school will also verify a candidate's mental and physical fitness to carry out their work responsibilities in line with the Education (Health Standards) Regulations 2003. A successful candidate will be asked, via a health questionnaire, relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.

Criminal records check

Due to the nature of our work, the school requires enhanced DBS checks with barred list information from the DBS in respect of all prospective staff members, governors and volunteers in regulated activity. The school will always request an Enhanced Disclosure as described below:

- An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question

- If the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by DfE and the Department of Health

- Overseas criminal records checks will be carried out for applicants who have lived and/or carried out work abroad for an extended period of time. (Home Office guidance can be found on GOV.UK); Applicants from overseas will be required to obtain a letter from the professional regulating authority in the country (or countries) in which the applicant has worked, confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. (KCSIE 2024)

If disclosure is delayed

A short period of work is allowed under controlled conditions, at the Head's discretion. However, if an 'enhanced disclosure' is delayed, a Head may allow the member of staff to commence work:

- Without confirming the appointment;

- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;

- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision);
- Safeguards reviewed at least every two weeks by the Head/Bursar and member of staff;
- The person in question is informed what these safeguards are; and
- It is recommended, but is not a requirement, that a note is added to the single central register and evidence kept of the measures put in place.

Where the school uses staff from supply agencies, then the school expects those agencies to have registered these staff with the DBS following their own policy or their comparable policy. Proof of registration will be required before the school commissions services from any such organisation. Written confirmation from the agency that it has carried out the appropriate checks will be required before any supply teacher or temporary staff begin work. A copy of the DBS certificate must be seen by the school, which will also always carry out an identity check.

Where contractors are used in such capacity as to give opportunity for contact with children, an enhanced DBS certificate (with barred list check) will be obtained. The school will obtain assurances from contractors that checks have taken place at the required level, and identity will be checked on arrival.

Anyone not in regulated activity is accompanied at all times.

Disqualification Under the Childcare Act 2006 as Amended by the 2018 Regulations

All staff who work directly with or are involved in the management of Early Years or are involved in any way with later years care (under 8's) before or after school are required to self-declare if they are disqualified the Childcare act 2006 as amended by the 2018 regulations. The staff who are included in this regulation are required to complete a self-declaration form that will be stored on their staff file. The date of this is logged on the SCR. Self-declaration must be completed annually.

All staff are required to notify the school if their circumstances change.

Retention and security of disclosure information

The school's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the school will:

- Store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the school's senior management team
- Not retain disclosure information or any associated correspondence for longer than is necessary. The school will not retain such information for longer than six months although the school will, with the employee's written consent, keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken
- Ensure that any disclosure information is destroyed by a suitably secure means such as shredding
- Prohibit the photocopying or scanning of any disclosure information

The school complies with the provisions of the DBS code of practice.

RETENTION OF RECORDS

If an applicant is appointed, the school will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documents relating to the application and interview process will normally be confidentially destroyed unless the applicant specifically requests the school to keep their details on file.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

QUERIES

If an applicant has any queries on how to complete the application form or any other matter, they should contact the school.

RECRUITMENT OF GOVERNORS

Following a decision to appoint a Governor to the board, the following checks will be carried out. An enhanced DBS check, identity check, Section 128 management checks, right to work in the UK and overseas check if relevant.

If the Proprietor or Chairman of Governors, is to change, the school will ensure that the DfE obtains an enhanced criminal records check, and checks both the individual's identity and right to work in the UK before he or she takes up the appointment. Further overseas checks are required if the person lives or has lived outside the UK. The Chairman's disclosure application has to be made by the DfE; the school

cannot handle it as they would for all other Governors. So, even if a Governor, whom the school has already checked, becomes Chairman, the DfE has to make yet another check.

RECRUITMENT OF VOLUNTEERS

Volunteers will be subject to an informal recruitment process which will involve a meeting with the relevant Head of Department and a meeting with the Head. If the volunteer will be undertaking a regulated activity, a barred list check, an enhanced DBS check, evidence of their entitlement to work in the UK and identity check will also be undertaken. A declaration that they are not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006" will also be requested.

All regular volunteers must have an enhanced DBS check.

OVERSEAS CHECKS

Applicants who have lived/work abroad for than three consecutive months in the past five years will need to obtain a criminal records check from the relevant country, as well as professional checks as noted above. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School. The following guidance is followed :

https://www.gov.uk/check-job-applicant-right-to-work