

Safer Recruitment Policy

More Than Ed | Independent School

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The 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. This policy takes into account guidance and requirements of the Independent School Standards.

We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding among our workforce.

We work towards attracting, recruiting and retaining staff of the highest calibre.

1. We aim to ensure

- Staff are recruited on the basis of their merits, abilities and suitability for the position.
- All applicants are considered equally.
- No applicant is treated unfairly on any grounds including race, religion and belief, sex or sexual orientation, marriage and civil partnership, disability or age, pregnancy and maternity and gender reassignment.
- Compliance with guidance of the Department for Education "Keeping Children Safe in Education" September 2025: and the Department for Education approved

"Guidance for safer working practice for those working with children and young

people in education settings" October 2015 (Safer Recruitment Consortium) and the

Code of Practice published by the Disclosure and Barring Service.

- All the required pre-employment checks are carried out efficiently.
- Those who recruit and select staff understand and comply with this policy.
- The required details concerning all staff are entered on the central register of staff.
- All staff, volunteers, students working for the school and its directors will be required to have enhanced DBS checks prior to appointment, in accordance with government policy.

2. Recruitment & Selection Procedure

- A written record will be kept of all interviews.
- At least one person on the interview panel will have received Safer Recruitment Training in line with Keeping Children Safe in Education 2025.
- All applicants will complete an Application Form containing questions about their academic and employment history and their suitability for the role.
- Curriculum Vitae will not be accepted in place of the completed Application Form.
- Any gap in employment will be checked.
- Applicants will be sent a job description and person specification for the role.
- The appointments team/panel will invite suitable applicants to attend an interview at which his/her relevant skills and experience will be discussed in more detail
- Selection will be carried out by a panel with at least two members. At least one panel member will have received Safer Recruitment Training in line with Keeping Children Safe in Education 2025, and the School Staffing (England) Regulations 2009.

- Any concerns or discrepancies arising from the information provided by the candidate and/or a referee will be explored.
- A Director will sit on the interview panel for all full-time vacancies.
- In line with Keeping Children Safe in Education 2025, We will also take into consideration aspects of transferable risk.
- All posts will normally be advertised. The following will be carried out in connection with these principles of advertising of vacancies:
- All vacancies for permanent posts will be advertised.
- Advertisements will not be confined unjustifiably to those geographical areas or publications that would exclude or disproportionately reduce the numbers of applicants from a particular racial group.
- Advertisements shall not differentiate between qualifications obtained in the UK and those that are fully comparable but have been obtained outside the UK.
- All applicants for posts shall be sent a copy of our Equal Opportunity Policy, if requested.
- Where an advertisement contains an informal contact point, this shall be for the purpose of expanding on the job details and, requirements and not as an informal selection procedure.
- Advertisements for posts will include the statement “We are committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share its commitment. All staff are subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service”.

In accordance with the recommendations of the Department for Education "Keeping Children Safe in Education" September 2025 and Working Together to Safeguard Children 2023, applicants will be requested to supply any of the following for the suitable verification of identity, address and qualifications: -

- Current UK photo ID driving licence card or current valid passport or full birth certificate (UK and Channel Islands) issued at time of birth.
- Two current utility bills or statements (from different sources) showing their name and home address.
- Documentation confirming National Insurance number (P45, P60 or National Insurance card).
- Medical declaration – giving specific information of any conditions declared.
- Criminal Declaration
- Documents confirming any educational and professional qualifications.
- If an applicant has changed their name, they will be required to provide documentary evidence of the change.
- Applicants with recent periods of overseas residence and those with little or no prior UK residence may also be asked to apply for the equivalent of a Disclosure if one is available in the relevant jurisdiction(s). They may also be requested to provide a

statement of character from a notable person in the legal or police profession in the area in which they have lived previously.

- The Equality Act 2010 makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

3. Equal Opportunities

We are committed to providing quality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants as before are not discriminated against on the grounds of religion or belief, age, pregnancy or maternity, gender reassignment, marriage or civil partnership, sex or sexual orientation. We acknowledge that unfair discrimination can arise on occasion and so will ensure that the equal opportunities policy is the foundation for all its activities.

Applicants will be informed that any offer of employment will be conditional on the following:

- Written confirmation of agreement to the offer letter.
- A completed medical form stating that the applicant is medically fit to fulfil the requirements of the post.
- Verification of eligibility to work in the UK.
- Verification of qualifications – photocopies are not acceptable.
- Verification of professional status, where required.
- Satisfactory completion of the probationary period.
- The receipt of two satisfactory references.
- DBS Certificate

4. References

Two satisfactory references must include one of which from the applicant's most recent employer. References are taken up on short listed candidates prior to interview. 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. Where applicable, we will automatically make contact with the last school where the applicant was employed. Neither referee should be a relative or someone known to the applicant solely as a friend. Referees will be sent a copy of the job description, asked whether they believe the applicant is suitable for the post and whether they have any reason to believe that the applicant is unsuitable to work with children. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, job title/duties, reason for leaving, performance.
- 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.

The school will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. Upon offer of employment written references will be followed up with phone calls. Applicants will be informed that any previous employer may be contacted, including contacting the school at which the applicant last worked, in order to confirm employment details and reasons for leaving, making clear that checks must be completed before the applicant can be verified.

We 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.

In addition, all appointments will be subject to:

- The receipt of a satisfactory enhanced disclosure, from the Disclosure and Barring Service. The school applies for enhanced disclosure and barring record from the Disclosure and Barring Service (DBS) in respect of all prospective staff, directors and volunteers prior to them taking up appointment. The Enhanced Disclosure will reveal whether a person 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 the Department for Education and Skills and the Department of Health. An Enhanced Disclosure may also contain non-conviction information from local police records which a chief police officer thinks maybe relevant in connection with the matter in question.

5. Prohibitions

- We will also check whether there are any prohibitions, directions, sanctions or restrictions as required with the Department for Education, depending on the role being offered as per Keeping Children Safe in Education September 2025. For a full list of restrictions please see this policy. This system will be used to check for Qualified Teacher Status
- For staff undertaking a management responsibility, the school will also check for a Prohibition on Participation in Management in line with Section 128 of the Education and Skills Act 2008.

It is the norm for applicants to start work in the day school only after their DBS clearance has been received. In cases where the appointment date is prior to the receipt of DBS clearance, a barred list check and appropriate risk assessment are undertaken, covering the period until the DBS certificate is received. Until that time, at the discretion of the Principal, the staff member concerned will be appropriately supervised through a risk assessment and not allowed unsupervised access to students at any time. However, these arrangements may last for a short period only.

Any teacher at the school who teaches a child aged 8 and under has to complete a 'Staff Disqualification Declaration' form annually to confirm that they are not disqualified to teach under the Childcare (disqualification) Regulations 2009 or the Childcare Act 2006.

The Principal will follow relevant DBS guidance if the disclosure reveals information that a candidate has not disclosed in the course of the selection process.

6. Post-Appointment Induction

There will be an induction meeting for all staff, directors and other volunteers newly appointed to us regardless of previous experience.

7. Temporary Supply Agencies/Temporary Workers/Contract Workers

The school requires supply staff and temporary workers, whether they are individuals or from agencies/contractors, to register with the DBS on their own account.

Proof of such registration and identity will be required before the school will allow any such person/s to work in the school in any capacity. Agencies and firms such as catering firms will be requested to provide written confirmation of the following before a person is allowed to begin work

- The person's identity was checked and the date of the check
- Any relevant checks for persons from overseas were made including their right to work in the UK and were satisfactory plus the date of such checks
- An enhanced DBS was obtained, and the date and number of the DBS sent to the school for entry on the central register. If the results of such a check have not arrived, then a barred list check was made and the results.
- Information, should it apply, of any convictions or other disclosures on the DBS check. In this instance a copy of the certificate will be required by the school prior to the person starting work.
- If applicable qualifications were checked and the date of the check.

In line with Keeping Children Safe in Education 2025, we also commit to following through any investigation of supply staff following a decision not to use again.

When a staff member is sent from an agency, even if the above details have been forwarded, they will be requested to show proof of identity upon arrival before entering the school.

8. Policy on recruitment of ex-offenders

The school will not discriminate against any applicant for employment purely on the basis of conviction or other details revealed but will make decisions on the basis of merit and ability. A criminal record will not necessarily automatically debar him/her from employment; instead each case will be decided on individually.

Applicants must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, to dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the school to employ anyone who is included on the lists maintained by the Department for Education and Skills and the Department of Health of individuals who are considered unsuitable to work with children or are the subject of a disqualifying order made

for being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the school. If the school receives an application from a disqualified person or is given false information or the school has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police, DBS and/or the DfE Children's Safeguarding Operations Unit.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Directors consider the following factors before reaching a 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's circumstances have changed since the offending behaviour or other relevant matters; and the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

The school considers it a high risk to employ anyone with access to students who has been convicted at any time of any the following offences:

- against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- against children or adults: serious drug related offences, robbery, burglary, theft, deception or fraud.

The school considers it high risk to employ anyone in a financial post who has been convicted at any time of robbery, burglary, theft, deception or fraud.

The school considers it a high risk to employ anyone in a post involving driving duties who has been convicted of any drink driving, dangerous driving offences within the last 5 years.

If an applicant wishes to dispute any information contained in a Disclosure, he/she can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information the school will consider, if practicable, deferring a final decision about the appointment until the applicant has had the opportunity to challenge the Disclosure information.

9. Retention and Security of Information

The school will observe the guidance issued or supported by the DBS on the use of Disclosure information. For example, the school will store a record in the staff personnel file and on the school's information management system and the central register of staff, the date of a Disclosure, the name of the subject, the type of Disclosure, the position of the person in the school, and the unique number issued by the DBS.

If appointed, any relevant information provided on an application form (together with any attachments) will be stored on the member of staff's personnel file (and on the school's

Information Management System). If the application is unsuccessful, all documentation relating to the application will be shredded