



SAFER RECRUITMENT POLICY

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Introduction

1. The purpose of this policy is to set out the requirements for the recruitment of teaching and support staff to Bourne Grammar School. It also sets out the requirements for the recruitment of all other adults that may work with our students or on our School site.
2. The aims of this policy are:
 1. To attract the best possible applicants to vacancies
 2. Deter prospective applicants who are unsuitable for work with our students
 3. Identify and reject applicants who are not suitable for work with our students
3. Decisions concerning the need to recruit staff are delegated to the Headteacher on behalf of the Board of Trustees. All recruitment decisions will be made with regard to curriculum needs and financial circumstances.

Statutory Requirements

1. This policy takes into account the provisions of Keeping Children Safe in Education
2. The Board of Trustees will ensure that the statutory requirements for the appointment of all staff will be met.

Equal Opportunities

1. The Board of Trustees will ensure the School abides by the existing legislation and, in particular, will not discriminate on the grounds of any of the protected characteristics listed in the Equality Act (2010) these being:
 1. age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, marriage or civil partnership, pregnancy and maternity.
2. The Board of Trustees will promote equality in all aspects of the School, including in regard to the recruitment of staff.

Definitions

Regulated activity includes:

1. paid or unpaid work involving teaching, training, instructing, caring for or supervising children, providing advice or guidance on their physical, emotional or educational wellbeing, or driving a vehicle used only for children;
2. other paid work in a school that provides an opportunity for contact with children; and
3. relevant personal care or healthcare.

Work under points 1 and 2 is regulated activity when carried out frequently, on more than three days in any 30-day period, or overnight. Relevant personal care or healthcare is regulated activity regardless of frequency. Supervision does not prevent a volunteer carrying out the activities in point 1 from being in regulated activity.

Recruitment and Selection Process

1. The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education.
2. Relevant staff involved in the recruitment and employment of staff to work with children have received appropriate Safer Recruitment training.
3. The School undertakes the following steps during the recruitment and selection process to ensure that Bourne Grammar School is committed to safeguarding and promoting the welfare of children.

Advertising

1. When advertising roles, the School will make clear:
 1. Our school's commitment to safeguarding and promoting the welfare of children
 2. Advertisements for posts – and application booklets issued to prospective candidates will include the following statement: "Bourne Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS)."
 3. That safeguarding checks will be undertaken
 4. The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
 5. Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account.
2. Advertisements for all jobs will be placed on My New Term along with other recruitment platforms and the relevant links will be placed on the School's website.
3. In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval by the Headteacher acting on behalf of the Board of Trustees.
4. Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post may be advertised internally.
5. Advertisements will specify: the main subjects to be taught and/or the nature of any Bourne Grammar School allowance attached to the post; the start date of the appointment and whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract; the remuneration for the post will be expressed in terms of the applicable pay scales and the closing date for applications will also be stated.

Application forms

1. All applications will be made via the My New Term platform
2. Prospective applicants will contact the School requesting or downloading further information, a job description and an application form which includes an equal opportunities form.

The School's application forms will:

1. Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
2. Include a copy of, or link to, our safeguarding policy and our approach to the employment of ex-offenders

3. The School will not accept curriculum vitae in place of a completed application form.

Shortlisting

1. The School's shortlisting process will involve at least 2 people and will:
 1. Consider any inconsistencies and look for gaps in employment and reasons given for them
 2. Explore all potential concerns

In line with Keeping Children Safe in Education the shortlisting process will also include Social Media checks

2. Once we have shortlisted candidates, shortlisted candidates will be asked to:
 1. Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 1. If they have a criminal history
 2. Whether they are included on the barred list
 3. Whether they are prohibited from teaching
 4. Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 5. Any relevant overseas information
 6. Sign a declaration confirming the information they have provided is true
3. For the post of Headteacher, the trustees will convene a shortlisting panel.
4. For other Senior Leadership posts, trustees will form part of the panel along with the Headteacher.

Seeking references and checking employment history

When seeking references and checking employment history the School will:

1. Request references before interview. At least one reference should be from the candidate's most recent employment. Any concerns raised will be explored further with referees and taken up with the candidate at interview.
2. Not accept open references.
3. Not accept references written by relatives or from persons writing solely in the capacity of friends.
4. Liaise directly with referees and verify any information contained within references with the referees. A written record of these exchanges will be made and kept on file.
5. Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the Headteacher as accurate in respect to disciplinary investigations.
6. Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed.
7. If possible, secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children.
8. Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate.
9. Resolve any concerns before any appointment is confirmed.

Interview and selection

1. Selection techniques will be determined by the nature and duties of the vacant post.
 1. Teaching staff will be required, in all circumstances, to give a demonstration lesson in front of School staff. Unless this is impossible due to interviews conducted remotely or those conducted when the School is closed.
 2. Leadership posts will require the candidates to undertake a series of tasks and possibly a series of panel interviews.
2. In all circumstances, candidates that are successful in the initial phase of selection, will be required to attend an interview or will be interviewed remotely. Unsuccessful candidates will not be retained for interview.
3. Interviews will always be face-to-face. In rare circumstances, e.g. if the prospective candidate is abroad, this may be conducted via a visual electronic link. Telephone interviews may be used at the short-listing stage but are not an alternative to face-to-face contact.
4. When interviewing candidates, the School will:
 1. Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this;
 2. Probe any anomalies or discrepancies in the information available to recruiters and ask candidates to explain this;
 3. Explore any potential areas of concern to determine the candidate's suitability to work with children;
 4. Record all information considered and decisions made and keep this for a minimum period of 6 months;
 5. Ensure that at least one member of the Interview Panel has undergone Safer Recruitment training and will take responsibility for the implementation of this policy during the interview
5. The Interview process will cover, as a minimum, the contents of the Department for Education's statutory guidance, Keeping Children Safe in Education, and will be in line with local safeguarding procedures.
6. .

Pre-Employment Checks

1. Bourne Grammar School will record all information on the checks carried out in the School's single central record (SCR).
2. Documentation will be checked by a member of staff suitably trained in Safer Recruitment processes.
3. The School reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form or if any of the documents referred to in the employment checks have been falsified in any way.
4. Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

1. All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, Bourne Grammar School will:
 1. Verify their identity

2. Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
3. Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
4. Verify their mental and physical fitness to carry out their work responsibilities
5. Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
6. Verify their professional qualifications, as appropriate
7. Ensure they are not subject to a prohibition order if they are employed to be a teacher
8. Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:
 1. For all staff, including teaching positions: criminal records checks for overseas applicants
 2. For teaching positions: it is expected that the potential staff member obtains a letter of professional standing from the professional regulating authority in the country where the applicant has worked or that they obtain a statement of good conduct (sometimes referred to as a certificate of good repute) that relates to the time they resided in that country. The exception is candidates who are serving/living with someone who is serving in the armed forces during that time. The School would only expect an applicant to apply for this after an offer of employment is made.
9. Check that candidates taking up a management position* are not subject to a prohibition from management (section 128) direction made by the secretary of state

*Management positions are most likely to include, but are not limited to, Headteachers and Deputy/Assistant headteachers.

Agency and third-party staff

1. The School will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform.
2. The School will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

1. The School will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:
 1. An enhanced DBS check with barred list information for contractors engaging in regulated activity
 2. An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
 3. The School will obtain the DBS check for self-employed contractors.

4. The School will not keep copies of such checks for longer than 6 months.
2. Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
3. The School will check the identity of all contractors and their staff on arrival at the school.

Trainee/student teachers

1. Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.
2. Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

Volunteers

1. A volunteer who teaches, trains, instructs, cares for or supervises children frequently, on more than three days in a 30-day period, or overnight is undertaking regulated activity, whether or not they are supervised.
2. The School will obtain an enhanced DBS check with children's barred-list information for any volunteer undertaking regulated activity.
3. Existing volunteer roles will be reviewed before 1 September 2026. Where an existing volunteer becomes engaged in regulated activity under the revised definition, the School will check their children's barred-list status and obtain the appropriate enhanced DBS check.
4. Where a volunteer meets the frequency test through volunteering at more than one setting, the School will liaise with the other setting or settings to determine who will apply for the check. Volunteers may join the DBS Update Service free of charge.
5. A volunteer for whom no checks have been obtained will not be left unsupervised or permitted to undertake regulated activity.
6. For volunteers who are not undertaking regulated activity, the School will complete and retain a written risk assessment to determine what checks, if any, are appropriate. This may include an enhanced DBS check without barred-list information or a basic DBS check.

Trustees and Trust Members

1. All Trustees and Trust Members will have an enhanced DBS check without barred list information.
2. They will have an enhanced DBS check with barred list information if working in regulated activity.
3. The Chair of Trustees will have their DBS check countersigned by the secretary of state.
4. All proprietors, trustees, and members will also have the following checks:
 1. A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008). [Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]
 2. Identity

3. Right to work in the UK
4. Other checks deemed necessary if they have lived or worked outside the UK

Staff working in alternative provision settings

1. Where the School places a student with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Adults who supervise students on work experience

1. When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.
2. A person who provides teaching, training, instruction, care or supervision to a student on work experience frequently, on more than three days in a 30-day period, or overnight is undertaking regulated activity and must not be barred from that activity. Other people in the workplace who are not involved in teaching, training, instructing, caring for or supervising the student are not undertaking regulated activity merely because the student is present.
3. The School cannot require a work-experience provider to obtain an enhanced DBS check with children's barred-list information for staff supervising students aged 16 or 17. A student aged 16 or over undertaking work experience in a specified setting, such as a school, may themselves be eligible for an enhanced DBS check where the relevant test is met. A DBS check cannot be requested for a child under 16.

Students staying with host families

1. Where the School makes arrangements for students to be provided with care and accommodation by Bourne Grammar School host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.
2. Where the School is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

Reporting

In limited circumstances, the School will carry out new checks on existing staff or volunteers. These are where:

1. an individual working or volunteering at the School moves from activity that is not regulated activity into regulated activity;
2. there has been a break in service or volunteering of 12 weeks or more; or
3. there are concerns about the individual's suitability to work with children.
4. The School will refer to the DBS any member of staff or volunteer who has harmed, or poses a risk of harm to, a child or vulnerable adult where the statutory referral criteria are met. This duty applies equally to paid staff and volunteers undertaking regulated activity.

Statutory referral criteria:

1. The School believes the individual has engaged in relevant conduct; or
2. The School believes the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
3. The School believes the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
4. The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Confirming the Appointment

1. The final offer of employment will be subject to:
 1. a satisfactory enhanced DBS and barred list check;
 2. a check, using DfE's Check a teacher's record service, that the candidate is not subject to a prohibition, direction, restriction or other relevant sanction.
 3. receipt of the completed health check questionnaire;
 4. receipt of final two references from previous employers or, where this is not possible (as in the case of a Newly Qualified Teacher) from suitable person(s) professionally involved with a teacher's training.
 5. a valid work permit for overseas candidates;
 6. the candidate's details have been added to the School's Single Central Record (SCR).
1. The original DBS certificate must be seen, including where the DBS Update Service is used. An individual may join the Update Service when applying for a new DBS check or within 30 calendar days of the certificate's issue date.
2. The School reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form or if any of the documents referred to in the employment checks have been falsified in any way.

Induction

3. All staff who are new to the School will receive full induction training that will include the School's Safeguarding procedures and guidance on safe working practices.
4. Staff will be required to read the Staff Code of Conduct, Acceptable ICT Use Policy, the School's Safeguarding Policy and the Staff handbook.
5. All staff will be required to read and confirm that they have read Part One of Keeping Children Safe in Education. School leaders and staff who work directly with children will also read Annex A.
6. Staff will also be required to complete annual Safeguarding training, which will include training on the PREVENT duty.