

Policy / Procedure Cover Sheet

Policy/Procedure	Recruitment and Selection Policy		
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Change History

Version	Description	Date issued	Reason	Approved by
1.0	Policy	1.09.2021	New school	Claire Fyfe
2.0	Review	01.09.2022	KCSIE 2022 update	Claire Fyfe
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Related Policies

Policy Ref. No.	Policy Name	Policy Ref No.	
OP/13	Data Protection (GDPR)	OP/11	Equal Opportunities
S/01	Child Protection and Safeguarding	OP/22	Searching, Screening and Confiscation Policy
OP/07	Complaints Policy and Procedure	OP/45	Staff Code of Conduct
OP/12	Equality and Diversity	HS/07	Use of Reasonable Force

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Recruitment and Selection Policy

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1. Introduction

- 1.1 Mill House School accepts its duty under the Education Act (2002) to ensure that procedures are implemented to safeguard and promote the welfare of children. We comply with The Education (Independent School Standards) Regulations (2014) and follow current DfE guidance 'Keeping children safe in education' (2025), 'Working together to safeguard children' (2023), HM Government advice 'What to do if you're worried a child is being abused' (2015) and the Local Safeguarding Children Board's policies, procedures, guidance and protocols.
- 1.2 This recruitment and selection policy has been produced in accordance with the guidance Safeguarding Children and Safer Recruitment in Education (2011).
- 1.3 Our primary concern, at all times, is the welfare and safety of all members of Mill House School community including young people, staff and visitors.
- 1.4 This policy, and all associated procedures, applies to all staff and should be read in conjunction with other safeguarding and employment policies.
- 1.5 This policy should be read in conjunction with the following policies (not an exhaustive list):
- i. Child Protection and Safeguarding Policy
 - ii. Equality and Diversity Policy
 - iii. Equal Opportunities Policy
 - iv. Complaints Policy and Procedures
 - v. GDPR
 - vi. Searching, Screening and Confiscating Policy
 - vii. Staff Behaviour (Code of Conduct) Policy
 - viii. Use of Reasonable Force Policy
 - ix. Whistleblowing Policy

2. Context

- 2.1 Working Together to Safeguard Children (DfE 2023) states that organisations including schools/academies should have arrangements in place that reflect the importance of safeguarding and promoting the welfare of children, including:
- i. safe recruitment and ongoing safer working practices for individuals whom the organisation or agency permit to work regularly with children, including policies on when to obtain a criminal record check;
 - ii. appropriate supervision and support for staff, including undertaking safeguarding training;
 - iii. creating a culture of safety, equality and protection within the services they provide;
 - iv. clear whistleblowing procedures, which are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed;
 - v. clear escalation policies for staff to follow when their child safeguarding concerns are not being addressed within their organisation or by other agencies.

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- 2.1 Working Together to Safeguard Children , DfE 2023 states that schools/academies are also responsible for:
- i. ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children;
 - ii. creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;
 - iii. ensuring that staff are given a mandatory induction, which includes familiarisation with child protection responsibilities and the procedures to be followed if anyone has any concerns about a child’s safety or welfare;
 - iv. ensuring that all practitioners have regular reviews of their own practice to ensure they have knowledge, skills and expertise that improve over time.
- 2.2 Volunteers recruited to work with children should be treated in the same way.
- 2.3 Safer practice in recruitment means thinking about and including consideration of child protection, safeguarding and promoting the welfare of children at every stage of the recruitment process and in the induction, management, development and training of staff.
- 2.4 Throughout the process of recruitment and selection, it is important that applicants for all positions in schools working with children are aware of the school’s commitment to safer recruitment and safeguarding children in general. Ensuring that safeguarding features highly in all of the Mill House School’s processes, policies, procedures and practice sends a clear message to applicants and existing staff and volunteers and helps to deter unsuitable individuals and inappropriate behaviour.
- 2.5 In addition to the requirements of Working Together to Safeguarding Children, 2023, specific guidance for schools and academies Keeping Children Safe in Education, DfE 2025 highlights that it is vital that schools and colleges create a culture of safeguarding and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children. It also states that governing bodies and proprietors must act reasonably in making decisions about the suitability of prospective employees based on checks and evidence including criminal record checks (DBS checks), Barred List checks and prohibition checks, together with references and interview information.

3. Policy aims

- i. To ensure that the safeguarding and welfare of children and young people takes place at each stage of the recruitment and selection process.
- ii. To ensure a consistent, thorough and equitable approach to the appointment of all school staff.
- iii. To ensure that principles of safer recruitment are included in the terms of contract drawn up between the school and contractors or agencies that provide services for children and young people for whom the school is responsible.
- iv. 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 and sexual orientation.
- v. To ensure the most cost-effective use is made of resources in the recruitment and selection process.
- vi. To attract, select and retain staff who will successfully and positively contribute to the future development of Mill House School.

4. Policy principles

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4.1 The following principles are encompassed in this policy:

- i. all applicants will receive fair treatment and a high-quality service
- ii. job description and person specification are essential tools and will be used throughout the process.
- iii. employees will be recruited on the knowledge, experience and skills needed for the job
- iv. selection will be carried out by a panel with at least two members of staff. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DfE
- v. selection will be based on a minimum of completed application form, shortlisting and interview monitoring and evaluation are essential for assessing the effectiveness of the process.

5. Authorisation for recruiting

5.1 The headteacher will decide whether it is essential to fill a post. Should a post be required, the headteacher will review the job requirement and ensure that there is no unlawful discrimination, direct or indirect, on the grounds of race, sex, age, disability, religious belief or sexuality.

6. The advertising of posts

6.1 Unless there are exceptional circumstances, the occurrence of a vacancy, or creation of a new position, will normally be advertised within the setting, on the Mill House School's website and national or local recruitment platforms.

6.2 The following will be carried out in connection with the advertising of vacancies:

- i. all vacancies for posts will be advertised
- ii. advertisements will not be confined unjustifiably to those geographical area or publications that would exclude or disproportionately reduce the numbers of applicants from a particular racial group
- iii. advertisements shall not state a specific length of residence or experience in the United Kingdom as requirement for a vacancy
- iv. advertisements shall not differentiate between qualifications obtained in the UK and those that are fully comparable but obtained outside the UK
- v. all applicants for posts will be sent a copy of Mill House School's equal opportunities policy, if requested
- vi. where an advertisement contains an informal contact point, this shall be for the purpose of expanding on the job details and requirements and not as an informal selection procedure.

6.3 All advertisements will make clear:

- i the job description and person specification which accurately describe the role and attributes required
- ii the school's commitment to safeguarding and promoting the welfare of children
- iii that safeguarding checks will be undertaken, including online searches
- iv the safeguarding responsibilities of the post as per the job description and personal specification
- v the need for the successful applicant to undertake a range of vetting checks including a criminal record check via the Disclosure and Barring Service (DBS)

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- vi whether the post is exempt from the Rehabilitation of Offender Act (ROA) 1074
- vii other information will include the post title, salary and experience/qualifications necessary for the post.

7. Candidate information pack

- 7.1 Prospective employees will be sent a candidate information pack which includes the job description, person specification, application form (Appendix 2) and associated guidance notes (Appendix 3), and a Privacy Notice (Appendix 4). *Please note that the Privacy Notice helps meet our obligations under GDPR, so it is essential that this is sent to candidates with the other information.* Prospective employees will also be sent a link to the school’s Child Protection and Safeguarding Policy and our policy on employment of ex-offenders which will be available on the school’s website.
- 7.2 All applicants must complete the application form in full and return within the specified deadline. Applicants may attach relevant supplementary information and/or documents to support their application.

8. Short-listing for interview

- 8.1 On receipt, applications are checked to ensure that:
 - i. they are fully and properly completed
 - ii. information provided is consistent and without discrepancies
 - iii. information and evidence provided relates to the person specification and job description for the post/role
 - iv. gaps in employment are identified
 - v. all potential concerns are explored.
- 8.2 Incomplete applications are not accepted and may be rejected without further consideration. The school will only accept a copy of a curriculum vitae alongside a completed application form. A curriculum vitae on its own will not provide adequate information.
- 8.3 Discrepancies, or gaps in employment, are recorded and considered when reviewing whether to shortlist the applicant. Should the applicant be shortlisted, these will be discussed during the interview stage.
- 8.4 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. Self-declaration is subject to Ministry of Justice guidance on the criminal records; further information can be found on [GOV.UK](https://www.gov.uk)
- 8.5 Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.
- 8.6 Online search checks will be completed on shortlisted candidates by the school secretary.

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8.7 Short-listing for interview is conducted by at least two members of recruitment panel, at least one of whom shall be safer recruitment trained, and is based on the information presented in the completed application form, as measured against the criteria detailed in a person specification.

9. Online searches

9.1 ‘As part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates.’ (KCSiE, DfE 2025). Mill House School will undertake such searches before interview to facilitate exploration of any causes for concern at interview.

9.2 There must be a legitimate purpose for undertaking online checks as part of recruitment decisions. For Mill House School, the legitimate purpose is to mitigate against and, if possible, prevent risk to children and/or to the reputation of the school.

9.3 It is recommended that only information that is public facing and therefore easily accessible both to the prospective employer and other stakeholders including pupils and their parents/carers should be viewed and considered. ACAS guidance suggests that only job websites and LinkedIn should be considered but in the context of schools and the higher safeguarding standards required, it may be reasonable to consider social media sites such as Facebook in relation to any content that is not subject to privacy settings and is therefore accessible to any other user of that social media platform, i.e. it is in the public domain.

9.4 The relevance of any information gathered from such online and social media searches will be assessed specifically in relation to the candidate’s suitability to undertake the duties and responsibilities of the role for which they are applying. Every paid and unpaid role in a school must have a job description that references the job/role holder’s responsibility for safeguarding and commitment to safeguarding children. Therefore, any material that brings into question the individual’s capacity to safeguard and/or their commitment to safeguarding should be considered. Similarly, any current or recent behaviour that would be a breach of the school’s staff behaviour policy (code of conduct) or any other school policy should be considered.

9.5 Mill House School will not to discount prospective employees as a result of online activity unless there is evidence that the individual has engaged in conduct or holds beliefs that are incompatible with the requirement to safeguard children; or that would damage the reputation of the school. For example, it is unlikely to be necessary to discount candidates due to one-off comments posted or behaviour reported or depicted in the past, particularly from when the candidate was a child, or isolated ‘likes’ for organisations or views which could be considered extreme or curious in some way, unless there is other evidence of wider involvement in extreme or harmful activity or views which would be likely to place children at risk or bring the reputation of the school/academy into disrepute.

9.6 The school’s privacy notice for applicants will confirm the stage in the recruitment process at which the employer proposes to consider information available on social media, who will see it, and how that information may be used to inform recruitment decisions.

9.7 It is very important that online checks are never carried out prior to shortlisting. ICO guidance on vetting prospective employees is that it should take place at as late a stage as possible in the recruitment process. If the employer considers it proportionate to undertake such checks on shortlisted candidates then no assumptions should be made or conclusions reached before interview about any information found as a result of those checks; and candidates should be given a full opportunity at interview to make representations and answer any questions about how any

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information of concern that may have arisen from online checks might impact upon their suitability for the role and ability to fulfil the job description and person specification.

10. References

- 10.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions.
- 10.2 References will be sought on all shortlisted candidates, including internal ones, and will be requested before interview, with the authorisation of the candidate, so that any issues or concerns can be explored further with the referee or taken up with the candidate at interview.
- 10.3 References will automatically be taken on applicants who are offered a position.
- 10.4 The school will:
- i. provide a standard reference pro-forma
 - ii. not accept open references e.g. to whom it may concern
 - iii. not rely on applicants to obtain their reference
 - iv. ensure any references are from the candidate's current employer and have been completed by the headteacher / principal
 - v. obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed
 - vi. secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer
 - vii. always verify any information with the person who provided the reference
 - viii. ensure electronic references originate from a legitimate source
 - ix. contact referees to clarify content where information is vague or insufficient information is provided
 - x. compare the information on the application form with that in the reference and take up any discrepancies with the candidate
 - xi. establish the reason for the candidate leaving their current or most recent post, and
 - xii. ensure any concerns are resolved satisfactorily before appointment is confirmed.
- 10.5 When asked to provide references, the school will seek information which confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts of any substantiated safeguarding concerns/allegations.

11. Interviews

- 11.1 The interview will assess the merits of each candidate against the job description and explore 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 face-to-face interview, even if there is only one candidate.
- 11.2 A minimum of two interviewers may form the interviewing panel and interviews will be face-to-face.

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11.3 The members of the panel will:

- i. have the necessary authority to make decisions about appointments
- ii. be appropriately trained (one member of interview panel will have undertaken training in accordance with the Safer Recruitment Programme training)
- iii. meet before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing to
 - consider the issues to be explored
 - agree their assessment criteria in accordance with the person specification
 - agree the schedule for selection
 - agree the framework for structured questions, two of which should be values-based
- iv. consider any information about disciplinary action or substantiated allegations in the circumstances of the individual case.

11.4 Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

12. Pre-appointment checks

12.1 An offer of appointment to the successful candidate will be conditional until the satisfactory completion of mandatory pre-employment checks. The school will:

- i. verify a candidate's identity from current photographic ID and proof of address
- ii. check the candidate's 'Self – Disclosure form'
- iii. obtain two satisfactory references (one from the current or last employer, as applicable)
- iv. obtain an enhanced DBS check (including barred list information, for those who will be engaging in Regulated Activity¹ with children)

¹ Regulated Activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government have produced a *factual note on Regulated Activity in relation to Children: scope at*

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

Regulated Activity includes:

(a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,

(b) work for a limited range of establishments (known as 'specified places', which include childcare settings, schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly, i.e. once per week or four times in a 30-day period. In addition, work under (a) is always regulated activity if it is ever undertaken between 2.00 a.m. and 6.00a.m. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. These include c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:

personal care includes helping a child - for reasons of age, illness or disability - with eating or drinking; or in connection with toileting, washing, bathing and dressing;

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- v. verify the candidate’s mental and physical fitness to carry out their work responsibilities²
- vi. verify the person’s right to work in the UK, including EU nationals. If the person has lived or worked outside the UK, the school will make any further checks considered appropriate
- vii. verify the candidate’s professional qualifications
- viii. verify the candidate’s professional status, where required, for example, GTC registration, QTS status (unless properly exempted), NPQH(for teaching posts). The Teacher Regulation Agency (TRA) Employer Access Service should be used to verify any award of qualified teacher status (QTS)
- ix. verify the successful completion of the statutory induction period (applies to those who obtained QTS after 7 May 1999)
- x. (for non-teaching posts) verify the satisfactory completion of the probationary period.

In addition:

- i. the school will check that any person taking up a management position is not subject to a section 128 direction by the Secretary of State
- ii. the school will ensure that an applicant to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State for prohibition checks, or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.³

12.2 All checks will be:

- i. confirmed in writing
- ii. documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations)
- iii. recorded on Mill House School’s central record database
- iv. followed up where they are unsatisfactory or there are discrepancies in the information provided.

12.3 The facts must be reported to the police and/or the Children’s Safeguarding Operations Unit at the local authority where:

- i. the candidate is found to be on the Children’s Barred List, or the DBS disclosure shows they have been disqualified from working with children by a court
- ii. an applicant has provided false information in, or in support of, his/her application
- iii. there are serious concerns about an applicant’s suitability to work with children.

13. Use of Agency and third-party staff

13.1 Should Mill House School allow staff from third-party organisations (e.g. health professionals, peripatetic specialist teachers) to have regular direct contact with children on their premises and/or use the services of staff who are employed by external agencies (e.g. bank staff, supply teacher

health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

² This will not take place until the job offer has been made.

³ * The Teachers’ Disciplinary (England) Regulations 2012 define teaching work as: 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. These activities 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 or other person nominated by the headteacher to provide such direction and supervision.

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agencies) to care for or teach children it will obtain **written notification** from the third-party organisation or agency that it:

- i. operates a safer recruitment policy and
- ii. has carried out the checks on the individual who will be working at the school that the school would otherwise perform. Those checks must include a Barred List check prior to the individual commencing work at the school.

13.2 In such cases the school must receive written confirmation from the agency, prior to any individual taking up a temporary post, that they have carried out the checks required by Regulation 19 of The Education (Independent Schools Standards) Regulations (2014), where appropriate.

13.3 Any individual commencing a period of work with the school must bring current photographic identification and their original enhanced DBS certificate for checking on their first day of work.

14 Volunteers and governors

14.1 Any volunteer role in the school that gives the individual undertaking the role unsupervised contact with children is deemed to be Regulated Activity and will be subject to the same level of pre-employment checks including DBS checks with a Barred List check as an employed role.

14.2 All governors must and all volunteers who have regular or frequent contact with children (i.e. once or more per week or on more than three days in a 30-day period) should have an Enhanced DBS check; but that should only include a Barred List check where the governor or volunteer undertakes Regulated Activity.

15. Contractors

15.1 Should contractors undertake work on site when children are present, the school must ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check.

15.2 The school will obtain written notification from the contractor that they have carried out DBS checks at the appropriate level and also that the contractor has seen their employees' DBS certificates. It is not necessary for the school to see the DBS certificate of an individual that the school does not employ.

15.3 The school will ensure that contractors and their employees for whom appropriate DBS checks have not been undertaken are supervised at all times if they are going to have contact with children.

15.4 The school will always check the identity of contractors and their employees on arrival at the school.

16. DBS update service

16.1 Individuals can join the DBS Update Service at the point that an application for a new DBS is made. Employees are asked to give consent for the organisation to carry out instant checks online as and when appropriate.

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17. Single central record

17.1 In line with the requirements of the relevant legislation, Mill House School keeps a single central record which covers the following people:

- i. all staff, including trainee teachers on salaried routes and agency and third-party staff who work at the school
- ii. all others who work in regular contact with children in the school, including volunteers
- iii. the proprietor
- iv. all members⁴ of the local advisory board

17.2 We maintain and safeguard all records relating to the recruitment and appointment of staff, in accordance with the Data Protection Act (1998). The details in staff files must cross match exactly with the single central record.

18. Staff training

18.1 All staff involved in the recruitment and selection process will receive training, appropriate to their role and responsibilities. The Chair of every appointment panel must have successfully completed safer recruitment training.

18.2 Mill House School offers a robust induction programme for all newly appointed staff or volunteers and ongoing training thereafter to ensure that they understand their on-going responsibilities regarding safeguarding.

19. Equality and Diversity

19.1 Mill House School adheres to a policy of equality and diversity and all applications will be considered on the basis of the knowledge, understanding, skills, qualifications and experience required to undertake the roles and responsibilities of the post.

19.2 Mill House School welcomes applications from all sectors of the community, irrespective of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation. Applicants will be invited to complete an equal opportunity monitoring form (Appendix 10) as part of the application process which will only be available to the HR team and not used in the shortlisting process.

19.3 Mill House School will apply the following principles in recruiting or selecting for positions, whether externally or internally:

- i. individuals will be assessed according to their personal capability to carry out a given job
- ii. the required level of skills, knowledge or qualifications will not be overstated
- iii. an age requirement will not be specified
- iv. asking for 'so many years' experience' will be avoided as this will amount to indirect discrimination unless it can be objectively justified

⁴ Known as governors.

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- v. recruiting only internally or by word of mouth will be avoided unless there is a good reason for doing so
- vi selection tests will be specifically related to job requirements and will measure the person's actual or inherent ability to do or train for the work
- vi. selection tests will be regularly reviewed to ensure they remain relevant and free from any unjustifiable bias, either in content or in scoring mechanism
- vii. all applications will be processed in the same way
- viii. written records of interviews and reasons for appointment and non-appointment will be kept in accordance with Mill House School's Data Protection Policy and Job Application Privacy Notice
- ix. questions at interview will relate to the requirements of the job
- x. decisions regarding the method of recruitment or selection or who is recruited or selected should only be made by a person who has read and understood this policy and undergone relevant training, including safer recruitment training.

20. Determining future employment

- 20.1 In order to complete the cycle of effective protection of children from potential abuse and neglect by staff and volunteers, it is essential that schools ensure that when their managers are asked to provide references, they are written with the following 4 objectives in mind:
- i. **Deter** unsuitable people from seeking employment or opportunities to volunteer to work with children and young people;_
 - ii. **Reject** applications from unsuitable people;_
 - iii. **Prevent** abuse and neglect of children by staff and volunteers; _
 - iv. **Identify** incidents of abuse and neglect by staff and volunteers and **respond** appropriately._
- 20.2 In particular, school leaders/managers should provide honest, objective and factual information in respect of any substantiated concerns about the applicant's practice with children and any disciplinary action taken in relation to those substantiated concerns including outcomes and any sanctions imposed.
- 20.3 This requirement highlights the importance of managers addressing concerns with employees and volunteers as early as possible and maintaining a clear record of all such discussions. The use of 'yellow forms' will assist this practice. It is essential that school leaders/managers create and retain securely clear records of discussions undertaken in the context of day-to-day management and supervision, as well as formal investigation and disciplinary processes.
- 20.4 School leaders/managers should refer to their supervision, whistleblowing and management of allegations policies and ensure these are consistent with Working Together to Safeguard Children 2023 and other relevant government guidance.
- 20.5 Schools should make it clear to all members of staff that references can only be provided by the headteacher. This will ensure that information about substantiated concerns and disciplinary action is included in references as appropriate.

21. Complaints procedure

- 21.1 If a member of the general public or an employee has a complaint concerning unlawful discrimination in respect of the recruitment, selection, appointment or promotion process, then they have the right of reference to the civil courts and industrial tribunals. This does not preclude them raising the matter with their county councillor or Member of Parliament.

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21.2 Mill House School has formal grievance procedures outlined in the school's **Complaints Policy** to which such complaints by employees should be referred in the first instance. The school also has formal disciplinary procedures.

22. Implementation, monitoring, evaluation and review

22.1 The designated senior member of staff with overall responsibility for the implementation, monitoring and evaluation of the 'Recruitment & Selection Policy' is the headteacher.

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Appendix 1 – Letter of assurance

To whom it may concern

Letter of Reassurance for Mill House School

To ensure that effective safeguarding of the pupils at the above educational establishment, this letter provides evidence of reassurance that [Company name/Agency] have in place appropriate safeguarding procedures for all safer recruitment checks carried out on their staff who visit Mill House School.

I, [Staff name]: as [Staff role]: confirm that [Company name]: have completed the following safer recruitment checks pre-employment and during on-going employment:

- Verification of identification checks, including photographic ID
- In person right to work in UK check, or an online right to work UK check in accordance with Home Office guidance
- Relevant qualification/registration checks
- Employment history and at least 2 reference checks that cover the past 2 years, including current or most recent employer
- Online searches
- Enhanced DBS check, including Children’s Barred List check
- Subsequent enhanced BDS check with Children’s Barred List check every three years
- Prohibition check completed and not on the register
- Medical declaration of fitness to work in a school
- All staff receive appropriate safeguarding training
- All staff have read the company safeguarding policy and Keeping Children Safe in Education (2025), Part 1, Part 5 and Annex B
- Where relevant, overseas police check from candidates who have spent 3 months or more abroad within the last 5 years
- Where relevant, confirmation with UK NARIC that Overseas-Trained Teachers hold teaching qualifications that are equivalent to a British teaching degree or PGCE
- Where relevant, section 128 check
- All staff have been informed that they are committing an offence if they are deployed to work with pupils but are disqualified through meeting the ‘Disqualification under the Childcare Act 2006’

I also confirm that all staff attending Mill House School during the course of their employment will be able to provide photographic identification.

Confirmation of pre-employment and on-going employment checks can be obtained via email from [Email address]:

The candidates DBS number is:

The DBS certificate issue date:

Safeguarding training date:

Yours sincerely [Staff name]

Signature

Name of appointed person in position

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Appendix 2

Visitor Protocol Guidance

All visitors to Mill House School will be asked to bring formal photographic identification with them at the time of their visit. They must follow the procedure below:

- Once on site, all visitors must report to reception first. No visitor is permitted to enter Mill House School via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal photographic identification upon entrance.
- Attention should be raised to the safeguarding procedures at the Mill House School and a safeguarding leaflet issued. By signing in*, the visitor confirms acceptance of the procedures. *Required information will include their name, organisation, who they are visiting and vehicle registration.
- All visitors will be required to wear an identification badge and a red lanyard (without an enhanced DBS, or yellow lanyard with an enhanced DBS). Both the badge and lanyard must remain visible throughout their visit.
- Visitors must be escorted from reception by their point of contact. The contact will then be solely responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List (see below).

Approved Visitor List

Mill House School will hold an approved visitor list for visitors who frequently visit the site to undertake work within the school (including contractors, and supply staff). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- i. They have a current clear enhanced DBS check and a copy of this has been registered on the school's SCR
- ii. A current clear DBS children's barred list check has been undertaken AND a letter of assurance from the relevant organisation that confirms all other appropriate checks have been completed

Both the badge and lanyard must remain visible throughout their visit.

A copy of the approved visitor list will be kept behind reception at all times so that office staff who are not privy to the school's SCR are able to sign in as appropriate. This must be kept up to date.

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Visitors Departure from Mill House School

On departing the school, all visitors MUST leave via reception and:

- Sign out in the same manner as signing in.
- Return the identification badge and lanyard to reception.
- A member of staff must escort those visitors with red lanyards back to reception.

Unknown/Uninvited Visitors to the school

Any visitor to the school site who is not wearing an identity badge or who has a red lanyard and is unaccompanied should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign in and be issued with an identity badge or to be collected by their point of contact. The headteacher must be informed to review the incident.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed.

The SLT member will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

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