



Safer Recruitment Policy

Name of policy	Safer Recruitment
Review committee	SLT
Last review date	September 2025
Next review date	September 2026

1. Introduction

- 1.1 This Safer Recruitment Policy has been produced in line with the DfE guidance 'Keeping Children Safe in Education (2025)'. This policy aims to ensure a safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people in an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

2. Statement

- 2.1 GUST Independent School (GUST) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- 2.2 GUST is committed to attracting, selecting and retaining employees who will succeed and positively contribute to 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.

3. Purpose

- 3.1 To ensure the recruitment of all staff is conducted in a fair, effective and economic matter
- 3.2 To achieve this purpose, those that are 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.

4. Scope

- 4.1 This policy applies to all the school employees and trustees responsible for and involved in the recruitment and selection of all staff.
- 4.2 The ultimate responsibility for recruitment and selection lies with the Trustees. They have delegated the responsibility to the Headteacher for appointing all staff.

5. Aims and Objectives

- 5.1 To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.
- 5.2 To ensure a consistent and equitable approach to the appointment of all school staff.
- 5.3 To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, religion or belief, sex or sexual orientation.
- 5.4 To ensure the most cost-effective use is made of resources in the recruitment and selection process.

6. Principles

- 6.1 The following principles are encompassed in this policy:
 - 6.1.1 All applicants will receive fair treatment.

- 6.1.2 All applicants' packs will include a job description detailing the post holder's responsibility for safeguarding.
- 6.1.3 Employees will be recruited on the basis of their knowledge, experience and skills needed for the job.
- 6.1.4 Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate Safer Recruitment Training
- 6.1.5 Selection will be based on a minimum of completed application form, short listing and interview, but whenever possible, involve other assessments.
- 6.1.6 Posts will normally be advertised on the school's website, and the advert will include reference to the school's commitment to safeguarding and promoting welfare of children and young people.
- 6.1.7 The Equality Act makes it a requirement to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. This applied to the entire recruitment process, from advertisement to appointment.

7. Equal Opportunities

- 7.1 GUST is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair.
- 7.2 Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, religion or belief, sex or sexual orientation.

8. Safer Recruitment – Recruitment and Selection Training

- 8.1 It is a requirement that at least one member of the interview panel has completed Safer Recruitment Training prior to the start of the recruitment process.
- 8.2 The following staff have received Safer Recruitment Training: Nigel Grant, Rebecca Cutts.

9. Pre-Recruitment Process

9.1 Objectives

- 9.1.2 The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important; therefore, the experience should be positive and all those responsible for recruiting will:
 - Leave a positive image with unsuccessful applicants.
 - Give successful applicants a clear understanding of the post and what is expected of them.
 - Take responsible actions to reduce the risk of a bad selection decision recognising the potential cost and the school's commitment to safeguarding children and young people.

9.2 Application Form

- 9.2.1 A standard application form will be used to obtain a common set of data from all applicants. The application form will be adapted for different positions but will always include key information on safeguarding.
- 9.2.2 Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps.
- 9.2.3 The candidate must complete, sign and date the declaration and follow instructions regarding the appropriate disclosure of relevant information.
- 9.3 Job Description and Person Specification
 - 9.3.1 A job description and where applicable a person specification will be issued for all posts.
 - 9.3.2 The job description will have clear reference to an individual's responsibility to safeguard children and young people.
- 9.4 Criminal Self-Disclosure
 - 9.4.1 All short-listed candidates will be asked to complete a self-disclosure as part of their application.
- 9.5 References
 - 9.5.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be requested directly from the referee using the school's standard reference form.
 - 9.5.2 Any successful job offer will be conditional on the receipt of acceptable references.
 - 9.5.3 The school will take reasonable steps to verify references received electronically; this could include a phone call to the referee.
- 9.6 Online Searched
 - 9.6.1 As advised in the KCSiE, an online search will be conducted for all successful candidates and relevant incidents/issues that are publicly available on-line could be explored with the candidate.
 - 9.6.2 Schools will inform candidates that these searches will be performed as part of due diligence checks.

10. Interviews

- 10.1 The interview will assess the merits of each candidate for the post, including at least one question exploring their suitability to work with children and young people. The selection process for people who work with children and young people will always include a face-to-face interview even if there is only one candidate.
- 10.2 Interview
 - 10.2.1 A minimum of two interviewers will form the interview panel.
 - 10.2.2 The members of the panel will:
 - Have necessary authorisation to make decisions about appointments.
 - Be appropriately trained (at least one will have Safer Recruitment Training)
 - Meet before the interview to:
 - Reach a consensus about the required standard for the job to which they are appointing.
 - Consider the issues to be explored with each candidate and who on the panel will ask the questions.

10.2.3 Where a candidate is known personally to a member of the selection panel this will be declared before shortlisting takes place. It may then be necessary to consider changing the selection panel to ensure that there is no conflict of interest.

10.3 Scope of Interview

10.3.1 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude towards children and young people
- Their ability to support the school's ethos for safeguarding and promoting the welfare of children.
- Any gaps in the candidate's employment history
- Any concerns of discrepancies arising from the information provided by the candidate and/or referee.

11. Conditional Offer of Appointment: Pre-Appointment Checks

11.1 An offer of appointment to the successful candidate will be conditional upon:

- Verification of candidate identity
- Verification of eligibility to work in UK
- Appropriate overseas check and reference from any overseas education employer after this date
- Verification of the candidates' mental and physical fitness to conduct this role
- At least two satisfactory and verified references.
- Verification of qualifications
- Verification of professional status where required (i.e. QTS)
- A check of the DfE Barred List
- A satisfactory DBS Enhanced Disclosure with the certificate seen and verified by the school.
- A check to see if a prohibition order has been issued against the individual (for posts carrying out teaching work)
- Verification of successful completion of statutory induction period
- Any additional checks as deemed appropriate.

11.2 All checks will be appropriately documented and retained on the Single Central Register in line with the statutory requirements set out in KCSiE (25). Where information is unsatisfactory or there are discrepancies in the information provided, this will be followed up.

11.3 Where:

- The candidate is found to be on the relevant barred list, or the DBS shows s/he has been disqualified from working with children; or
- An applicant has provided false information in, or in support of, his/her application; or
- There are serious concerns about an applicant's suitability to work with children, the facts will be reported to the LADO.

11.4 If an individual's DBS certificate is not completed, a member of staff would only be able to commence work if the school is satisfied that:

- Appropriate supervision is in place.
- Other checks have been completed satisfactorily.
- The DBS barred list checks have been completed.
- The school has completed a risk assessment of the staff members.
- A red lanyard is worn until DBS is complete.

11.5 The following personnel should have their details entered on the SCR:

- Staff in regulated activity
- Regular and/or unsupervised volunteers including Trustees.
- Supply staff
- Regular visiting professionals in regular contact with the students e.g. coaches
- Contract staff in regular contact with the students.

All leavers will be removed from the SCR immediately.

12. Post Appointment Induction

12.1 There will be an induction program for all staff which includes the arrangements for Child Protection and Safeguarding, KCSiE and other key training.

13. Supply/Agency Staff

13.1 Where the school needs to use the services of a supply agency, we will ensure the agency operates as safer recruitment process and provides confirmation that the following have been checked and judged as satisfactory:

- Identity
- Enhanced DBS
- Right to work in UK
- The DBS Barred List
- Any Prohibition Order
- Qualifications
- Overseas checks

When the supply staff member arrives at the school, their ID will be checked, and it will be confirmed that they are the same person on the documents from the agency. The supply staff's details will then be entered into the SCR.

14. Review

14.1 This policy will be reviewed at least annually unless there is reason to review this sooner.

Appendix A: Check List

Section	Document	Present	Notes
1. New Starter Documents	Personal information		
	Application form & job description		
	References x 2 (including reference verification)		
	ID & right to work		
	DBS documents		
	Qualification		
	Interview invitation & notes		
	Job offer letter		
2. Onboarding	Contract		
	Payroll		
	Medical		
	Keyholder form		
	Training form		
	DBS application		
	DBS update service		
	Induction		

3.	Training	CPD		
		Training certificates		
4.	Monitoring	Supervision/learning walks		
		Appraisals		
		Attendance		
		Disciplinaries		
5.	Role changes	Salary change letters		
		New job description		
		New role application & interview		
		New contract		
6.	Risk assessments			
7.	Transport	Driving Licence		
		DVLA checks		
		Incidents		