



SAFER RECRUITMENT POLICY

'This policy will be implemented in a way which honours the vision that every FCJ school is a community of persons - students, staff, governors - bound together in mutual respect and ready to rely on each other in fulfilling their privileged task as educators in a Catholic school.'

1. Introduction

Upton Hall School FCJ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school follows robust safer recruitment procedures to help deter, identify and reject individuals who are unsuitable to work with children. This policy outlines our procedures and responsibilities to ensure a culture of vigilance in all recruitment activity.

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- [Keeping Children Safe in Education 2025](#)
- Equality and Diversity Policy
- Staff Code of Conduct
- Whistleblowing Policy

2. Scope and Purpose

This policy sets out the principles and procedures for recruitment at Upton Hall School FCJ.

The aim is to:

- Attract high-quality applicants.
- Deter and prevent unsuitable individuals from working with children.
- Ensure consistency, transparency and compliance with statutory guidance.

All decisions concerning recruitment, including the need to recruit and remuneration, are delegated to the Headteacher by the Governing Body.

This policy does not form part of any employee's contract of employment.

This policy takes into account the provisions of the prevailing 'Keeping Children Safe in Education' guidance (Department for Education September 2025). The Governing Body will ensure that the statutory requirements for the appointment of staff will be met. Requirements will change from time to time and this policy will be updated accordingly.

The School is committed to promoting equality of opportunity for all staff and job applicants and will abide by existing legislation including the Equality Act 2010. The Governing Body does not unlawfully discriminate against staff on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

In this policy references to personnel/bodies are to the personnel/bodies present within the School at which the particular member of staff reading or exercising the policy is engaged.

3. Responsibilities

3.1 The Governing Body has overall responsibility for the effective operation, maintenance and review of this policy and for ensuring compliance with the relevant statutory framework.

3.2 The Governing Body has delegated day-to-day responsibility for operating the policy to the Head Teacher.

It is the responsibility of the Head Teacher and other managers involved in recruitment to:

- ensure that their School operates safe recruitment procedures;
- ensure all appropriate checks are carried out on all staff and volunteers who work at their School;
- monitor contractors' and agencies' compliance with this document;
- promote welfare of children and young people at every stage of the recruitment process.

3.3 It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

3.4 It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

3.5 Overall responsibility for safer recruitment is Mrs A Gaunt (Headteacher).

Supported by:

- Mr P Jones (Designated Safeguarding Lead)
- Mrs K Spiby (Director of Business and Finance)
- Mrs S Clerke (SCR administration)

3.1 Named Personnel Responsibilities

Task	Responsible Person
Safeguarding statement in adverts and application packs	Mrs C Howell
Administration of DBS, Barred List, Prohibition from Teaching and Overseas checks	Mrs A Darroch
Section 128 checks	Mrs K Spiby
Identity and right to work in the UK	Mrs D Davies, Mrs S Clerke
Professional qualification checks	Mrs C Howell
Checking for gaps in employment history	Interview Shortlisting Panel
Managing references	Mrs C Howell
Online/social media checks	Mrs P Jones (teaching staff/volunteers), Miss L Griffiths (non-regulated support), Mrs K Spiby (regulated support)
Confirmation of checks for agency staff	Mrs H Whitehurst
Volunteer risk assessments and oversight	Mr P Jones with staff supervisor
Safeguarding induction	Mr P Jones

4. Safer Recruitment Training

4.1 The Headteacher and at least one governor will complete accredited Safer Recruitment training.

4.2 Every recruitment panel must include at least one trained member.

4.3 The following staff completed Safer Recruitment training in Spring 2025:

- Mrs A Gaunt (Headmistress)
- Mr P McAleese (Deputy Headteacher)
- Mrs C Howell (PA to the Headmistress)
- Mr P Jones (DSL)
- Mrs P Young (Chair of Governors)

5. Advertising Posts

5.1 All advertisements will include the school's commitment to safeguarding and require enhanced DBS clearance.

5.2 Application packs will include:

- Job description and person specification
- Safeguarding and Child Protection Policy (or link to this)
- Safer Recruitment Policy (or link to this)
- Selection procedure
- CES Application Form

5.3 The advertisement will specify whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Applicants will also be made aware of the relevant school policies, including the Child Protection Policy and policy on the employment of ex-offenders.

5.4 To ensure equality of opportunity, the School will advertise all vacant posts. However, where there is a reasonable expectation that there are sufficient qualified internal applicants or where staff are at risk of redundancy, an internal advertisement alone may be considered appropriate.

6. Applications

- 6.1 Applications must be submitted on the standard CES application form. CVs will not be accepted.
- 6.2 Applications must account for all gaps in employment history.
- 6.3 False information may lead to disqualification, dismissal and potential police and/or TRA referral.
- 6.4 Prospective applicants will respond to the advertisement by requesting or downloading further information and standard CES application form which includes an equal opportunities' monitoring form. The application form will be returned to the School by the specified closing date accompanied by a supporting letter. Other forms of curriculum vitae are not acceptable in place of a completed application form.
- 6.5 Applications received after the published closing date will not be considered. Applicants are advised to also submit their applications by e-mail to avoid late arrival.
- 6.6 The School will require applicants to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.
- 6.7 Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

7. Shortlisting and References

- 7.1 The selection panel will shortlist applicants against the person specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.
- 7.2 Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.
- 7.3 Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the selection process.
- 7.4 References will be sought directly from the referee and, where necessary, he/she will be contacted to clarify any anomalies or discrepancies. Written records will be kept of such exchanges.
- 7.5 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Written records will be kept of such exchanges.
- 7.6 If an applicant for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the applicant has worked with children to confirm details of the applicant's employment and their reasons for leaving.
- 7.7 Reference requests will ask the referee to confirm, in writing:
 - the referee's relationship to the applicant;
 - details of the applicant's current post and salary;
 - the applicant's performance history and conduct;
 - whether the applicant has been subject to capability procedures and the outcome of this;
 - whether the applicant has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this;
 - details of any substantiated allegations or concerns about the applicant relating to the safety and welfare of children;
 - whether the referee has any reservations as to the applicant's suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the applicant may be unsuitable to work with children);
 - the applicant's suitability for the post with explicit reference to the job description and person specification.
- 7.8 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.
- 7.9 Employer testimonials i.e. those provided by the applicant and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the applicant has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the applicant, for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the applicant at interview.

7.10 The School may conduct online searches of online candidates to identify incidents or issues that have happened and which are publicly available online. The School may discuss its findings with the shortlisted candidate at interview.

7.11 If the field of applicants is felt to be weak, the post may be re-advertised.

8. Interviews and Selection

8.1 Prior to the interview and selection process applicants will be given any relevant information, e.g. details of any selection methods that will be used.

8.2 Applicants who have a disability or any other particular needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the recruitment process.

8.3 All vacancies will require an interview of short-listed applicants. Interviews will always be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

8.4 Whilst an interview is always likely to be used as the primary feature of the selection process, the selection panel will consider whether any additional selection methods are required to supplement the interview. These may include presentations, teaching observation, interaction with pupils, in-tray exercises, psychometric, verbal or numerical tests, according to the requirements of the role. Any psychometric tests used will have been validated in relation to the job, be free of bias, and be administered and validated only by a suitably trained person.

8.5 Whichever methods are chosen, the panel will use these to assess the merits of each applicant against the person specification and explore their suitability to work with children. This will include exploration of the applicants understanding of child safeguarding issues.

8.6 The selection panel will ensure that all applicants are asked the same main questions at interview based on the list of essential criteria for the post, although supplementary questions may differ according to the applicants' answers and backgrounds. Applicants will always be required:

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- to declare any information that is likely to appear on a DBS disclosure
- to demonstrate their capacity to safeguard and protect the welfare of children and young people

8.7 The interview will also include a discussion of any convictions, cautions or pending prosecutions that the applicant has declared and are relevant to the prospective employment.

8.8 Particular care needs will be taken to ensure that no questions or selection methods could be viewed as discriminatory.

9. Pre-Employment Checks

9.1 All appointments are conditional until the following are completed, depending on role:

- Proof of identity and address
- Enhanced DBS and Barred List checks
- Overseas criminal checks (if applicable)
- Prohibition from Teaching (via TRA)
- Section 128 checks (for management roles)
- Proof of right to work in the UK
- Qualification checks (original certificates)
- Medical fitness declaration
- Online/social media checks
- Confirmation of checks for agency/supply staff
- Risk assessment for volunteers

9.2 All successful applicants are required to:

- provide proof of identity (e.g. passport; driving licence photocard)
- provide proof of address (e.g. recent utility bill, bank or credit card statement)
- complete an enhanced DBS disclosure application and receive satisfactory clearance;
- obtain a barred list check if the individual will start work in regulated activity before the DBS certificate is available;

- provide actual certificates of professional qualifications (teaching staff or where required)
 - if the candidate has lived or worked outside the UK make any checks the School considers appropriate.
 - provide proof of eligibility to live and work in the UK (including EU nationals).
- 9.3 Once an applicant has been offered the post they may be required to complete a confidential health questionnaire to verify their mental and physical fitness to carry out their work
- 9.4 Documentation will be checked by a member of staff suitably trained in safer recruitment processes.
- 9.5 In the case of agency/supply staff confirmation of checks must be obtained.
- 9.6 Risk assessments must be completed for volunteers

10. Offer of Employment

10.1 The final offer of employment will be subject to:

- a satisfactory enhanced DBS and barred list check;
 - confirmation that the applicant does not live with a disqualified person (if the member of staff is expected to work with children under the age of 8);
 - a check that the applicant is not subject to a prohibition order using the Employer Access Online Service (teachers only);
 - receipt of a completed confidential health questionnaire which is required to verify the applicant's mental and physical fitness to carry out their work
 - receipt of final references from previous employers;
 - a valid work permit for overseas applicants and/or confirmation of settled status under the EU Settlement Scheme (where applicable);
 - verification of the applicant's mental and physical fitness to carry out their work responsibilities;
 - a check that the applicant is not subject to a prohibition or restriction order under section 128 of the Education and Skills Act 2008 (where applicable); and
 - the applicant's details have been added to the school's Single Central Record (SCR).
- 10.2 The school reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form or if any of the documents provided have been falsified in any way.

11. Induction

- 11.1 All employees who are new to the school will receive full induction training that will cover all relevant matters of the School policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing, and guidance on safe working practices.
- 11.2 Employees will also be required to read, and confirm that they have read, Part 1 of 'Keeping Children Safe in Education'.

12. Single Central Record (SCR)

- 12.1 The School will maintain a Single Central Record of employment checks in accordance with relevant Department of Education guidance. This will be maintained by Mr P Jones, supported by Mrs S Clerke. The School will remove an individual's details from the single central record once they no longer work at the School.
- 12.2 Checks are undertaken for:
- Employees
 - Supply/agency staff
 - Volunteers in regulated activity
 - Trustees and governors
- This is reviewed termly by the Headmistress and DSL.

13. Adults working with children not directly employed

- 13.1 Visitors: All visitors are fully supervised, unless in professional role (e.g. social workers), where ID and DBS assurance is required before entry.
- 13.2 Supply Staff: The School will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed to the same standard of the School. The Trust will carry out identity checks when the supply staff member arrives on site.
- 13.3 Volunteers: Volunteers are fully risk assessed. Regulated activity volunteers require enhanced DBS and Barred List check.
- 13.4 Students on Placement: When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, the School will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives at the School. It will be the responsibility of the initial teacher training provider to carry out the necessary checks that the school would otherwise perform. Safeguarding induction is provided.
- 13.4 Work Experience Students: Work experience students will always be supervised and must not be left alone with pupils.
- 13.5 Contractors: Appropriate DBS checks are required depending on role. ID is verified on arrival. If unsupervised or in regulated activity, enhanced DBS and Barred List checks apply.

14. Confidentiality and Retention

- 14.1 Recruitment and selection information for the successful applicant will be retained securely and confidentially for the duration of their employment with the School including:
- application form – signed by the applicant; interview notes – including explanation of
 - any gaps in the employment history;
 - references;
 - proof of identity;
 - proof of right to work in the UK;
 - a check of professional qualifications;
 - proof of relevant academic qualifications;
 - a completed confidential health questionnaire and any medical clearance obtained from
 - the Occupational Health service;
 - evidence of DBS clearance, Barred List (where applicable), a section 128 check (where
 - applicable) and Teacher Prohibition checks;
 - offer of employment letter and signed contract of employment.
 - Safeguarding induction record
- 14.2 The SCR will be updated accordingly, and the individual removed once they leave employment.

15. Monitoring and Review

- 15.1 This policy is reviewed annually by the DSL and Headmistress, approved by the Governing Body, and updated in line with changes to statutory guidance.