



RECRUITMENT AND SAFER RECRUITMENT POLICY

Status	Non-Statutory	Updated	October 2022
Any other statutory names for this policy		Date first approved	September 2020
Responsibility for this policy	Headteacher	Date last reviewed	Summer 2024
Governors' Committee with responsibility for its review	Personnel Committee	Frequency of review	Every three years
Tick here if Bucks Policy attached in its entirety		To be put on the school website?	Yes
Approval necessary	Personnel Committee		

This document describes the recruitment policy for all staff at Aylesbury High School (AHS). All provisions of the current Keeping Children Safe in Education are incorporated within this policy.

1 Opening Statement

1.1 This policy will apply to the recruitment of all staff.

1.2 Decisions concerning the need to recruit staff to meet the staffing structure are delegated to the Headteacher by the Governing Body. All such decisions will be made in the context of the relevant curricular needs and financial circumstances as well as the statutory overarching responsibility to safeguard and promote the welfare of children.

1.3 Decisions concerning the remuneration for posts will be made in accordance with the AHS Pay Policy.

1.4 In line with this policy AHS aims to:

- Make recruitment decisions based solely on merit against objective criteria
- Assess qualifications, experience and skills at the appropriate level for the vacant role
- Maintain equality of opportunity at all stages of recruitment and selection
- Send a positive image to applicants who may be future employees or clients
- Enhance the quality of the candidate pool
- Reduce the risk of bad selection decisions
- Ensure that the safeguarding and welfare of children remains paramount at every phase of the recruitment process as the statutory overarching responsibility to safeguard and promote the welfare of children.

2 Equal Opportunities

The governing body will abide by all relevant legislation and, in particular, will not discriminate on grounds of any of the protected characteristics listed in the 2010 Equality Act:

- age

- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development in line with the AHS Equality and Diversity Statement

3 Advertising posts

3.1 Determination of the need to advertise nationally, locally or internally

3.1.1 National advertisements may be placed for permanent posts which are newly created or in those cases where the previous postholder has resigned/retired. Such an advertisement for Teaching roles will usually be placed on the MyNewTerm and the Aylesbury High School website. Additionally adverts may be circulated with recruitment agencies, where experience indicates that this is necessary to attract a suitable field. An advertisement may also be placed on social media, local newspapers and websites and where a suitable national publication exists which is relevant to a particular post, an advertisement may also be placed in that publication.

3.1.2 When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- 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

3.1.3 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 Governors' Personnel and Resources Committees.

3.1.4 For fixed term posts, such as those to cover maternity leave, the advertisement will normally be placed on MyNewTerm and the Aylesbury High School website.

3.1.5 Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally.

3.2 Content of advertisements

Advertisements for Teaching posts will specify the main subjects to be taught and/or the nature of any management responsibility, the start date of the appointment, 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 for teachers as published by the DfE and for non-teaching staff in line with the AHS Pay Range. All pay ranges are published in the AHS Pay Policy

The closing date for applications will be stated. In most cases, the date will be two weeks after the expected date of the first appearance of the advertisement.

All recruitment advertisements will include the following sentences:

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Appointment will be subject to references which are satisfactory for the advertised post, enhanced DBS with barred list information, identity checks and prohibition orders and qualification checks as appropriate. All pre-appointment checks will be carried out in compliance with statutory KCSIE rules, including overseas checks, right to work verifications, and professional registration status validations where applicable.

4 Applications

4.1 Process

Prospective applicants will respond to the advertisement by requesting or downloading further information, an application form and an equal opportunities monitoring form. The application and equal opportunities forms will be returned to the school by the specified closing date accompanied by a supporting letter. Other forms of curriculum vitae are not acceptable in place of a completed application form.

Application forms will:

- 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)
- Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

5 Selection process

5.1 Long listing and requesting references

When a large number of applications are received, a long list of the most suitable candidates will be drawn as follows:

5.1.1 For the post of Headteacher, a panel of at least 5 Governors which will include the Chair of Governors;

5.1.2 For the post of Deputy Headteacher, representatives from the Governing Body and the Headteacher;

5.1.3 For all other teaching posts, the Deputy Headteacher together with one or more members of the Leadership Team and/or the relevant STL/CM as appropriate.

5.1.4 For Non Teaching posts, the Finance and Operations director with one member of the Leadership Team and / or the relevant line manager.

The long listing will be carried out by considering each application against an agreed set of criteria. This will detail essential and desirable qualifications, qualities and experience for the postholder.

When seeking references we will:

- Not accept open references

- Liaise directly with referees and verify any information contained within references with the referees. 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/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

In those cases where a small number of applications are received (generally fewer than 10), references may be requested for all applicants obviating the need for long listing. For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received in order to reduce the time from the closing date to making the appointment.

5.2 Short listing and calling for interview

5.2.1 Once references have been received, a shortlist of candidates will be compiled and these candidates will be invited for interview. The shortlist will usually be compiled by a similar group to those involved in long listing conducted objectively, against the agreed shortlisting criteria (i.e. not allowing the goal posts to be changed to suit a candidate and advising against relying on 'gut instinct')

- Carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview. Shortlisted candidates must be told that this search will be carried out.

5.2.2 When the candidates are invited for interview, they will be given information concerning the interview, including the need to prepare for any demonstration lesson, presentations or other activities that may be required.

5.2.3 All unsuccessful candidates will be contacted.

5.2.4 Enough time will be allowed for interviews to be arranged and to allow candidates enough time to prepare.

5.3 Interviews

5.3.1 In most cases, all candidates for a teaching post will be invited to attend for an interview at the same time. For non-teaching posts, candidates may be called for interview at various times during the day. In all cases the HR manager will send an information pack to all candidates in advance, detailing the process that will occur.

5.3.2 On arrival, candidates will be welcomed by the Line Manager or a member of the Leadership Team, who will outline the programme for the day, explain any particular circumstances concerning the post and provide a general overview of the school. They will also inform the candidates the order in which they will take part in the various elements of the selection process.

5.3.3 During the process, where possible, the candidates will have a tour of the school. This will be conducted by student guides. It will be made clear to the candidates that students conducting

the tour will not be asked for their opinions about the candidates. The candidates will usually be shown around the school in small groups.

5.3.4 The candidates will be given an opportunity to demonstrate their skills and experience. For teaching staff they may be asked to give a demonstration lesson. If this is used as part of the selection process, the teaching group will be one which is not likely to present behavioural difficulties. In many cases, more than one teaching group will be involved and care will be taken to ensure that the teaching groups used provide similar opportunities for the candidates to demonstrate their teaching style and skills. The timetable and classes chosen will be constructed to avoid a candidate teaching the same lesson to a class as a previous candidate. Each lesson will be observed by an appropriate member of staff

5.3.5 For those posts which include a major management responsibility (Head of Year, Subject Team Leader, Heads of Section, Leadership Team), the candidates may be asked to give a presentation about a management related topic. The presentation will be of 10 to 15 minutes duration

5.3.6 For some posts, the interview schedule will include one to one interviews with a member of the Leadership Team who is not a member of the final interview panel.

5.3.7 For non-teaching posts a related task or activity may be set as part of the interview process.

5.3.8 The formal interview panel will generally include at least the line-manager and a member of staff that has completed Safer Recruitment certification:

- For main and upper scale teaching posts the Headteacher/ Deputy Headteacher, Assistant Head and the relevant line manager.
- For posts with a significant area of responsibility, it may be appropriate to include a Governor on the panel.
- For Assistant or Deputy Headteacher posts, usually two governors in addition to staff already listed.
- For Headteacher posts, three or more of the full governing body.
- For Non-teaching roles the Finance and Operations manager SSD may be the chair of the panel with at least one relevant non-teaching staff team leader.
- For senior non-teaching staff appointments, the Headteacher or Deputy Head will chair the interview panel.
- For Learning Support staff the interview panel will include the DSL and SENCO.

Wherever possible, there will be a mixture of genders on the interview panel. The panel will convene before the start time for the interviews in order to agree the questions that the candidates will be asked and who will ask each question.

5.3.9 When candidates attend for interview, they will be expected to provide:

- Originals of the relevant certificates as proof of their qualifications where these are required for the post
- Suitable photographic proof of identity (driving licence photocard or passport)
- Proof of address - recent utility bill, bank or credit card statement (no more than 3 months old)
- Verification of their right to work in the UK

These will be checked by the member of the interview panel who holds the Safer Recruitment accreditation.

5.3.10 Interviews should normally be less than 60 minutes in duration. This does not apply to the post of Headteacher.

5.3.11 The core interview questions should be the same for each candidate. The only variation between candidates will be for those questions which refer directly to the application form, letter of application, references or issues that have arisen earlier in the selection process.

5.3.12 When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

5.3.13 At the end of the interviews, the candidates should be asked if they have any questions for the panel.

5.3.14 The chair of the panel will ask whether he or she is still a firm candidate for the post.

5.4 Making the final selection

5.4.1 The panel will make the final selection. The reasons for the unsuccessful candidates not being appointed will also be agreed so that the chair of the selection panel can provide feedback to those candidates.

5.4.2 The successful candidate will be formally offered the post and the salary level will be confirmed. The offer will be made subject to:

- A satisfactory enhanced DBS and barred list check
- A check that the candidate is not subject to a prohibition order using the Employer Access Online service with
- The receipt of a completed health check questionnaire that is satisfactory for the role they will perform with
- The receipt of signed hard copies of references, that are satisfactory, where these have not already been received.
- A valid work permit for overseas candidates.
- Agreement to undertake safeguarding training as soon as practicable and within one month of the start of the contract.
- An overseas police check if the candidate has lived outside the UK for 3 months or more in the previous five years.

5.4.3 The unsuccessful candidates will be informed of the decision and, wherever possible, they will each be offered feedback on their interviews. The successful candidate is not offered feedback.

6 Confirming the appointment

6.1 A letter confirming the offer of the post will be sent to the successful candidate on the next working day following the interview. The letter will ask the candidate to confirm their acceptance of the post and to state that it will be assumed that they will wish to contribute to the teachers' pension scheme unless they write specifically to the contrary. The letter will also reaffirm any conditions to which the appointment is subject ref 5.4.2 above.

6.2 Paperwork including bank details request, DBS check forms and other details will be sent to the successful applicant with the above letter. A formal contract will be sent on receipt of the letter confirming acceptance.

7 Taking up the post

7.1 All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- 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
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- 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
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:
 - For all staff, including teaching positions: criminal records checks for overseas applicants
 - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked
- 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, principals and Deputy/Assistant Headteachers.

7.2 The school reserves the right to withdraw the offer of employment or to terminate employment with immediate effect if the DBS checks reveal convictions which have not been declared on the application form or if any of the documents referred to in section 7.1 have been falsified in any way.

8. 'Refer a Friend' Scheme

8.1 AHS operates a 'Refer a Friend' Scheme.

If an existing employee recommends a friend or a relative, who is then successfully appointed following appropriate recruitment and selection processes for a permanent post, the employee will receive a referral bonus of £200 - half payable on the appointment of the individual and half after the successful completion of their induction period. This payment is subject to tax and NI. The referrer must not play a role in, nor seek to influence, the selection process.

8.2 As soon as an employee is aware that a friend or family member has applied for or been successful in being appointed to a position at AHS and it wasn't as a result of 8.1 above, the relationship must be declared to the Headteacher (and they must not play a part in, nor seek to influence, their appointment)

Existing staff

In certain circumstances, we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- We believe 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
- We believe 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
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We 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. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We 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:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- 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

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

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

KCSIE 2026 removes the "supervision exemption" for volunteers who meet the frequency threshold.

We will:

- Assess all volunteer roles based on the nature and frequency of the work. Any volunteer role involving teaching, training, instructing, caring for, or supervising pupils will be classed as Regulated Activity if carried out with specified frequency (e.g. once a week or 4+ days in a 30-day period). Under KCSIE 2026, the presence of supervision alone does not automatically exempt a role from being classified as regulated activity.
- Obtain an Enhanced DBS check with Barred List information for all volunteers engaging in regulated activity prior to them commencing work.
- Never permit a volunteer who is barred from regulated activity to work in the school or undertake regulated activity under any circumstances.
- Ensure that any volunteer who is not engaging in regulated activity (and who has not had a Barred List check) is kept under continuous, day-to-day supervision by a member of staff who is in regulated activity.
- Carry out and retain a written risk assessment when deciding whether to obtain an Enhanced DBS check (without Barred List information) for volunteers not engaging in regulated activity, taking into account the nature of the work, contact with children, and existing safer recruitment checks.

Governors

All governors and trustees will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information, if working in regulated activity. If they are not engaging in regulated activity then they will have an enhanced DBS check only.

The chair of the board will have their DBS check countersigned by the Secretary of State.

All proprietors, trustees, local governors and members will also have the following checks:

- 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.]
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Alternative provision settings

When a child is accessing an alternative provision, the school will ensure that the provision has secure and robust safeguarding arrangements in place. A member of staff, from school, will regularly visit the provision and meet with the child to hear their voice.

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific

circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Pupils staying with host families

Where the school makes arrangements for pupils to be provided with care and accommodation by a 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.

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.