

Hulme Hall Grammar School



Safer Recruitment & Selection Policy

Policy Control	
Report	Safer Recruitment
Approval Body	Full Governing Body
Date Reviewed	March 2026
Review Schedule	Annually
Next Review due	March 2027

Introduction

The School staffing process is governed by the Safeguarding Children and Safer Recruitment in Education Guidelines, as well as the Schools' principles of non-discrimination. Safeguarding and promoting the welfare of children and young people is our highest priority. The recruitment process is designed to achieve the best match between the individual's knowledge and skills, experience and character, the requirements of the vacant post and recognition of the need for flexibility to respond to changing conditions.

Hulme Hall Grammar School is committed to tackling discrimination and promoting inclusion through equality and diversity. The key objective is to help keep children and young people safe by contributing to providing a safe environment for children. We therefore take great care in the recruitment and selection process to achieve this to the best we can.

Scope of the Policy

The policy applies to all Hulme Hall posts, other than those recruited via an employment agency or contractor. In such cases, a separate process is carried out (see later section on Contractor and Employment Agency Staff).

Authorisation of Posts

All posts (both new and replacement) must be authorised by the Headmaster.

Advertising of Posts

All agreed appointments of four months (or one term's) duration or more will be advertised and subject to competitive selection procedure. Advertisements may be internal only or published simultaneously internally and externally. Posts may be advertised internally where it is anticipated that a suitable field of candidates exists and in response to specific needs such as redeployment. All advertisements, whether internal or external, must contain the Schools' safeguarding statement in terms of the School's commitment to safeguarding and promoting the welfare of children, and whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The aim of advertising is to attract a wide range of high quality candidates from diverse backgrounds.

Recruitment documentation should be prepared prior to advertising a job. This would typically include a Job Description which describes the purpose, duties and responsibilities of the post. A Person Specification should also identify qualifications, skills, experience, knowledge, aptitudes and abilities that are essential and desirable for the post. They will include any safeguarding responsibilities of the post, but not include any potentially discriminatory requirements.

All job advertisements will state that employment is subject to an enhanced DBS check, satisfactory references and any other necessary employment checks. The requirements of the Data Protection Act and the UK General Data Protection Regulation (GDPR) will be strictly adhered to.

Application Form

All candidates will be asked to complete a detailed application form including personal details, details of current / last employment, a full employment history, qualifications, details of referees and a statement of the personal qualities and experiences that are relevant to the post advertised and the Job Description and Person Specification for the post.

A curriculum vitae will not be accepted in place of an application form but may be submitted alongside a completed application form.

Shortlisting

Shortlisting will be based on the selection criteria which assess the candidate's qualifications, skills, experience, knowledge, aptitudes and abilities. The capability of the individual to perform in the position will be the major factor and in certain roles the ability to work with others will be taken into account. At least two people will be involved in the shortlisting process.

As part of the shortlisting process, the School will carry out an online search on shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and / or deter individuals who may be unsuitable to work with children from working in a school environment.

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. This information will only be requested from those candidates who have been shortlisted and will not form part of the shortlisting process.

Applicants will be asked to sign a declaration confirming the information they have provided on their application form is true. Where this is an electronic signature, shortlisted applicants should physically sign a hard copy of their application form at the point of interview.

The Interview Process

At least one individual conducting the interview must have completed Safer Recruitment in Education training. Candidates will be asked both technical / competency-based questions, as well as questions that attest to the match of the Person Specification and Job Description, and also questions relating to the safeguarding of children.

The interview will normally be conducted in person and the areas which it will explore will include a candidate's suitability to work with children, including, where appropriate, discussion of any information shared by a candidate in their self-declaration form.

Candidates who have a disability should inform the School of any necessary reasonable adjustments or arrangements if invited for interview.

Candidates should bring to the interview the following documentation:

- Driving licence, passport or birth certificate
- A financial document showing the candidate's name and current address
- A document confirming any change of name (if applicable)
- Proof of entitlement to work and reside in the UK (if not covered above)
- Evidence of academic qualifications (where relevant to the post under consideration).

After Interview

All offers of appointment are conditional and subject to the satisfactory completion of the mandatory pre-employment checks (as outlined in the safer recruitment checklist below). All appointments are subject to the continued declaration of any charges, arrests or convictions, including serious driving offences. Failure to disclose as stated could lead to the termination of employment.

Routine Procedure Checks

Adequate staff recruitment checks are needed for all those with unsupervised access to pupils. They are an essential part of our responsibility under the Children Act and an expectation of 'Keeping Children Safe in Education'. No system will guarantee that no one unsuitable is ever recruited, but a high standard of scrutiny should reduce the potential for harm being done to the children in our care.

Prior to commencing employment, the following safeguarding / safer recruitment checks must be completed:

1. Two written references and declarations (including the last employer) which make specific reference to candidates' suitability to work with or near children. Where possible, references will be taken prior to interview and verified in the case of the appointed applicant. If a candidate does not wish us to take up references in advance of an interview, they should notify us at the time of applying.
2. A verification of relevant qualifications at interview. Originals of all recent and relevant degree or similar professional qualifications must be seen.
3. A verification of identity at interview, such as via a passport, birth certificate or driving license (a copy of such documents may be taken, but the original must be seen).
4. An Enhanced Disclosure and Barring Service (DBS) check and other regulatory checks via the Teaching Regulation Agency (TRA).
5. Where a candidate subscribes to the DBS Update Service, they must give us consent to check there have been no changes since the issue of a disclosure certificate. A separate Barred List check will be obtained.
6. Medical check to be completed prior to employment, to verify the candidate's mental and physical fitness to carry out their work responsibilities.
7. The right to work in the UK will be checked.
8. For teaching staff / management posts, a check that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed by the historic General Teaching Council (GTC).
9. For Governors and staff appointed to management positions, a section 128 of the Independent Education Provision Regulations 2014 check for prohibition from management will also be carried out.
10. The Pre-School staff sign a disqualification from childcare disclosure form once a term.
11. Pre-School staff sign a formal declaration that they are not disqualified from working in schools under the Childcare (Disqualification) Regulations 2018.
12. Any other employment checks or confirmations that may be necessary, for example so that any relevant events that occurred outside the UK can be considered.

New staff will undergo an induction programme that includes familiarisation with the School's Safeguarding Policy and identification of their safeguarding training needs. They must read the School's Safeguarding Policy and Part 1 of the current version of Keeping Children in Safe in Education (KCSiE) and provide confirmation that they have done so.

If a DBS check is late or held up, the employee may be able to start work, at the Headmaster's discretion, provided a thorough risk assessment is carried out and the employee is not left unsupervised with children prior to the receipt of the satisfactory DBS check. A separate barred list check must be carried out.

Retention and Disposal of Recruitment Documentation

We will comply with our obligations regarding the retention and security of records in accordance with the DBS Code of Practice and our obligations under our Data Protection Policy. Copies of DBS Certificates will not be retained longer than six months.

However, notwithstanding the above, we may keep a record of the date of issue, the name of subject, the type of DBS certificate requested, the position for which the DBS certificate was requested, the unique reference number of the DBS certificate and the details of the recruitment decision taken.

We will comply with our data protection obligations in respect of the processing of criminal records information. Further details on this are included in the Recruitment Privacy Notice and Data Protection Policy.

We will retain on the personnel file of the successful applicant copies of any certificates confirming qualifications required for the job role. We will also retain documentation to confirm the right to work in the UK, as well as proof of identity.

Contractors and Employment Agency Staff

From time to time, the School may use a contractor or employment agency for the purpose of recruiting staff. For example an employment agency may be used to recruit staff to permanent or temporary positions, including to provide supply cover for absent teachers.

In such cases, the guiding principles of this policy will remain in place, and the contractors and employment agency staff contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of a contractor can commence work at the School. Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School. The School will independently verify the identity of staff supplied by contractors or an agency and will require the provision of the original DBS disclosure certificate before contractor or agency staff can commence work at the School.

External Speakers

The School will follow a formal procedure for inviting speakers, which involves approval by the Headmaster / DSL and a clear understanding of why the speaker has been chosen:

- A list of appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously.

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- Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented.
 - An understanding that the speaker will be expected to talk with staff about the content of the presentation before the event. Speakers and staff must allow time for this discussion, whether it is on the day or beforehand. Ideally, any workshop presentations or PowerPoint information should be shared in advance of the agreed visit.
 - An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the Headmaster.
 - Visiting speakers must arrive at reception in good time to book in and must bring suitable identification. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present.
 - Visitors must be supervised at all times and not left alone with pupils, unless they have confirmed DBS checks. They will be issued with a Visitor's Badge / Lanyard, which must be worn at all times.
 - The Prevent statutory guidance ([Prevent duty guidance: England and Wales \(2023\) - GOV.UK](#)) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. Therefore, this procedure was created having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.
 - Visiting speakers should understand that their presentation will be brought to an early end if the content proves unsuitable.
 - The School's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the School and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
 - All information about the visiting speaker and the booking process should be recorded on a suitable proforma – see Visiting Speaker Log, located on the Staff Share area. Any information gathered will be kept in accordance with the School's Data Protection Policy.
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Appendix: Policy on the Recruitment of Ex-Offenders

We will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. We make appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar them from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and / or the DBS.

Under the relevant legislation, it is unlawful for us to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for us to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for us to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. We will report the matter to the Police and / or the DBS if:

- we receive an application from a disqualified person
- we are provided with false information in, or in support of, an applicant's application
- we have serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, we will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account)
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

