Wetherby High School

Safer Recruitment Policy 2026

Adapted from the Safer Recruitment Model Policy For Schools (October 2014) Updated Oct 2018
(Reviewed at Collective agreements 10th July 2019)

1. Introduction

1.1. This Safer Recruitment Policy has been produced in line with the DfE guidance 'Keeping Children Safe in Education (Sept 26). 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 is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

2. Recruitment and selection policy statement

2.1 Wetherby High School 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 Wetherby High School is committed to 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.

3. Purpose

3.1 To ensure the recruitment of all staff is conducted in a fair, effective and economic manner.

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 governors responsible for and involved in recruitment and selection of all staff.

4.2 The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has 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 race, nationality, gender, religion, age, disability, marital status, 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:

- All applicants will receive fair treatment
- All applicant packs will include a job description detailing the post holders responsibilities for safeguarding.
- Employees will be recruited on the knowledge, experience and skills needed for the job
- 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 as recommended by the LSCP.
- Selection will be based on a minimum of completed application form, short listing and interview, but, whenever possible, involve other assessments.
- Posts will normally be advertised on our school website and the advert will include reference to the school's commitment to safeguarding and promoting welfare of children and young people.
- The Equality Act 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.

7. Equal Opportunities

7.1 Wetherby High 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 on the grounds of race, nationality, gender, religion, age, disability, marital status, 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 LSCP approved Safer Recruitment Training prior to the start of the recruitment process. The following staff and governors have received Safer Recruitment Training: Samantha Jefferson, Wendy Sagar, Cindy Bentley, Claire Scaife. Claire Scaife is also a Safer Recruitment Trainer, accredited by the Safer Recruitment Consortium.

9. Pre-recruitment Process

9.1 Objective

9.1.1 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 reasonable 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 posts but will always include key information on

safeguarding. As such, candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the declaration.

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. In the case of volunteers this will include a volunteer role profile. The job description/volunteer role profile will have a clear reference to an individual's responsibility to safeguard children and promote their welfare.

9.4 Criminal Self-Disclosure

All short-listed candidates will be asked to complete a self-disclosure form (**Appendix 2**) with their invitation to interview.

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 standardised school form.

9.5.2 References will be sought on all short listed candidates and will be obtained, where possible, before interview so that any issues or concerns they raise can be explored further with the referee, and/or taken up with the candidate at interview.

9.5.3 The school will take reasonable steps to verify references received electronically.

9.6 Online Checks

9.6.1 The purpose of completing an online check for shortlisted candidates is to check if there is any information in the public domain that may impact on their suitability to work in a professional role with children.

9.6.2 The online check will be conducted for shortlisted candidates before interview, where possible, so that any issues or concerns can be explored further with the candidate at interview.

9.6.3 The online check will only consider material that is relevant to their role working with children, their professional reputation or the reputation of the school.

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 will work with children and young people will always include a interview, which will be face to face where possible, even if there is only one candidate.

10.2 Interview Panel

10.2.1 A minimum of two interviewers will form the interviewing panel.

10.2.2 The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (at least one member of interview panel will have undertaken Safer Recruitment Training).
- where possible, meet before the interviews 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 about each of those.

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 if there is a need to change the selection panel to ensure that there is no conflict of interest. This will depend on the circumstances and nature of any pre-existing relationship.

10.3 Scope of the 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 toward children and young people;
- his/her 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 or discrepancies arising from the information provided by the candidate and/or a 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 the candidate's identity
- verification of eligibility to work in the UK
- appropriate overseas check, including references from any overseas education employer where candidates have worked in an education setting overseas.
- verification of the candidate's mental and physical fitness to carry out their role
- the receipt of at least two satisfactory and verified references
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted)
- a check of the DfE Barred List
- a satisfactory DBS Enhanced Disclosure, with the certificate seen and verified by the school.
- for Volunteers a written risk assessment in relation to the undertaking of an Enhanced DBS Disclosure and barred list check.

- a check using the Employer Access Online Service to see if a prohibition order issued by the Secretary of State for Education or GTCE sanction exists against the individual (for posts carrying out 'teaching work')
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999) unless the successful candidate is an NQT undertaking their statutory induction (for teaching posts).

11.2 All checks will be appropriately documented and retained on the individuals personnel file with information recorded on the school's central record in line with the statutory requirements set out in Keeping Children Safe in Education (Sept 26). 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 Disclosure shows s/he has been disqualified from working with children by a Court; 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 Local Authority Designated Officer (LADO).

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

- appropriate supervision is in place
- other checks (references etc) have are completed satisfactorily
- the DBS barred list check has been completed

11.5 The following personnel should have their details entered on the School Central Register

- Staff in regulated activity
- Regular Volunteers, including Governors
- Supply Staff
- Regular visiting professionals in regular contact with children – e.g. Coaches
- Contract staff in regular contact with children

12. Post Appointment Induction

12.1 There will be an induction programme for all staff which includes the arrangements for Child Protection and Safeguarding, Keeping Children Safe in Education (Part 1 and Annexe B) and Safer Working Practice Guidance.

13. Supply Staff

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

- Identity
- Enhanced DBS Disclosure
- Right to work in the UK

- The DBS Barred List
- Any Prohibition Order, Interim Prohibition Order or GTCE sanction for those undertaking ' teaching work'
- Qualifications (where applicable)
- Overseas Checks, including references from any overseas education employer where candidates have worked in an education setting overseas.

When the supply member of staff arrives at the school, their identity will be checked and it will be confirmed that they are the same person on the documentation from the agency. The supply staff's details will be entered on the Single Central Record (SCR) referencing the confirmation of checks received from the agency.

Appendix 1 - Safer Recruitment Checklist

Post _____

Date_____

Recruitment and selection checklist	**Initials**	**Date**
Pre-interview:		
Planning - Timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc		
Vacancy advertised (where appropriate) Advertisement includes reference to safeguarding policy, a statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked		
Applications on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing		
Short-list prepared		
References – seeking Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy		
References – on receipt Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant, at interview if possible. (**If received by email – accompanying email to verify authenticity. If not from professional email address, follow up to ensure authenticity)**		
Invitation to interview - Includes all relevant information and instructions and the self-disclosure form.		
Interview arrangements - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards		
Online checks – Exploring any content publicly available online that might compromise their professional role so this can be discussed with candidates at interview		
Self-Disclosure – Completed self-disclosure is submitted and seen by the member of the panel who is safer recruitment trained.		
Interview - Explores applicants' suitability for work with children as well as for the post		

Self-Disclosure – Completed self-disclosure is submitted and seen by the member of the panel who is safer recruitment trained.		
Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure		
Conditional offer of appointment: pre-appointment checks. Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks and, for non-teaching posts, a probationary period		
References before confirmation of appointment: (if not obtained and scrutinised previously) (**If received by email – accompanying email to verify authenticity. If not from professional email address, follow up to ensure authenticity)**		
Identity (if that could not be verified at interview)		
Qualifications (if not verified on the day of interview)		
Permission to work in UK, if required		
School record sight of DBS certificate - where appropriate satisfactory DBS certificate received **(If concerns referred to C Scaife for Risk Assessment** **(For Volunteers – see Risk Assessment below)**		
DBS Barred list check – applicant is not barred from working with Children **(this must be completed before the applicant commences work)**		
Health – the candidate is medically fit: Medical Pre-Employment Questionnaire		
Prohibition from Teaching Work Check – For those carrying out teaching work **(see below)** the teacher has not been included in the prohibition list or interim prohibition list or has a GTCE sanction.		
Qualified Teacher Status (QTS) Check – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body		

Overseas Checks – for individuals who have lived or worked abroad in the last 5 years. **(For those carrying out teaching work within the EEA area this will include an EEA prohibition order check through Employer Access until Jan 21, after this date it will include a reference from any education employer overseas in the same period)**		
Statutory Induction Completed (for teachers who obtained QTS after 7 May 1999 and are not employed as NQTs)		
Risk Assessment – for Volunteers a written Risk assessment in relation to undertaking an Enhanced DBS		
Child Protection training and other induction such as H&S, Safe Working Practice / code of staff behaviour, etc Including: **Safeguarding & Child Protection Policy** **Safer Working Practice Guidance** **Whistleblowing procedures** **KCSiE Part 1 & Annexe B** **ICT Acceptable Use Policy** **E-Safety & Social Media Policy & Guidance** **Behaviour policy** **Attendance protocols**		

Each of the following activities is teaching work:
planning and preparing lessons and courses for pupils,
delivering* lessons to pupils;
assessing the development, progress and attainment of pupils;
and reporting on the development, progress and attainment of pupils.
*** "delivering" includes delivering lessons through distance learning or computer aided techniques.**
The activities specified above are not teaching work for the purposes of the Regulations 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(2) or other person nominated by the head teacher to provide such direction and supervision.

Appendix 2 – Self Disclosure Form

As part of our recruitment processes we ask shortlisted candidates to complete and return this disclosure to recruitment@bentonpark.net. Please ensure we receive the completed disclosure **at least one day prior to your assessment day.** If we have not received this, we reserve the right to withdraw the offer of attendance at the assessment day and/or interview. We will ask you to sign a copy of your disclosure form prior to Interview.

POST APPLIED FOR:	Date:

Surname:	Previous name(s) (if any):	
Forename(s):	Preferred title:	Date of birth

National Insurance No:	Teacher Ref. No (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):

Wetherby High School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post, pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, cautions, court orders, reprimands, warnings or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected and should not be disclosed to potential employers, and employers cannot take these offences into account. To assist candidates we have created flow charts to help candidates understand whether they need to disclose convictions or cautions or whether these would be protected. These flow charts are available on the recruitment section of our school website. There is more information on filtering and protected offences on the DBS website or from NACRO.

1. Do you have any unspent cautions, convictions, bind-overs or warnings? Yes / No
If yes, please provide details here
2. Do you have any other adult cautions (simple or conditional) or spent convictions or convictions that would not be protected? Yes / No

If yes, please provide details here
3. Are you included on the DBS children's barred list Yes / No
If yes, please provide details here
4. (Teaching posts only) Are you, or have you ever been, prohibited from teaching or sanctioned by the GTCE? Yes / No / Not applicable
If yes, please provide details here
5. Have you lived or worked outside the UK for more than 3 months in the last 5 years? Yes / No
If yes, please provide details here
6. Are you subject to any sanctions in the EEA Yes / No
If yes, please provide details here

Please complete the declaration below:

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file.

Signed: Date:

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed 6 months following your application.