



Safer Recruitment Policy

This Policy should be read in conjunction with the School's Safeguarding Policy, Code of Conduct for Staff and the DfE statutory documents "Keeping Children Safe in Education (KCSIE) 2026" and "Working Together to Safeguard Children 2026".

Aims: To prioritise, promote and encourage safeguarding and child safety through staff recruitment. We aim to create a culture of safe recruitment, with procedures that help deter, reject or identify people who might abuse children or young people.

Regulated Activity:

- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#) defines in full detail what 'regulated activity' is in relation to children.
- Those involved in a regulated activity require an enhanced DBS check that includes Barred List information.
- A person is considered to be engaging in regulated activity if they work on a frequent basis in a school where the work gives opportunity for contact with children.
- A person will also be in regulated activity if, as a result of their work or volunteering, they:
 - will be responsible, on a frequent basis in a school, for teaching, training, instructing, caring for or supervising children, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children; or
 - engage in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not;

Guidelines for Appointments

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

- **Job advertisement to include:**
 - Statement about commitment to safeguarding and promoting the welfare of children
 - Statement that all successful applicants will undertake an enhanced Disclosure and Barring Service (DBS) check.
- **Equal Opportunities:**
 - The School is committed to equal opportunities and will not discriminate against anyone
 - The School follows regulations with respect to the employment of ex-offenders
 - The School will not discriminate unfairly against any applicant on the basis of a conviction or other information revealed.
- **Application Form:**
 - Help in filling in the form is available for candidates where needed
 - The application form must be completed in full and signed
 - CVs will only be accepted alongside an application form
 - The application form will include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)

- The application form contains a self-disclosure question for declaring any criminal record
- **References:**
 - Two satisfactory references will be obtained, including one from the candidate's current employer or the last employer where they worked with children/young people. Teachers are required to provide a reference from their Headteacher as their primary referee. Where possible, references will be obtained prior to interview
 - References will be requested on a standard pro-forma
 - Any discrepancies in references will be checked and a record kept of any phone conversations
- **Job Description:**
 - This will be provided to give information about the role.
- **Job Specification:**
 - This will be provided in the information about the role and will form the basis for decisions.
- **Letter of Application:**
 - Candidates will be asked to write a letter stating why they want the job and why they are suitable for it.
- **Short-listing:**
 - Wherever possible at least two people will be involved in the short-listing.
 - Criminal record disclosures will not be requested before short-listing. Their suitability to work with children will be explored at shortlist stage and this will include disclosing convictions. If a conviction is disclosed, then there will be a one-to-one conversation with a senior safer recruitment trained member of staff
 - As part of the shortlisting process the School will consider carrying out an online search as part of their due diligence on the shortlisted candidates. This will help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.
- **Interviews:**
 - Interview Information will be given ahead of time about the interview process
 - On each interview panel there will be at least one safer recruitment trained interviewer (all members of the Senior Leadership Team and a governor at HBS are trained)
 - Interviews will include consideration of the person's suitability to work with children/young people
 - Anything incomplete or contradictory on the application form, including gaps in employment history, will be explored at interview
 - Any self-disclosure information will be discussed as appropriate
 - For some roles, candidates will also be asked to complete a written or presentation task
 - Candidates to bring photographic proof of identity with them to interview
- **Job Offers:**
 - Job offers must be made subject to satisfactory completion of all pre-employment checks.
- **After appointment:**
 - Proof of identity (guidelines on DBS website), confirmation of professional status, original certificates of qualifications, and evidence of their right to work in the UK (details on Gov.UK website) will be required
 - Health questionnaire to be done to ascertain physical and mental fitness (this must not be done until after they are appointed, but it is allowable to ask relevant questions at interview to establish whether they have the mental and physical capacity for the role)

- Enhanced Disclosure & Barring Service (DBS) check that includes a Barred List check for anyone in regulated activity
- Disqualification checks (following DfE guidance, Disqualification Under the Childcare Act 2006 and section 128 prohibition from management checks for those above classroom teacher and support staff who are on the Senior Team and Governors)
- Check (for teachers) that they are not on the Prohibited List (check carried out on the Employer Access Online Service)
- Further checks, as appropriate, if the candidate has worked abroad (see Home Office guidance. NB this is not necessary if within the previous 3 months they were working in England in a post with children/young people). This will include police checks and EEA prohibition checks, as appropriate.
- Copies of documents used to check identity, right to work and qualifications must be kept on the applicant's file. Copies of DBS certificates are not necessary (the number and date must be noted) and must not be kept for more than 6 months (more info on GOV.UK).
- **Disclosure & Barring Checks (DBS):**
 - The School complies with the DBS code of practice
 - An enhanced DBS check with barred list checks will be done for any employee engaging in regulated activities
 - It is an offence to appoint anyone who is barred to regulated activity
 - If it is necessary and appropriate for someone to start work before their DBS arrives, then all other checks must be done plus a separate Barred List check and a risk assessment and they must be supervised
 - The DBS cannot provide Barred List information on any individual who is not engaged in regulated activity
 - Some individuals may join the DBS Update Service, enabling future free online status checks to be made to confirm there is no new information. The School must have the applicant's consent, must check identity and must examine the original certificate to check the information and level (e.g. Enhanced with Barred List)
 - The DBS check must be re-done if there is a gap in employment/volunteering of more than 3 months.

Agency Staff/ Teacher Trainees (from an ITT provider):

- The agency (or other similar third party organisation) must provide written confirmation that they use the same standards of recruitment and that all appropriate checks have been carried out. The School will obtain written information (the Vetting Sheet) from the agency confirming that the same checks as the School would perform on any individual who will be working at the school (or who will be providing education on the school's behalf, including through online delivery) have been performed. In respect of an enhanced DBS check, the School will also ensure that this certificate has been obtained by the agency. Where possible, the Vetting Sheet should include a photograph, which will be matched against the photographic ID the individual is required to provide on their arrival to the School. The agency must send through the number and date of their DBS check and whether it is clear.
- Their identity will be checked on arrival.
- Any allegations of abuse against Supply Teachers will be dealt with by the School in the normal way.

Volunteers:

- Under no circumstances should a volunteer in respect of whom no checks have been obtained, be left unsupervised or allowed to work in regulated activity.
- An enhanced DBS with barred list check must be obtained for all volunteers doing regulated activity. It is not permissible to do a barred list check for those not undertaking regulated activity.
- Enhanced DBS checks without barred list checks may be obtained for volunteers doing unregulated activity – a risk assessment should be done and recorded to decide whether this is necessary (based on how much we know about them, whether we have relevant references, whether the role is eligible for a DBS check).
- DBS checks for volunteers are free.

Governors and Members

- All trustees, local governors and members will have an enhanced DBS check without barred list information.
- They will have an enhanced DBS check with barred list information if working in regulated activity.
- The chair of the board will have their DBS check countersigned by the secretary of state.
- All proprietors, trustees, local governors and members will also have the following checks.
 - A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008). [Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]

Single Central Record:

- All checks will be confirmed in writing with dates when they were checked and initials of who they were checked by on the School's single central record (the 'SCR').
- The SCR will cover all staff (teaching, support, supply, teacher trainees, etc.), volunteers (where checks are made), Governors and contractors/outside agencies.
- The information on the SCR will include: identity (name with photo ID, address, date of birth), barred list check, Enhanced DBS, prohibition from teaching and/or management, further checks on those living/working outside the UK, qualifications, right to work in UK, medical check and references.
- For supply staff, this must also include written confirmation that the relevant checks have been done and the date when confirmation was received.
- The SCR will be kept and updated by the School Business Manager in line with current regulations.

Induction will include:

- Safeguarding and Child Protection training
- Signed confirmation from all new staff to confirm that they have read the most recent version of Keeping Children Safe in Education (KCSIE) Part One and Annex B, the School's Safeguarding Policy, Behaviour Policy, Suspensions and Exclusion Policy, Online Safety Policy and Staff Code of Conduct.
- Training and information about policies and procedures
- Details of help and support available.

Exit interviews:

These may be carried out to help examine staff turnover and reasons for leaving.

Work Experience for Students:

- When a student is sent on work experience by the School, the School will ensure that the provider has appropriate safeguarding policies and procedures in place. Barred List checks might be required on some people who supervise a child under the age of 16 on a work experience placement. The School will consider the specific circumstances of the work experience to determine what is necessary.
- Barred List checks cannot be done for work experience placements where the student is aged 16 years or more.
- Students aged 16 years or over doing work experience in a school or equivalent, may themselves be involved in regulated activity so may need to be DBS checked.

Students Staying with Host Families (e.g. language exchanges):

- Where the School is arranging for a visiting child to stay with a host family in the UK to which the student is not related, the School will obtain all the necessary information required, including a DBS enhanced certificate with barred list information, to inform its assessment of the suitability of the responsible adults.
- Host families in other countries are checked in accordance with the rules of their countries and therefore may or may not undergo checks; we will work with our partner school abroad to ensure our students are safe.

Procedures for external contractors:

The School Business Manager is responsible for ensuring that external contractors follow the School's safer recruitment procedures, which involves ensuring that there is evidence of the following:

- Any contractors working during term time have DBS checks prior to them being allowed on site. These DBS checks will not include Barred List checks as contractors are not involved in regulated activity. However if the compound in which they are working is sealed, a risk assessment should be undertaken that may/may not negate the need for DBS checks. There should be a daily register of all regular and irregular external contractors/workers. Any replacement workers should have a DBS check before being allowed to work on site.
- All contractors must sign a contract with the School, prior to work beginning on site, that confirms that they must provide the School with evidence that:
 - all their employees and subcontractors have a right to work in the UK;
 - official documents have been used to confirm each worker's identity i.e. passport, driving license;
 - all employees and subcontractors are properly qualified and skilled for the role. i.e. relevant certificates;
 - all DBS checks have been carried out, and any convictions are revealed to the School.
- Similarly, that they will agree to provide the School with any subsequent information that comes to light regarding any of their employees.
- All DBS checks must be confirmed as clear or as having identified a criminal record. It is the School's decision, based on the nature of the criminal record, whether these workers are allowed on site. The contractor must disclose the results of all DBS checks prior to starting work on site.
- Once the School Business Manager has given the all clear on the DBS, and has received the signed contract with the School, the contractor may bring workers on site. Identity checks must be done to confirm their identity before they begin work on site. The School Business Manager will provide the contractor with guidance regarding safeguarding and School procedures for all

workers that will be on site.

Visitors without DBS:

Any irregular or one-off visitors without DBS will be accompanied at all times.

Key information for visitors to the School is contained in the Visitor Information leaflet (available on the School's website).

Referrals:

The School will refer to the DBS anyone who has been removed from regulated activity (or would have been removed had they not left), and they believe the individual has:

- engaged in relevant conduct in relation to children and/or adults, and/or
- satisfied the harm test in relation to children and/or vulnerable adults (i.e. they may harm or put them at risk of harm), and/or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

The referral must be made as soon as possible. This is a legal duty (see Government guidance on [Making Referrals to the DBS](#)) and failure to refer when the appropriate criteria are met is a criminal offence. Referrals must also be made to the Teaching Regulation Agency where relevant i.e. in cases of teacher misconduct.

Review & Update:

This Policy will be reviewed annually.

It was reviewed and updated in September 2026. Next review due September 2027.