



HOLTON SLEAFORD

— INDEPENDENT SCHOOL —

Recruitment Policy

Holton Sleaford Independent School (HSIS) is committed to the safeguarding and welfare of young people and expects that all staff and volunteers share the same values. The aim of these procedures is to deter, reject or to identify those who pose a risk to young people. Holton Sleaford Independent School uses the LSCB Safer Recruitment Toolkit as reference when recruiting new staff in preventing unsuitable people from working with children.

The following stages details the recruitment process:

Job description/specification for position required, with reference to

- Main duties and responsibilities of the post.
- The individual's responsibility for promoting the safeguarding and welfare of children.
- Reference to an enhanced DBS check (subject to a 3-year renewal cycle).
- Reference to the Equality Act 2010.
- Health and Safety.

Positions will be advertised, in line with working with young people and vulnerable adults and will state our commitment to safeguarding children and young people, confirm our commitment to the Equality Act 2010 that an enhanced DBS clearance must be undertaken. Applicants are asked to contact the Head of School by telephone, email or post to request an application package.

Application form, job description and specification, code of conduct and details of roles and responsibilities are sent to the applicant. CV's will be accepted only with a completed application form.

Returned application forms are checked for suitability for position advertised. Anomalies, i.e. gaps in employment or education history, convictions, self DBS

declaration etc. Incomplete applications will be rejected and returned to the applicant for completion.

A character reference and professional reference will be requested for those chosen for interview with specific reference to suitability to work with children. Any unanswered questions will be taken up with the referee when ringing to check the validity of the reference, further information may be requested.

Shortlisted candidates will undergo a formal interview, this may also include role play or presentation. The interview panel will consist of at least one of HSIS proprietors and a member of the SLT team.

The applicant is then informed in writing or by telephone of the date and time and type of interview to be held in person at Holton Sleaford Independent School. A request will be made for two forms of identification in the event that a DBS form will be completed at interview together with appropriate identification as evidence of The Right to Work in the UK. Originals of qualification certificates relevant to the position advertised as declared on the application form will be requested.

The interview is conducted at Holton Sleaford Independent School with a minimum of two members of staff (one Proprietor and one SLT member) on the interview panel.

Applicants may be invited for second interview on merit of the suitability to the post. At no stage will anyone be discriminated against on race, disability, age etc in line with our equal opportunities statement which respects everyone's right to work in the United Kingdom.

The following pre-employment checks will be carried out before an applicant takes up a position.

- Evidence of the right to work in the UK.
- Enhanced DBS check.
- Proof of Identity.
- Evidence of relevant qualifications/accreditation.
- References from current and/or most recent employment, form tutor work experience referee or professional colleague.

A conditional offer will be made to the applicant, subject to the completion of satisfactory checks. A letter is sent to the candidate advising them of the

position offered on a 6-month probationary period, subject to a satisfactory Enhanced DBS check and references etc.

DBS Clearance

Disclosure of conviction - Holton Sleaford Independent School will not discriminate if a conviction is disclosed on the returning DBS report. Any conviction will be looked upon and discussed with the applicant. Any conviction involving the safeguarding or safety of a young person will deem the person unsuitable for employment at Holton Sleaford Independent School. However, other conviction types will be discussed with the applicant by the Proprietors and Executive Headteacher, who will then discuss the matter with any other relevant stake holders and their guidance will be followed regarding employment.

Where a person has worked or lived overseas in the past 5 years, there is a need to obtain an overseas DBS check or a certificate of good conduct. (This can be obtained via the DBS website and then through contact with the respective body in the relevant country. This must be done in addition to the UK DBS).

Asylum and Immigration

The prevention of illegal migrant working in the UK is governed by sections 15-25 of the Immigration and Nationality Act 2006 which came into effect on the 29th February 2008. Eligibility to work in the UK will be checked before employment is commenced.

Further information on Immigration and legislative requirements can be found by visiting www.homeoffice.gov.uk

Health Declaration

Completion of a Health Declaration will be required after the job offer has been made, to ensure that the applicant is fit to work in the capacity in which they have been employed.

Vetting and Barring

Following the Bichard Inquiry into the Soham murders the Independent Safeguarding Authority (ISA) has been created as a fundamental Government strategy for increasing protection of vulnerable members of society.

Dismissal due to an allegation made against a member of staff will be reported to ISA/DBS.

Updates on progress is provided via www.isa-gov.org.uk

Staff Induction

All staff will undertake a formal induction and will be given a staff induction booklet when starting work for Holton Sleaford Independent School, this is the responsibility of the Head of School. Staff will also be added on to the Holton Sleaford Independent School Single Central record, this is the responsibility of the Proprietor.

Apprenticeships

HSIS is keen to offer capable candidates the opportunity to undertake Apprenticeship schemes - currently apprenticeships for Teaching Assistants. Apprentices are allocated a mentor and a buddy while at HSIS, the mentor will oversee their course progress, the buddy is more of an informal source of advice. Apprentices are not included in Supervision ratios.

Working documents used in this policy for reference: Lincolnshire Safeguarding Children Board, Safer Recruitment Toolkit 2007. This policy will be reviewed regularly in line with ongoing changes to ISA regulations.

<u>Written by...</u>	<u>Daniel Laughton</u>	<u>18/11/25</u>
<u>Approved by...</u>	<u>Mike Whatton</u>	<u>18/11/25</u>
<u>Signed...</u>		
<u>Date sent to Governors</u>		<u>Due for Review</u>
<u>Date approved by Governors</u>		<u>18/11/26</u>