



St Martin's School

N O R T H W O O D

Recruitment, Selection and Disclosures Policy (employees) 18a

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Contents

<i>Introduction.....</i>	<i>1</i>
<i>Scope of this policy</i>	<i>1</i>
<i>Principles of Safer Recruitment.....</i>	<i>2</i>
<i>Recruitment Planning.....</i>	<i>2</i>
<i>Advertising.....</i>	<i>2</i>
<i>Applications</i>	<i>3</i>
<i>Shortlisting</i>	<i>3</i>
<i>References</i>	<i>4</i>
<i>Interviews</i>	<i>5</i>
<i>Conditional Offer of Appointment</i>	<i>5</i>
<i>Overseas Checks.....</i>	<i>6</i>
<i>Medical Fitness.....</i>	<i>6</i>
<i>Criminal Records Checks</i>	<i>6</i>
<i>Pre-employment Checklist and Induction</i>	<i>7</i>
<i>Retention of Records and Data Protection.....</i>	<i>7</i>
<i>Appendix 1 - Policy on the Recruitment of Ex-Offenders</i>	<i>9</i>

Introduction

- St Martin's School ("the School") is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. Safeguarding is at the centre of all recruitment decisions.
- The School seeks to recruit staff of the highest calibre who demonstrate the values, attitudes, qualifications, experience and behaviours necessary to work with children and young people in a school environment.
- The School's recruitment procedures are designed to:
 - attract the best possible applicants;
 - identify and reject individuals who may be unsuitable to work with children;
 - deter unsuitable applicants from applying for positions;
 - ensure compliance with Keeping Children Safe in Education (KCSIE), Independent School Standards, employment legislation and safeguarding requirements; and
 - promote equality, consistency and fairness throughout the recruitment process.
- The School uses My New Term as its recruitment platform and recruitment activity is conducted in accordance with this policy.

Scope of this policy

This policy applies only to individuals directly employed by St Martin's School under a contract of employment.

This policy does not apply to:

- Governors or Trustees;
- Volunteers;
- Agency or supply staff;
- Contractors;
- Self-employed peripatetic teachers, coaches or specialist instructors.

The recruitment, safeguarding and checking arrangements for these groups are addressed through separate policies and procedures.

Agency and supply staff are not employees of the School. The School obtains written safeguarding assurances and confirmation that all required pre-appointment checks have been completed by the relevant agency in accordance with Keeping Children Safe in Education.

Principles of Safer Recruitment

The School will ensure that:

- safeguarding remains central to all recruitment activity;
- all applicants are treated fairly and consistently;
- recruitment decisions are based on merit, suitability and evidence;
- all required safeguarding checks are completed before appointment or as otherwise permitted by statutory guidance;
- concerns regarding suitability to work with children are fully explored;
- appropriate records are maintained.
- At least one member of every recruitment panel will have undertaken Safer Recruitment training.
- _____

Recruitment Planning

Before advertising a vacancy, the School will:

- review the need for the role;
- prepare or update the Job Description;
- prepare or update the Person Specification;
- identify safeguarding responsibilities associated with the position.

All Job Descriptions will contain a safeguarding statement similar to the following:

The post holder's responsibility for promoting and safeguarding the welfare of children and young people will be to adhere to and ensure compliance with the School's safeguarding policies and procedures at all times.

This includes supporting the School's safeguarding arrangements, online safety procedures, filtering and monitoring expectations, Prevent responsibilities and wider child protection obligations.

Any concerns relating to the welfare or safety of a child must be reported immediately in accordance with School procedures.

Advertising

Vacancies will normally be advertised externally unless there is a legitimate reason not to do so.



Recruitment advertisements will include:

- the title of the vacancy;
- a brief description of the role;
- details of how to apply;
- the closing date;
- safeguarding statement;
- equal opportunities statement.

Advertisements will include the following wording:

St Martin's School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with previous employers and the Disclosure and Barring Service (DBS).

Applications

Applications must be submitted through the School's My New Term recruitment platform.

Applicants will be required to provide:

- full employment history;
- academic and professional qualifications;
- explanations for gaps in employment;
- referee details;
- declarations relating to safeguarding and criminal convictions.

The School will scrutinise all applications carefully and investigate any unexplained inconsistencies, discrepancies or gaps in employment history.

Providing false, misleading or incomplete information may result in:

- rejection of an application;
- withdrawal of an offer of employment;
- dismissal if already employed;
- referral to relevant authorities where appropriate.

Shortlisting

Shortlisting will normally be carried out by at least two members of staff.

Candidates will be shortlisted against the requirements set out within the Person Specification.

Employment history, career progression, safeguarding indicators and explanations for employment gaps will be considered during shortlisting.

Online Searches

As part of the School's safeguarding due diligence, online searches will be undertaken for shortlisted candidates.

The purpose of the searches is to identify publicly available information relevant to an applicant's suitability to work with children and to uphold the safeguarding values of the School.

This may include:

- publicly available social media content;
- professional conduct;
- inappropriate online behaviour;
- misuse of digital technologies;
- publicly available information relating to safeguarding concerns.

Any concerns identified will be explored with the candidate during interview.

References

The School will obtain at least two references for shortlisted candidates.

Where reasonably practicable, references will be obtained and reviewed before interview.

References will:

- be obtained directly from referees;
- be independently verified;
- not be accepted via the applicant;
- be reviewed for consistency with the application form.

Referees will be asked:

- whether the candidate is suitable to work with children;
- whether any substantiated safeguarding concerns or allegations meeting the KCSIE harm threshold have arisen;
- whether there are any disciplinary concerns relevant to the role;

- whether they would re-employ the individual.

Any inconsistencies, concerns or omissions will be followed up and resolved before an appointment is confirmed.

Interviews

Interviews will normally be conducted in person.

Each interview panel will consist of at least two individuals.

The interview process will assess:

- suitability for the role;
- safeguarding awareness;
- attitudes towards children;
- professional conduct;
- employment history;
- concerns identified through references or online checks.

Candidates will be asked to provide original documentation to verify:

- identity;
- address;
- qualifications;
- right to work in the United Kingdom;
- name changes where relevant.

Teaching applicants will normally be observed teaching a lesson.

Support staff may be required to undertake practical assessments where appropriate.

Candidates will also be assessed for their understanding of professional boundaries, respectful conduct and their ability to contribute positively to the School's safeguarding culture.

Conditional Offer of Appointment

Any offer of employment will be conditional upon satisfactory completion of all required checks, including:

- identity verification;
- right to work verification;
- qualification checks;

- satisfactory references;
- enhanced DBS certificate;
- barred list check where required;
- prohibition from teaching check where applicable;
- Section 128 check where applicable;
- overseas checks where applicable;
- medical fitness confirmation;
- childcare disqualification declaration where applicable.

Overseas Checks

Where a successful candidate has lived or worked overseas, the School will undertake such additional checks as it considers appropriate to assess suitability to work with children.

These may include:

- overseas criminal record checks;
- professional references;
- verification of employment history;
- letters of professional standing;
- checks with professional regulatory authorities.

Where information is unavailable, the School may seek alternative evidence and undertake a documented risk assessment before confirming the appointment.

Medical Fitness

The School is required to verify the medical fitness of anyone appointed to a role.

Successful candidates may be required to complete a medical questionnaire and, where appropriate, provide further medical information.

The School will comply with the Equality Act 2010 and will consider reasonable adjustments where appropriate.

Criminal Records Checks

The School will carry out criminal records checks in accordance with Keeping Children Safe in Education and the Disclosure and Barring Service requirements.



The School does not require employees to subscribe to the DBS Update Service but employees may choose to subscribe voluntarily at their own expense.

As part of its ongoing safeguarding procedures, the School reserves the right to undertake repeat Enhanced DBS checks and will normally do so every three years.

Employees have an ongoing obligation to notify the Head immediately of any conviction, caution, charge, court order, prohibition, disqualification or other matter that may affect their suitability to work with children.

Pre-employment Checklist and Induction

Before employment commences, all required checks must be completed and recorded on the Single Central Register.

Following appointment, all employees must complete safeguarding induction procedures including:

- reading Part One of Keeping Children Safe in Education;
- reading the School's Safeguarding and Child Protection Policy;
- reading the Staff Behaviour Policy;
- receiving safeguarding and Prevent training;
- understanding the School's online safety arrangements and filtering and monitoring expectations.

Records of induction will be maintained by the School.

All appointments are subject to satisfactory completion of any probationary period specified within the employee's contract of employment. During probation, the School will monitor performance, conduct, attendance, safeguarding practice and overall suitability for the role.

Retention of Records and Data Protection

The School will comply with its obligations under data protection legislation, the DBS Code of Practice, the Data Protection Policy and its Records Retention Schedule.

Recruitment records, including interview notes and supporting documentation, will normally be retained for twelve months following completion of the recruitment process before confidential destruction.

Criminal records information will not be retained for longer than six months unless there is a lawful reason for doing so.

The School will process recruitment data in accordance with its Recruitment Privacy Notice and Data Protection Policy.



Appendix 1 - Policy on the Recruitment of Ex-Offenders

St Martin's School is committed to safeguarding and promoting the welfare of children and young people. The School welcomes applications from suitably qualified candidates and will not unfairly discriminate against any applicant on the basis of a criminal record.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the School complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

Having a criminal record will not automatically prevent an individual from obtaining employment at the School. Any disclosure will be considered on its individual merits, taking account of:

- the nature and seriousness of the offence;
- the relevance of the offence to the role applied for;
- the age of the applicant when the offence occurred;
- the length of time that has elapsed since the offence;
- any pattern of offending behaviour;
- the circumstances surrounding the offence;
- any explanation provided by the applicant; and
- evidence of rehabilitation.

The School will only request information about criminal convictions and cautions where legally entitled to do so.

Applicants are not required to disclose convictions or cautions that are protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended.

The School is committed to discussing any criminal record disclosure with the applicant before making a recruitment decision.

Where legislation prevents an individual from working with children, including where an individual is barred from regulated activity relating to children, the School will not employ that individual in a role involving such activity.

Applicants are reminded that providing false, misleading or incomplete information during the recruitment process may result in:

- withdrawal of an offer of employment;
- dismissal if employment has commenced; and/or



- referral to relevant regulatory or safeguarding authorities where appropriate.