



Gloverspiece Minifarm & School



SAFER RECRUITMENT POLICY AND PROCEDURES

Policy Reviewed By: Senior Leadership Team

Policy Reviewed: January 2026

Next Review Due: January 2027

Contents

INTRODUCTION	2
AIMS AND OBJECTIVES	2
ROLES AND RESPONSIBILITIES.....	3
RECRUITMENT AND SELECTION PROCEDURE/PRE-EMPLOYMENT CHECKS	4
OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS.....	6



Gloverspiece Minifarm & School



INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Gloverspiece is committed to safeguarding and promoting the welfare of all students in its care. As an employer, Gloverspiece expects all staff and volunteers to share this commitment.

In line with recent legislation including the Children Act 2004, Safeguarding Children and Safer recruitment in Education Guidance DfES/04217/2006, The Independent Schools Standards Regulations 2014 and the Safeguarding Vulnerable Groups Act 2006 Gloverspiece takes very seriously its duty of care for all students. In order to help safeguard and promote the welfare of all its students, Gloverspiece is committed to a thorough and consistent Safer Recruitment Policy.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse students or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure that all job applicants are considered equally and consistently;
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE) September 2025, the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- To ensure that Gloverspiece meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks for anyone working in the organisation.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Gloverspiece has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job.

The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, relevant safeguarding legislation



Gloverspiece Minifarm & School



and statutory guidance (including Keeping Children in Education (KCSIE) September 2025 and Prevent Duty Guidance 2015 – Updated 2021).

Gloverspiece aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Proprietor as Head teacher to:

- Ensure that Gloverspiece has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the school's compliance with them.

It is the responsibility of the Head teacher and other members of the Senior Leadership Team involved in recruitment to:

- Ensure that Gloverspiece operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the organisation.
- Monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

The Head teacher & SLT are to lead in all appointments.

Definition of Regulated Activity and Frequency

When considering whether an individual's role or position at Gloverspiece constitutes regulated activity or not, the guidance from Keeping Children Safe in Education (KCSiE) (2025) is applied:

"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 physical, emotional or educational well-being, or driving a vehicle only for children;

b. work for a limited range of establishments (known as 'specified places', which include 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 (on more than three days in a 30-day period) Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

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 with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability;*



Gloverspiece Minifarm & School



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

Regulated activity will not be:

- *paid work in specified places which is occasional and temporary and does not involve teaching, training; and*
- *supervised activity which is paid in non-specified settings such as youth clubs, sports clubs etc."*

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

Gloverspiece is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". Gloverspiece is required to carry out an enhanced DBS check for all staff who will be engaging in regulated activity. However, the organisation can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently

RECRUITMENT AND SELECTION PROCEDURE/PRE-EMPLOYMENT CHECKS

Application Forms

Gloverspiece uses its own application form. All applicants for employment will be required to complete an application form requesting: personal details (name, address, date of birth, etc, academic qualifications, full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history. *Incomplete application forms will not be shortlisted.*

It is unlawful for Gloverspiece to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at Gloverspiece. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Job Descriptions

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

References



Gloverspiece Minifarm & School



References for short-listed applicants will be sent for immediately after interview. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the organisation. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Any discrepancies or anomalies will be followed up. The school does not accept testimonials or references from relatives.

Self-declaration and Online Checks

Short listed candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. As part of its due diligence, the school will carry out an Online search to help identify any incidents or issues that may have occurred (and are publicly available online), which Gloverspiece might wish to explore with the candidate at interview. These online checks are conducted using internet searches in addition to social media posts/profiles and are conducted by a member of the school's administration team (as directed by the Headteacher) to ensure appropriate distance from other aspects of the recruitment process and non-bias. Any concerns identified within these online searches are recorded on the appropriate online search form and then brought to the attention of the Headteacher during the recruitment process.

Interviews

There will be a face-to-face interview wherever possible and where possible two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description. It will enable the interviewers to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has not been disclosed on the application form. At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment program.



Gloverspiece Minifarm & School



OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

In accordance with the recommendations set out in Keeping Children Safe in Education (KCSIE) September 2025 and the requirements of the Education (Independent School Standards) Regulations 2014, the school carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the organisation's standard terms and conditions of employment;
- Verification of the applicant's identity (where that has not previously been verified);
- The receipt of two references (one of which must be from the applicant's most recent employer) which the Gloverspiece considers to be satisfactory;
- For positions which involve "teaching work":
 - i. Gloverspiece being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulations Agency (DfE), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the school or which, in the Gloverspiece's opinion, renders the applicant unsuitable to work at the organisation!; and
 - ii. Gloverspiece being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the organisation or which, in Gloverspiece's opinion, renders the applicant unsuitable to work at the organisation;
- Where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the Gloverspiece considers to be satisfactory;
- Where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List*;
- Confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
- Confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school (where applicable);
- Verification of the applicant's medical fitness for the role;
- Verification of the applicant's right to work in the UK; and
- Any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and



Gloverspiece Minifarm & School



- Verification of professional qualifications which the school deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

*Gloverspiece is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The school is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, Gloverspiece can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Whether a position amounts to "regulated activity" must therefore be considered by the organisation in order to decide which checks are appropriate. It is however likely that in nearly all cases Gloverspiece will be able to carry out an enhanced DBS check and a Children's Barred List check.

Details of the dates on which each of the above checks were completed and who by, are recorded on our single central register (further information below)

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' **must be** declared when applying for any position at Gloverspiece.

DBS (Disclosure and Barring Service) Certificate (formerly known as CRB Disclosure)

Gloverspiece applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the organisation which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is Gloverspiece's policy that the DBS disclosure **must be** obtained before the commencement of employment of **any** new employee. DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

DBS Update Service

Gloverspiece may conduct an appropriate DBS certificate check via the DBS update service for new appointees who are subscribed to this service. In these circumstances, they are still required to present their physical DBS certificate and this will be checked to ensure that the correct workforce (child workforce) is indicated on this certificate.

Copies of DBS Checks

The Disclosure and Barring Service no longer issue Disclosure Certificates to employers; therefore employees/applicants should bring their certificate to be seen by an appropriate member of staff as soon as available/practicable.



Gloverspiece Minifarm & School



Dealing with Convictions

The school operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- The nature, seriousness and relevance of the offence;
- How long ago the offence occurred;
- One-off or history of offences;
- Changes in circumstances,
- Decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Head teacher and a decision will be made following this meeting. 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, the Head teacher will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the school may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants invited to attend an interview at Gloverspiece will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006.

Medical Fitness

Short-listed candidates are requested to confirm their physical and mental capacity for the specific role they have applied for.

After an offer of employment has been made, but before the appointment can be confirmed, all applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description for the particular role, together with details of any other physical or mental requirements of the role.

Gloverspiece is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

Overseas Checks

Gloverspiece, in accordance with the UK Visas and Immigration (UKVI) will, if applicable, sponsor new foreign nationals (see Certificate of Sponsorship section).



Gloverspiece Minifarm & School



In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a Criminal Records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the organisation.

Induction Program

All new employees will be given an induction program which will clearly identify Gloverspiece's policies and procedures, including the Child Protection Policy, the Code of Conduct and Part One of Keeping Children Safe in Education (KCSIE) 2025 and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Single Centralised Register of Members of Staff

In addition to the various staff records kept at Gloverspiece and on individual personnel files, a single centralised register of recruitment and vetting checks is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements. This is kept up-to-date and maintained by a member of the school's leadership team and safeguarding team as directed by the Headteacher/proprietor. This register is audited with oversight from the Headteacher/proprietor.

The Single Centralised Register will contain details of the following:-

- All employees who are employed to work at Gloverspiece;
- All others who have been chosen by Gloverspiece to work in regular contact with students. This will cover volunteers, peripatetic staff and people brought into the organisation to provide additional teaching or instruction for students but who are not staff members e.g.: sports coaches etc.

The Head teacher will be responsible for auditing the Single Centralised Register.

Record Retention / Data Protection

Gloverspiece is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the organisation will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help Gloverspiece to discharge its obligations as an employer e.g. so that the organisation may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by Gloverspiece for the duration of the successful applicant's employment with the organisation. All information retained on employees is kept centrally in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved with organisation's activities.

Ongoing Employment

Gloverspiece recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. Gloverspiece will therefore



Gloverspiece Minifarm & School



provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

Leaving Employment at Gloverspiece School

Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed.

Whilst these are pre-employment checks Gloverspiece also has a legal duty to make a referral to the DBS in circumstances where an individual:

- Has applied for a position at the Gloverspiece despite being barred from working with children;
- Has been removed by Gloverspiece from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the school may also decide to make a referral to the National College for Teaching and Leadership.

Contractors

Contractors engaged by the Gloverspiece must complete the same checks for their employees that the organisation is required to complete for its staff. The school requires confirmation that these checks have been completed before employees of the Contractor can commence work at the Gloverspiece.

Visiting Speakers

The Prevent Duty Guidance requires Gloverspiece to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

Gloverspiece is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at Gloverspiece or perform any other regular duties for or on behalf of Gloverspiece.

All visiting speakers will be subject to the Gloverspiece's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

Gloverspiece will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend Gloverspiece.

"Extremism"

is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces."



Gloverspiece Minifarm & School



In fulfilling its Prevent Duty obligations Gloverspiece does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Volunteers

Gloverspiece will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with students at or on behalf of Gloverspiece (the definition of regulated activity set out above will be applied to all volunteers).

Under no circumstances will the Gloverspiece permit an unchecked volunteer to have unsupervised contact with students.

It is the Gloverspiece's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the school for three consecutive months or more. Those volunteers who are likely to be involved in activities with the school on a regular basis may be required to sign up to the DBS update service as this permits the school to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition, the school will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- Formal or informal information provided by staff, parents and other volunteers;
- Character references from the volunteer's place of work or any other relevant source; and
- An informal safer recruitment interview.

Monitoring and Evaluation

The Headmaster & Bursar will be responsible for ensuring that this policy is monitored and evaluated throughout the school. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit.