

# Philpots Manor School



## Safer Recruitment & Selection Policy

(This Policy forms part of the Child Protection and Safeguarding Policy – Appendix 2)

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<b>Approved by:</b> SLT		
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### 1. Recruitment and Selection Process

Philpots will ensure that staff involved in recruitment and selection at the school have received appropriate safer recruitment training.

This policy is based on the Department for Education's statutory guidance Keeping Children Safe in Education and Working Together to Safeguard Children.

This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating a safe environment for children and young people.

Philpots is committed to:

- safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment;
- attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service;
- a motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high-quality service;
- to ensuring the recruitment of all staff is conducted in a fair, effective and economic manner;
- that those responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants;
- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process;
- To ensure a consistent and equitable approach to the appointment of all school staff;
- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against;

- cost effective use is made of resources in the recruitment and selection process;

## **2. Advertising**

When advertising roles, we will make clear:

Our school's commitment to safeguarding and promoting the welfare of children;

That safeguarding checks will be undertaken;

The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children;

Whether the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account.

## **3. Application Forms**

Our application forms 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);

Signpost applicants to view our child protection and safeguarding policy, safer recruitment policy and our policy on the employment of ex-offenders on the school website.

Include a link to our child protection and safeguarding policy and our policy on the employment of ex-offenders

CVs will only be accepted if accompanied by an application form.

## **4. Equal Opportunities**

The school is committed to providing equality 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 are not discriminated against.

- [Human Rights Act 1998](#)
- [Equality Act 2010](#)

## **5. Shortlisting**

Our shortlisting process will involve at least 2 people and will:

Consider any inconsistencies and look for gaps in employment and reasons given for them;

Explore all potential concerns.

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
  - 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;
  - Any relevant overseas information.
  - Sign a declaration confirming the information they have provided is true.

Where possible, we will carry out media and social media online searches on shortlisted candidates to help identify any incidents or issues. Shortlisted candidates will be informed that we will carry out these checks as part of our due diligence process.

## **6. Seeking References and Checking Employment History**

Wherever possible, we will obtain references before the interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

Not accept open references;

Liaise directly with referees and verify any information contained within references with the referees;

Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/HR as accurate in respect to disciplinary investigations;

Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed;

Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children;

Endeavor to seek references from past employers where employment history states worked with children and/or vulnerable adults;

- o Ensure electronic references originate from a legitimate source
- o Contact referees to clarify where information is vague or insufficient information is provided
- o Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed
- o Resolve any concerns before any appointment is confirmed

Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate;

Resolve any concerns or inconsistencies with the applicant.

## **7. Interview and Selection**

When interviewing candidates, we will:

Ensure that there are a minimum of two interviewers forming the interview panel. At least one person on the panel must have completed the safer recruitment training.

Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this;

Explore any potential areas of concern to determine the candidate's suitability and motivation to work with children;

Record all information considered and decisions made.

## **8. Pre-appointment vetting checks**

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

## **9. New Staff**

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

Verify their identity;

Obtain an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity. We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken;

Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available;

Verify their mental and physical fitness to carry out their work responsibilities;

Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards;

Verify their professional qualifications, as appropriate;

Ensure they are not subject to a prohibition order if they are employed to be a teacher;

If unable to do so prior to interview, we will obtain social and adverse media checks and ask applicants to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children

Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:

- o For all staff, including teaching positions: criminal records checks for overseas applicants;
- o For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach;

As an independent school we will also:

Check that candidates taking up a management position\* are not subject to a prohibition from management (section 128) direction made by the secretary of state;

\*Management positions are most likely to include, but are not limited to, proprietors, headteachers, deputy/assistant headteachers, finance and HR Managers.

**Regulated activity** means a person who will be:

Responsible, on a regular basis in a school or college, 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.

## 10. Existing Staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

There are concerns about an existing member of staff's suitability to work with children;

or

An individual moves from a post that is not regulated activity to one that is; or

There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

We believe the individual has engaged in relevant conduct; or

We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or

We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and

The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

## **11. Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

## **12. Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

An enhanced DBS check with barred list information for contractors engaging in regulated activity;

An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children;

We will obtain the DBS check for self-employed contractors;

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

### **13. Volunteers**

Due to the needs of our learners and teaching environment, we do not use volunteers or offer work experience opportunities.

### **14. Staff working in alternative provision settings**

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

### **15. Adults who supervise pupils on work experience**

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

### **16. Other Policies**

- Recruitment of Ex-offenders and Handling of Disclosure Information Policy
- Equality and Inclusion Policy
- Child Protection and Safeguarding Policy