

SAFER RECRUITMENT POLICY

Reviewed and updated on 02.09.2025

Policy Statement

L'école bilingue has implemented this policy to assist with recruitment and employee selection. It outlines the school's recruitment procedure and how the school ensures safer recruitment is considered at all levels of the recruitment process. The safety and protection of the school's pupils is always at the forefront of the school's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the school.

The school is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. All recruitment will be based on agreed job descriptions and person specification. Recruitment and selection must be conducted as an evidence-based process and candidates will be assessed against agreed selection criteria, based on relevant knowledge, skills, competencies, experience and qualifications to perform the role as outlined in the person specification.

Definitions:

Regulated activity – includes:

- Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Working for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work undertaken by supervised volunteers. A supervised volunteer who regularly teaches or looks after children is not in regulated activity.

Teaching role – refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of 'Keeping children safe in education' (KCSIE) if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.

Standard DBS – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether or not they are spent under the Rehabilitation of Offenders Act 1974.

Enhanced DBS – this provides the same information as the standard DBS, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

Enhanced DBS with barred list check – this check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children's barred list.

Children's barred list – the DBS maintains a 'barred list' of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

Section 128 check – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.

Safer recruitment – this is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

School Management is responsible for:

- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Ensuring that the interview addresses leadership ability, team working skills, reasons for interest in joining the school, integrity, understanding of the school's ethos and vision, and why the candidate believes they would be a good fit for the school.
- Ensuring that all references for a shortlisted candidate are obtained, properly scrutinised, and that information is not contradictory, unclear, or incomplete, with clarification requested when appropriate.
- Asking previous employers of new staff members whether they know of any current or pending disciplinary action against the candidate.
- Ensuring the recruitment panel will comprise of at least two members of staff: the Headteacher and the Head of Administration. Another member of the Senior Leadership team (e.g. English/French Coordinators and/or the DSL) can also be included in the process.
- Ensuring that at least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training.
- Ensuring that applicants will be assessed against the same shortlisting criteria to ensure a fair process.
- Ensuring that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.
- Ensuring that the successful candidate is informed that their identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out.
- Obtaining, where possible, two references to allow for any concerns to be explored with the referee and discussed with the candidate. One of the references will be from the candidate's most recent employer. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained. If the current/most recent employment does/did not involve work with children, then a reference from their last employer where they did work with children if applicable or a suitable academic or character reference from someone who can attest to their suitability for working in

education. References will be from a senior member of staff. Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information. Permission will be sought from the candidates before the recruitment panel contacts referees. Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.

The Head of Administration and his assistant are responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.
- Ensuring that appropriate supervision of employees/volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Preparing the documents that will be provided to applicants, including a comprehensive job description, and application form and a medical fitness declaration form, also ensuring that these documents are accompanied by the school's Safeguarding and Child Protection Policy, Whistleblowing Policy, Staff Behaviour Policy and Mobile Phone Policy.
- Never accepting a CV alone, only completed application forms.

Equal opportunities

The school will not discriminate against any protected characteristics, such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The school will always promote difference and inclusion throughout the school.

The school will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the school of any reasonable adjustments that they need when they receive the invitation for an interview.

Remote recruitment

The school will follow all the requirements set out in this policy when recruiting remotely, changing only the in-person nature of the interview, and implementing the necessary additional steps to support this.

Pre-interview checks

The Head of Administration and his assistant will complete the necessary pre-interview checks.

Pre-interview checks will include the following:

- Verifying that the candidate has qualifications or experience relevant to the post
- An online search is carried out on candidates who have been shortlisted for an interview, and any areas of concern are followed up at the interview. The school is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the school may check candidates' social media or other online activity prior to interview. This process may include a search for the candidate via, for example, Google; Facebook ; LinkedIn. Any concerns will be addressed during the interview process.

The application form

The application form includes a clear statement that it is an offence to apply for posts involving regulated activity, when barred and asks for the following information:

- personal details of the candidate including current and former names, current address and national insurance number.
 - details of their present (or last) employment and reason for leaving.
 - full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment.
 - qualifications, the awarding body and date of award.
 - details of referees/references.
 - a statement of the personal qualities and experience that the candidate believes are relevant to their suitability for the post and how they meet the person specification.
- Incomplete application forms will be returned to the applicant. The School will not accept copies of curriculum vitae in place of an application form

The interview

The interview will always comprise a face-to-face interview, either in person or online; however, the recruitment panel may also involve, where possible, getting the candidate to work in supervised activity with pupils.

After the interview:

After the interview has been completed, the recruitment panel will:

- Assess all candidates' performance using the same agreed criteria.
- Ask the successful candidate to provide proof of identification and qualifications, and to complete the DBS check as soon as possible.
- Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the job description

After choosing a successful candidate, the school will:

- Make a conditional offer of employment to the candidate.
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
- Complete the relevant pre-appointment checks.

Once an offer of employment has been made, the candidate's self-declaration form will be reviewed. If a conviction has been declared, and it is spent or filtered, the offer of employment will not be retracted based on this; however, the school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.

Checking references

References will be checked upon receipt to ensure that all questions have been answered satisfactorily and that information is not contradictory or incomplete. The referee will be contacted to provide further clarification where appropriate, e.g. if some answers are vague or insufficient, or contradictory information has been provided. The reference will be compared for consistency with the information on the candidate's application form. Discrepancies between the reference and the application form will be discussed with the candidate. Where a reference appears incomplete or other concerns arise, the school will email the referee relating to the reference for confirmation of its accuracy

The recruitment panel will ensure that any past disciplinary action or allegations disclosed as part of a reference are considered carefully when assessing the candidate's suitability for the role. If this involves safeguarding or potential safeguarding concerns, the DSL will be consulted to help assess the candidate's suitability.

Previous disciplinary action

The recruitment panel will ensure that any references requested by the school include a section asking for any past disciplinary action to be disclosed. Any disclosures will be carefully considered when assessing the candidate's suitability for the role, in line with this policy.

Pre-appointment checks

All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks. When appointing new staff, the school will complete the following checks:

- Checking and, where necessary, following up candidates' self-declaration on the application form
- Verify the candidate's identity (passport, birth certificate or other photographic ID) and proof of address must be provided
- Obtain an enhanced DBS certificate (via the applicant) and, for candidates engaging in regulated activity, barred list information
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- In the case of teaching staff, checks will be made on the applicant's academic and vocational qualifications and further checks made on the TRA Teacher Employer Access Service system to ensure they are not prohibited from teaching under a teacher prohibition order.
- Verify a candidate's mental and physical fitness to carry out their role
- Verify the person's right to work in the UK through documentation. Only original documentation will be accepted
- Make further checks on any individual who has lived or worked outside the UK
- Request two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children
- Check references against application forms and noting down discrepancies or concerns, and following up these concerns with referees
- Verify professional qualifications, as appropriate and which are referred to in the application form
- For those in management, trustee or governor roles, a section 128 check will be carried out
- The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked:

- In a school in England in a post which brought them into regular contact with children or young persons; or
- In any post in a school since 12 May 2006 which did not bring the person into regular contact with children or young persons; or
- Volunteers

For volunteers, if they are not engaging in regulated activity, an enhanced DBS check will be obtained – a barred list check will not be required. If volunteers are engaging in regulated activity and are new to the school, an enhanced DBS check with a barred list check will be required.

Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check. If a volunteer is not in regulated activity, the school will use its professional judgement, after conducting a risk assessment, to determine whether to seek an enhanced DBS check, but no barred list check will be required.

Candidates who have lived outside the UK

No exceptions will be made for candidates who have lived outside of the UK. All mandatory checks outlined in this policy will be carried out. Similar enquiries will be made in the country of origin relating to the applicant's qualifications and suitability to teach, including overseas criminal record checks, letters of good conduct if possible and /or professional references.

Agency and third-party staff

In the case of any employee working at the school who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.

Trainee/student teachers

The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried applicants for initial teacher training who are in regulated activity. Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The school will obtain written confirmation from the agency that the checks have been carried out.

Existing staff

If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out. The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children. An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation.

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

- The harm test is satisfied in respect of that harm.
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
- The individual is deployed to another area of work not in regulated activity, or where they have been suspended. Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity. Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

Contractors

The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS

certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. If a contractor is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. The school will always check the identity of contractors and their staff on arrival.

Adults who supervise children on work experience

If the school is organising work experience placements, the school will ensure that the placement provider has policies and procedures in place to protect children from harm. Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. In such cases, the school will consider the specific circumstances of the work experience. Consideration will be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:

- Unsupervised themselves.
- Providing the teaching/training/instruction/supervision frequently (more than three days in a 30-day period or overnight).

If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. In this case, the school will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person. If the activity undertaken by the child on work experience takes place in a 'specified place', such as the school, and gives the opportunity for contact with children, this may itself be considered regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider will consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

Offer of employment

All formal offers of appointment in writing will be conditional until satisfactory completion of the mandatory pre-appointment checks.

Single central record (SCR)

The school will maintain and regularly update the SCR. All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers. The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:
- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check

- Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
- A check of professional qualifications
- A section 128 check
- A check to establish the person's right to work in the UK
- For those in management, trustee or governor roles, a section 128 check

For supply staff, the school will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff. If checks are carried out on volunteers, this will be recorded in the SCR.

Safer recruitment training

At least one member of the recruitment panel will have completed formal safer recruitment training. As a measure of good practice, the school will ensure that this training is renewed every three years.

Safeguarding

For references provided to the school, the candidate's suitability will always be assessed with particular regard paid to their suitability to work with children. The DSL will be consulted where appropriate. The DSL will recognise the school's duty to disclose safeguarding concerns overrides any other duties to an employee, and ensure the school complies with its safeguarding obligations. The DSL will ensure records are kept of all allegations against staff in line with the most up to-date version of KCSiE. For all safeguarding allegations, excluding those proven to be malicious, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken, and decisions reached, will be kept on file. Accurate information based on these records will be given in response to future requests for a reference, where appropriate. Safeguarding information will not be given in circumstances where the allegation was found to be false, unsubstantiated or malicious – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious.

This policy has due regard to guidance including, but not limited to, the following:

- Guidance: Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service. Ref: DfES/0278/2002".
- Safeguarding children and Safer Recruitment in Education" DfES 2011
- Rehabilitation of Offenders Act 1974
- Children Act 1989 & 2004
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- Equality Act 2010
- DfE (latest version) 'Keeping children safe in education'

