

Safer Recruitment Policy and Recruitment Guidance

This policy applies to the whole school, including the Early Years Foundation Stage (EYFS)

Updated 05 November 2024

1 Statement

1.1 At Bradford Grammar School (the School), we are committed to upholding the highest standards in recruitment practices. Our aim is to ensure a fair, transparent, and equitable selection process that appoints the best candidate for each role based on their abilities, skills, experience, and potential.

This policy provides a framework to guarantee fair treatment throughout the recruitment and selection process, ensuring consistency for hiring managers and applicants alike. We strive to meet all legal obligations and uphold our commitment to equality and inclusivity.

All employees involved in recruitment and selection must familiarise themselves with and adhere to these guidelines. Regular reviews will be conducted to ensure the policy remains aligned with legal requirements and the evolving needs of the School and its applicants.

This policy is not a contractual document and may be amended by the School at any time.

Any questions regarding the content of this policy, they should be directed to a member of the Human Resources (HR) department.

The School endorses the duties imposed by the Children's Act 1989, and follows the guidance issued under Working Together to Safeguard Children, and Keeping Children Safe in Education, by the measures established for recruitment purposes and individuals entering the school site. This policy is designed to:

- Ensure compliance with statutory requirements and guidance, including the Children's Act 1989, Working Together to Safeguard Children, Keeping Children Safe in Education, and the Code of Practice published by the Disclosure and Barring Service (DBS).
- Facilitate safe recruitment procedures for employees and volunteers, ensuring that all necessary pre-employment checks are carried out.
- Attract and recruit the best possible employees based on their merits, abilities, and suitability for the role.
- Treat all job applicants equitably and consistently, in alignment with the School's Equity, Diversity & Inclusion Guidance.
- Provide relevant training in safer recruitment processes to all employees involved in hiring.

These measures ensure a safe and supportive environment for pupils and uphold the highest standards of safeguarding.

2 Aim

2.1 The aim of the School's Safer Recruitment Policy is to:

- Establish and assign clear accountability for safer recruitment across all levels of the School, ensuring that recruitment practices support a safe environment for all pupils.
- Ensure that all employees understand and fulfill their individual responsibilities related to safer recruitment practices, maintaining awareness of their role in safeguarding.
- Comply with relevant laws and regulations to uphold the highest standards in recruitment, including but not limited to:
 - Childcare (Disqualification) and Childcare (Early Years Provision) (Extended Entitlement) (Amendment) Regulations 2018.
 - Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2023.
 - The Education and Training (Welfare of Children) Act 2021.
 - Teachers' Disciplinary (England) Regulations 2012.
 - Childcare Disqualifications Regulations 2018.
 - Disqualification from Caring for Children Regulations 2002.
 - Protection of Freedoms Act 2012.
 - The Childcare Act 2006.
 - The Equality Act 2010.
 - Company Directors Disqualification Act 1986.

3 Recruitment and Selection Procedures

3.1 Recruitment of persons

- Requests for additional employees must be submitted by the Line Manager to the Senior Leadership Team (SLT). (This includes all requests for temporary employees to help run co-curricular clubs e.g., sports coaches).
- Once approved, the HR Department will organise the recruitment process, working alongside the Head of Department or Line Manager to review all relevant documents (e.g. candidate briefing pack and job advert) as well as plan the recruitment process and timelines (e.g. closing and interview dates; interview and assessment requirements and arrangements, etc.).
- Salary details must be confirmed for inclusion on the job advert. For new or revised posts, the HR Manager will undertake a job evaluation/benchmarking exercise to determine the correct salary benchmark.

3.2 The Advertisement

- The job advert will include:
 - Job title
 - Salary, contract hours (including pro-rata salary) and benefits.
- A safeguarding statement and confirm that all roles within the school have safeguarding responsibilities for which successful candidates should be considered suitable to work

with pupils and that successful applicants will be expected to agree to undergo DBS and other checks as part of safer recruitment practices.

- Closing date.
- Interview date(s) – wherever possible.
- Relevant contact details to deal with any enquires.
- Relevant documents, including (but not limited to):
 - Candidate briefing pack.
 - A full job description
 - A link to the Privacy Policy

The advertisement will make no direct reference to age, sex, sexual orientation, marital or civil partnership status, disability, race, nationality, ethnic origin, religion, or belief as stated in the Equality Act 2010.

3.3 Internal applications

- To provide existing employees the opportunity to apply (should they wish to do so) roles will be advertised internally via internal communication routes and via the HR system.
- If an employee wishes to apply for a role, it is strongly recommended that they inform their current Line Manager or Head of Department of their intention to do so, to promote an open and transparent working environment and recruitment process.
- Posts may be advertised for a minimum of two weeks. This will be done via the School's recruitment system, as well as identified and approved job boards, publications, journals, websites, social media, and other electronic means of communication.

3.4 Recruitment agencies

- The School is committed to recruiting the best candidates for vacancies and therefore does not prohibit the use of recruitment agencies.
- The engagement of recruitment agencies is managed by the HR Manager, no Line Manager should contact recruitment agencies directly; any suggested agencies should be provided to the HR department, to allow them to negotiate all relevant Terms & Conditions.
- Candidates sourced via recruitment agencies should be shortlisted and interviewed, as per direct recruitment methods.
- For permanent or fixed term contracts, the appointed individual will undergo all required pre-employment checks, as detailed in section 5. These checks will be conducted by the HR department and the new joiner will undergo the same processes as an individual recruited directly by the School.

3.5 Supply Staff (Temporary Assignments)

- Permission to engage Supply staff must first be sought from the Assistant Head – Curriculum and HR Manager in scenarios where the cover cannot be provided internally. Supply Staff are provided only by agreed agencies where all relevant Terms and conditions have been negotiated.
- The engagement of supply agencies is managed by the HR Manager, no Line Manager should contact supply agencies directly; any suggested agencies should

be provided to the HR department, to allow them to negotiate all relevant Terms & Conditions.

- An appointed agency worker will be allowed to start their assignment once the Agency completes all required compliance checks. These checks include, but are not limited to, photographic proof of I.D; Right to Work; DBS check; employment history; and references.
- Should the School require a self-employed contractor or contractor organisation, a Service level agreement / Terms of Business must first be drafted and agreed by both Parties, prior to the engagement. Once agreed and signed, the identified contractor must meet all required onboarding/compliance checks, before the work programme commences.

3.6 Applying for a position

Whilst supporting a fair screening and shortlisting process all candidates applying for a role must complete the School's online application form, which is used to obtain the candidate's employment history; qualifications; suitability for the role; and a declaration of suitability. Information provided in the application form will also contribute to required pre-employment and safeguarding checks for the successful candidate(s).

Candidates will be asked to declare whether they know, are related to, or are in a relationship with, anyone at the School on the application form.

3.7 Shortlisting and selection

Shortlisting must be undertaken by at least two people, both of which should also be involved in the interview process and who are Safer Recruitment trained.

Immediately after the closing date, the recruiting line manager and second interview member will shortlist the received applications.

If an employee involved in the recruitment and selection process knows a candidate personally, they must disclose this as a conflict of interest as soon as that are aware and avoid any further involvement in the process.

a. Interviews

- The interview should assess the merits of each candidate against the job description and person specification and explore their suitability to work with pupils.
- Interview questions and any required assessments/interview tasks will be discussed in the initial vacancy meeting.
- Interview panels must consist of a minimum of two employees, both of whom must have received Safer Recruitment training.

- Travel expenses will not be reimbursed to candidates. Should a candidate have a reasonable request to support with travel costs, then this will be considered on a case-by-case basis by the HR Manager.
- All candidates will be asked the same questions that appear on the interview questions template, with summary notes of replies recorded.
- All candidates must be asked questions relating to safeguarding and/or to determine their suitability to work with pupils.

In addition to the above, for Senior Leadership Team (SLT) and/or relevant other roles a pupil panel will also be included as part of the interview process to include the views of the pupils and support the overall appointment process/decision.

Each member of the interview panel is responsible for individually completing their interview notes for each of the interviewed candidates. Selection of a candidate must be as objective as possible, defensible and non-discriminatory.

Interviews should be, where possible, held face-to-face, to fully explore the candidate's suitability for the role. However, alternative measures may be used (i.e., virtual interviews, via MS Teams) should this not be possible, for example to make the process accessible for all candidates.

Panel members will discuss and agree on the appointment of the successful candidate within 1 working day of all interviews having taken place, where possible.

The HR department will arrange and administer all interviews and liaise with candidates throughout the process, as well as preparing all interview packs prior to interview.

Due to regulatory requirements, the School will request and obtain two professional references for each shortlisted candidate for a Teaching position **prior to interview**.

b. Job offers

Offers of employment must not be made at interview.

In agreement with and with support from the HR Department, the Line Manager can make a verbal job offer and agree a provisional start date, considering all required pre-employment checks.

The HR department will also contact the unsuccessful candidates, providing, where requested, verbal feedback, based on the detail included in the interview question packs.

Once a verbal offer has been accepted, the HR Department will draft and issue the prospective employee offer letter and employment contract, subject to the satisfactory completion of all required pre-employment checks.

4. Pre employment checks

All positions at the School are likely to involve significant opportunity for access to pupils, it is important that applicants provide legally accurate and transparent answers. A criminal record self-disclosure form will be sent to shortlisted candidates to complete and must be received by the School prior to interview.

- Proof of I.D.: three items of original I.D. are required for all candidates; original documentation must be presented to, checked and photocopied by a member of the HR Department.
- Application Form: all individuals employed directly by the School must complete an application form.
- Employment History: all new employees are required to provide a full employment history. Any employment gaps (i.e., two days or more) must be documented, along with reasons for leaving. The employment history is used to check against dates provided by the referees, with discrepancies explored and clarified by both referees and the new joiner.
- Professional References: professional references must be obtained from two independent referees. One of the professional references should be from the applicant's current or most recent employer.
- Reference requests for previous employees should be directed to the HR department.
- Right to Work: all employees must hold the Right to Work within the UK to satisfy employment law requirements; original documentation evidencing the new joiner's right to work must be seen, with a copy taken and kept on their personnel file. This is to include evidence of any name changes where applicable.
- Visa/Residence permits: where applicable, applicants from overseas must provide original Visa/Residence Permit documents to be checked and copied by the HR department. The copy must be retained on their personnel file, along with the completed Home Office Right to Work Checklist; dates and restrictions must be checked and recorded to ensure that any required repeat checks are completed, prior to the expiry date.
- Disclosure & Barring Service (DBS) check: Regulated activity - anyone (including visitors and volunteers) who is deemed to be undertaking regulated activity must possess a satisfactory DBS certificate. The original must be seen by a member of the HR Department well in advance of the individual's initial activity in the School.
- Certificate of good conduct/Overseas Police Check: in addition to a DBS Check, any new joiner who has resided in another country for more than three months, within the last ten years, will be subject to a Certificate of good conduct/Overseas Police Check from that country (where available)
- Qualifications: original documentation of all essential qualifications, as listed in the candidate briefing pack, must be checked by the HR department, with a copy taken and placed on the new joiner's personnel file.
- Professional registrations: for employees who are required to hold and maintain a professional registration (e.g., Teachers, Nurses) original documentation evidencing this must be checked against the appropriate register, to ensure that they are fit to practice.
- Prohibition checks: for teaching staff it is necessary to conduct a 'Check a teacher's qualification' check, via the Gov.uk website, to verify a teacher's qualified teacher status and to ensure that the teacher has not had a prohibition order made barring them from carrying out teaching work in a school.
- For non-teaching staff, it is necessary to conduct a prohibition check to verify that there is no prohibition order barring them from working in a school.

- Prospective employees who have lived in the European Economic Area (EEA) who will be carrying out teaching work will undergo a check by the HR Department to ensure they are not subject to any sanction or restriction imposed by another EEA professional regulating authority.
- Online Checks: In line with Keeping Children Safe in Education, we will perform an online search as part of the pre-employment checking process for all our roles. The online search aims to identify any incidents or issues that have happened, and which are publicly available online, and which may impact your suitability to work with pupils or in a school environment.

5. Early Years Foundation Stage (EYFS) Candidates:

Disqualification under the Childcare Act 2006 Regulations (2018)

All candidates offered a post within the EYFS or working with pupils aged eight and under will be requested to complete a declaration, stating that they are not disqualified under the Childcare Act 2006. The form consists of a series of questions relating to criteria set out in The Childcare Act 2016 and the Childcare (Disqualification) Regulations 2018. This will be done on an annual basis and upon appointment. Individuals are required to notify the School immediately of any change(s) in circumstances.

6. Risk assessments

There may be times when urgent cover is required. Under such exceptional circumstances, once permission has been granted by a member of the SLT and before any cover work is carried out, the relevant person MUST be presented to the HR Department who will check the portability of any current DBS certificate that the relevant person may possess or will assist with the completion of a DBS application, should this be necessary. The relevant person will need to provide original ID (list available from the HR Department). In addition, and again before any work can be carried out, a risk assessment MUST be carried out by either the Health and Safety Officer (H&S Officer) or the HR Team and then confirmed by the H&S Officer which will detail the type of work being undertaken, hours being worked, date when the Barred Lists check was carried out and the name of the employee responsible for supervising. The risk assessment should be signed by the relevant person and the employee responsible for their supervision. The risk assessment will be reviewed on a fortnightly basis until the DBS certificate is received. It is the responsibility of the supervisor to ensure that the risk assessment is always adhered to. The HR Department will retain the risk assessment and advise the employee responsible for supervising when a review is due. Once the DBS certificate has been received the risk assessment will be signed off and a copy retained on the employee's personnel file by the HR Department.

7. Visitors

All visitors to the School who do not fall into the category of 'regulated activity' must report and sign in at the Senior School reception (including Junior School visitors). Visitors must be always supervised whilst in School. Employees who are expecting visitors must collect them from reception and are responsible for their supervision until they leave the premises after signing out at reception. A brief internet search should be undertaken to check the backgrounds and testimonials of Visiting Speakers, and they must be always supervised by their host. (For the avoidance of doubt, visitors are classed as anyone other than pupils on the current School roll, current employees, current Governors, and

selected members of the OBA Committee who have DBS clearance.) Further details are provided in the 'Visits by External Speakers Guidance'.

8. Ongoing Vigilance

Good safeguarding requires continuing commitment from all to ensure the safety and welfare of pupils and be embedded in all the School's processes and procedures. Therefore, Safer Recruitment is not just about checking and safeguarding and is not limited to the recruitment process.

9. Scope

This policy applies to:

- All employees directly recruited and employed by Bradford Grammar School
- Agency, self-employed contractors, and any other temporary workers providing services to the School.
- Volunteers providing workforce support or services.

**Reviewed Autumn 2024 by Katy Owens (HR Manager),
Next review date, Autumn 2025**

Recruitment & Selection Key Steps

To be read in conjunction with KCSIE and ISI regulations

Pre interview	
1	Planning – job description, person specification and other documents to be provided, reviewed and updated as necessary. Online application form seeks all relevant information and includes relevant statements about references, online checks etc.
2.	Vacancy advertised - Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of pupils and need for successful applicant to be DBS checked and online searches conducted.
3.	Applications on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing. CVs are not accepted.
Short-list prepared	
4.	Reference - seeking – 2 references are sought directly from referee on short-listed candidates where the candidate has confirmed they are happy for pre-offer referencing; ask recommended specific questions regarding suitability to work with pupils. References to include most recent employer and last time applicant worked with pupils. References from schools sought from Principal/Head; non-school references sought from appropriate senior colleague.
5.	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). Reference authenticity verified by phone or other appropriate means.
6.	Invitation to interview - Includes all relevant information, instructions, requirement for any reasonable adjustments and the self-disclosure form.
7.	Interview arrangements - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards. All panel members are trained in Safer Recruitment.
8.	Online checks – Exploring any content publicly available online that might compromise their professional role so this can be discussed with candidates at interview.
9.	Interview - Explores applicants suitability for work with pupils as well as for the post. Pastoral questions asked at interview to check candidate understanding of safeguarding.
10.	Self-Disclosure – Completed self-disclosure is submitted and seen by HR who would flag concerns to panel lead.
11.	Note: identity, right to work and qualifications of successful applicant verified on day of interview by HR by scrutiny of appropriate original documents; copies of documents taken and placed on file.
12.	Conditional offer of appointment: pre-appointment checks. Offer of appointment is made by panel lead, conditional on satisfactory completion of the following pre-appointment checks and a probationary period.

Vetting checks	
13.	Risk Assessment – for Volunteers a written Risk Assessment is conducted to determine the appropriate level of checks required.
14.	Identity (if that could not be verified at interview) - ID and address verified.
15.	Employment History – all employment history scrutinised and explanations for gaps in employment sought.
16.	Qualifications in line with person specification (if not verified on the day of interview). Evidence to be kept in HR file.
17.	DBS Barred list check – applicant is not barred from working with pupils (this must be completed before the applicant commences work).
18.	DBS certificate - appropriate level of DBS check level in line with KCSIE and ISI guidance. New check conducted for all candidates, unless they are part of the DBS update service. If not received pre-start date a risk assessment can be put in place, authorised by the HR Manager.
19.	Right to work in UK – check for legal right to work in UK followed govt. guidelines.
20.	Overseas check - for individuals who have lived or worked abroad for more than 3 months in the last 10 years, which is known from the self-disclosure requested pre interview. This check includes police checks, letter from professional regulating authority (Department/Ministry of Education) and/or additional referencing as determined by the country of residence. Checks conducted in line with govt. guidance.
21.	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 General Teaching Council of England (GTCE) sanction.
22.	Prohibition from Management of Independent Schools check – For those in leadership roles (SLT, HoD, HoY and Support staff management roles) in independent school to ensure they haven't been deemed unsuitable to participate in the management of such schools including the Governing Body.
23.	Childcare (Disqualification) Regulations self-declaration – for any staff who work in childcare provision or who are directly concerned with the management of such provision as defined in the statutory guidance.
24.	Health self-declaration – to ensure the candidate is medically fit.
25.	References before confirmation of appointment: if not obtained and scrutinised previously.
26.	Single Central Register – a record of all checks including dates of checks is input into the school's SCR and approved by the HR Manager. These checks must be approved before the new starter commences role.
Induction	
27.	<p>Policies – key policies are shared with new starters pre joining. They are asked to read and sign to say they have understood.</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Behaviour Policy • KSCIE • Missing Child Policy • Online Safety Policy

	<ul style="list-style-type: none"> • Staff Code of Conduct
28.	Mandatory training – eLearning modules are shared with new starters. The following are completed prestart: <ul style="list-style-type: none"> • Prevent • Safeguarding Pupils • GDPR
29.	School based induction – the role that the new starter commences determines the level and type of induction that is required. All staff attend a face-to-face Safeguarding training session with the DSL upon joining.
30.	Probationary Period – 3 months for support roles, 1 term for teaching staff, both may be extended if there is cause.

Each of the following activities is teaching work: planning and preparing lessons and courses for pupils, delivering, either in person or through distance learning or computer aided techniques, lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils.

