



**Broomwood Hall School Limited and Northcote Lodge School Ltd**

## **RECRUITMENT & SELECTION POLICY AND PROCEDURE**

### **Summary**

The safe and appropriate recruitment of staff is of paramount importance in protecting and safeguarding the welfare of children within the school.

The purpose of this policy and procedure is to set out the requirements of our recruitment process with the aim of attracting the best possible candidate to each of our roles whilst deterring or identifying and rejecting those who are unsuitable to work with children.

### **The Policy**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. Broomwood is committed to safeguarding and promoting the welfare of children and expects all staff, peripatetic workers and volunteers to share this commitment.

<b>Document Control</b>
Owner: Human Resources 1 <sup>st</sup> Draft: September 2021 Last Revision: April 2026 Review Date: September 2026 Version Number: 4.3

Status: Issued (bob)

## **General Principles**

- This recruitment & selection policy follows the guidance laid out in the Department for Education (DfE) in Keeping Children Safe in Education (KCSIE), to help safeguard and promote the welfare of pupils in our care.
- This policy and procedure applies to all Broomwood's employees and directors involved in the recruitment and selection of staff.
- The final decision to appoint a candidate will be taken by a Senior Manager with appropriate safer recruitment training (renewed every two years).
- No offer of employment will be confirmed without the appropriate pre-employment checks being completed.
- All recruitment will be completed in a manner which is fair and transparent with the aim of appointing the candidate most able to carry out the role.

This policy should be read in conjunction with Broomwood's child protection and safeguarding policy.

## **Scope of this policy**

This policy refers to staff directly recruited by Broomwood. In the case of agency or contract workers Broomwood will obtain written confirmation that the appropriate checks have been carried out by the agency or third-party company, and undertake photographic identity and enhanced DBS Checks. Where necessary, for example with peripatetic workers, Broomwood will undertake the checks, passing on the cost of DBSs where appropriate.

## **Procedure**

### Roles and Responsibilities

The Board of Directors have the responsibility for ensuring that effective procedures are in place for the recruitment of all staff, paid and unpaid, within the school and no recruitment activity is permitted to take place without the prior authorisation of the Principal.

The decision to appoint a candidate may only be taken upon the approval of the relevant senior manager (Principal, Head Teacher or Director) who have undertaken appropriate training in safer recruitment.

### Identifying a vacancy

When a vacancy has been identified, authority to recruit must be sought from the Principal. A job description and person specification, along with written authority to recruit from the Principal.

### Advertising a vacancy

Once a post has been authorised the senior recruiting manager will work with the HR department to prepare the advert and determine the best route to advertise the post, giving consideration to how we may reach the widest possible audience in doing so.

In some instances, it may be appropriate to advertise a role internally only and on occasion to a particular group or department, for example when recruiting a department head. This should be discussed with the HR department before reaching this decision.

In all cases, where a role is advertised externally, it will be placed on the school website.

All adverts/application packs will make clear that all roles within Broomwood involve some degree of child safeguarding responsibility. In addition, applicants are advised that, in applying, if they are short-listed, they thereby consent to an online search of their publicly available data, and will comply with other role-appropriate vetting, in accordance with KCSIE. Finally, interested parties will be advised that successful applicants will be subject to an enhanced DBS check.

### Receiving applications and shortlisting

It is expected that applications will be by the submission of an application form. In instances where a CV is submitted candidates will be expected to complete an application form before their application can be progressed. This is important as the application form requires full disclosure of employment history along with declarations relating Criminal Records checks, DBS barred lists and eligibility to work in the UK.

The senior recruiting manager will shortlist candidates, usually with the assistance of a shortlisting panel, based upon the information provided in the application form or CV against the criteria set out with the job description and person specification. The shortlisting process will also serve to identify any gaps in employment history that require further clarification.

### Assessment process

Shortlisted candidates will be invited to attend an assessment process that will be defined by role. For teaching vacancies this will, as a minimum, consist of an observed lesson followed by an interview.

Interviews will be carried out by a panel of at least two staff members, at least one of whom will have undertaken safer recruitment training. During the interview any gaps in employment will be fully explored, qualifications and identification will also be verified at

this time. Candidates will be required to complete a self-declaration form prior to interview to enable and disclosure within that document to be fully explored prior to an employment decision being made.

Candidates attending an interview will be asked to provide original documents which confirm educational or professional qualifications that are relevant to the post. We will also ask for proof of identity such as a passport or driving license.

All applicants will be asked questions designed to probe their suitability for a role with unsupervised access to children and/or their awareness of their safeguarding responsibilities, irrespective of their duties. This is important: for example, a catering assistant may notice a change in a child's eating habits or appetite and consequently speak with the DSL regarding their concern. It is therefore crucial that all adults on site are alert to their contribution to the safeguarding our pupils. The type of questions will be tailored to the role.

Interview records should be retained on the employee file of the successful candidate. For all other candidates they should be retained for six months before being securely destroyed.

### References

References for shortlisted candidates should be taken up before the interview, the only exception being where a candidate has indicated on their application form that they do not wish their current employer to be contacted, in which case two alternative referees, who may be contacted in the interim, should be obtained from the candidate. At this stage it is acceptable to obtain references by telephone. For the successful candidate these will always be followed up in writing.

References will always be taken up from the candidate's current employer. Where a candidate is currently working with children in any capacity, Broomwood will ask their current employer about any disciplinary offences and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If the candidate is not currently working with children but has done so in the past Broomwood will ask the previous employer about these issues.

At the point that a candidate is selected for the post the offer cannot be confirmed until the appropriate pre-employment checks have been carried out which includes the receipt and verification of at least two written references which must include those referees who Broomwood was prohibited from contacting prior to an initial offer of employment.

## Pre-employment checks and offer of the role

A conditional offer of employment is made to the successful candidate subject to the following:

- an enhanced DBS check (previously known as CRB), including a barred list check;
- for teachers – a prohibition from teaching check<sup>1</sup>, and where appropriate a prohibition from management check<sup>2</sup>;
- the receipt of two satisfactory written references (see previous section);
- confirmation of medical fitness to undertake the role;
- evidence of right to work in the UK;
- verification of Identity;
- evidence of relevant qualifications;
- online search of their publicly available data<sup>3</sup>;
- overseas checks where they are applicable<sup>4</sup>. For teaching roles this may include requesting that the candidate provides Broomwood with a letter of professional standing for the professional body in the country in which they have worked, should a police check from that country be unavailable.
- DUCA (Disqualification under the Childcare Act 2006) declaration. Those providing early years care or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare are required to confirm that they are not disqualified from working with children. From September 2024, with the movement of Year 3 from the Pre-Prep to the Prep Schools, the completion of a DUCA declaration form is a requirement of staff on all sites. Staff are required to complete a DUCA declaration annually and if their circumstances change.

A conditional offer letter, contract and offer pack will be sent out to all successful candidates.

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<sup>1</sup> Undertaken for all staff employed in a teaching capacity, including senior leadership team within the school sites who may not be timetabled to teach.

<sup>2</sup> In Autumn 2022, EMC agreed that all staff with any staff management responsibility should have a S.128 check

<sup>3</sup> From September 2024. Currently checked are: Google, X, Facebook, Instagram, Linked In, Tik Tok.

<sup>4</sup> Dukes policy is overseas residence: 3 months or more - within the last 10 years.

### Criminal records checks

Broomwood will refer to the Department of Education document, "Keeping Children Safe in Education" and any amended version in carrying out the necessary required DBS checks. Broomwood complies with the DBS code of practice, a copy of which can be accessed at <https://www.gov.uk/government/publications/dbs-code-of-practice>.

Broomwood will usually carry out our own DBS check unless the individual is registered with the DBS update service. In limited circumstances a DBS check carried out by another school or educational establishment may be accepted in cases where the candidate has worked at that establishment no longer than three months previously and this has been verified.

In the event that a DBS check is not received prior to the start date, in exceptional circumstances, an individual may begin work assuming that all other checks are in place and a risk assessment has been carried out which confirms that they are able to work, with full supervision, pending the return of the DBS check. The risk assessment will be reviewed on a regular basis, at least fortnightly.

If a DBS check from another school or education provider is accepted or a DBS is not returned prior to the commencement of employment a separate barred list check will be carried out.

Overseas criminal checks will be sought for successful applicants who have lived or worked outside the UK for three months or more in the last ten years. All reasonable efforts will be made to obtain this check however where this is not possible due to circumstances beyond the control of the applicants, a letter of professional standing relating to that period of overseas residence, will be acceptable.

### Probation periods

Probation periods for teaching staff are one year, for all other staff members they would usually be a minimum of 6 months. Further information is available in Broomwood's probation policy.

### Coaches, Supply and Peripatetic staff.

Those who work with the school as Coaches, Peripatetic or Supply Staff are required to undertake the same pre-employment checks as employed staff before they may work in the school. In the case of those supplied by an agency or other third-party, written assurance will be sought from the agency or third party that all appropriate checks have been carried out before the individual works within the school. The school will require sight

of the enhanced disclosure along with evidence of identity before the individual may start work. The single central record will record the date of the receipt of the written assurance, rather than the date that the checks were undertaken by the third party company. As stated above, where necessary, Broomwood will undertake the checks (for example for sole-peripatetic staff who are self-employed).

In the event that a contractor has not been subject to the checks described above, for example a maintenance contractor on a one-off visit to the school to affect a repair they must be supervised at all times.

### Equal opportunities

Broomwood is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that candidates are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation. The school acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

### Data protection

Broomwood will comply with its obligations regarding the retention and security of records in accordance with the DBS code of practice and its obligations under its data protection policy. Copies of DBS certificates will not be retained, instead required details will be noted and filed<sup>5</sup>.

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<sup>5</sup> This will include certificate number, issue date, date seen, the person who had sight of the original and whether a decision needed to be made regarding the content (either 'all clear' or a decision and risk assessment – for continued employment - was required)