Kimbolton School
Cambridgeshire

# SAFER RECRUITMENT POLICY

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| **Policy owner:** Human Resources |
| **SLT Policy** |
| **Policy Summary Statement:**<br><br>This Safer Recruitment Policy sets out our safeguarding responsibilities as an organisation recruiting staff and volunteers to work with students and also provides group-wide, consistent and best practice recruitment procedures.<br><br>This policy must be read by any member of staff who is actively involved in the recruitment and selection of staff/volunteers or who has a lead role in the safeguarding/child protection of students in the School. |

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| **Release Date:** | October 2026 |
| **Review Date:** | October 2029 |

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# Safer Recruitment Policy

## INTRODUCTION

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, government guidance, Safeguarding Children – Keeping Children Safe in Education, specifically Part 3, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy.

This policy should be read in conjunction with the following:

Safeguarding and Child Protection Policy
Equal Opportunities for Staff
Privacy Notice
Data Protection Policy
Department for Education – Keeping Children Safe in Education
National Minimum Standards for Boarding Schools

## DATA PROTECTION

The School is legally required to carry out the pre-employment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency (TRA). Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Privacy Notice and Data Protection Policy.

## ONCE A VACANCY HAS BEEN IDENTIFIED

This policy is governed by the School's principles of non-discrimination and is designed to achieve the best match between an individual's knowledge, skills, experience and character against the requirements of the vacant position whilst recognising the need for flexibility to respond to changing conditions.

The School will not unlawfully discriminate (including fulfilling its Prevent Duty obligations) on the grounds of sex, sexual orientation, marital or civil partner status, pregnancy and maternity, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability, age, trade union membership, part-time or fixed term status and any criminal cautions or convictions.

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

Before the vacancy is advertised, the Headmaster, Prep Head or Chief Operating Officer will oversee the preparation of a job description and person specification which will set out boundaries and expectations of the role including a statement of responsibility and requirements for safeguarding. An HR1 (Staff Requisition Form) should be completed by the recruiting manager to initiate the recruitment of all vacant positions. A timetable for advertising, selection, gathering of references and pre-interview checks prior to interview will also be planned at this time. Members of the Senior Leadership Team and, in the Senior School, Departmental Heads may be involved in this process.

Advertisements will be placed on relevant job boards and on the School's recruitment platform, MyNewTerm. These will include a statement confirming the School's commitment to safer recruitment and contact details for obtaining further information. Safeguarding, pre-interview and DBS checks are referenced within the job advertisement to act as a deterrent.

A copy of the specifications, including a likely timetable for receipt of applications and interviews, will be made available to candidates via the application pack on MyNewTerm, together with a link to the latest version of the School's Safeguarding Policy. All candidates are required to complete the standard application form in full through this platform.

Applicants are required to disclose on their application form if they are related to or have a close personal relationship with any person connected with the school. Applicants are asked to state the name of the person and the relationship. Failure to disclose such a relationship may disqualify the applicant.

Staff should discuss confidentiality with the Recruitment & Onboarding Administrator, any relationships with a job applicant. It is inappropriate for any colleague to sit on an appointment panel for those with whom they have a close personal relationship.

## ON RECEIPT OF AN APPLICATION

As part of the selection process, all applications are read carefully by the pre-agreed shortlisting team. If a long or short list is required, then applicants will be considered based on the job/role/person specification, and the most suitable candidates will be selected. Where there are discrepancies/anomalies/gaps in employment history, these are noted as an area to explore with the candidate.

Applicants selected for interview will be contacted and given all relevant information and instructions about the interview procedure, including a requirement to bring documents confirming their identity, address, qualifications and right to work in the UK. They will also be asked to confirm their willingness for us to seek references prior to interview. Applicants will be advised that online searches will be carried out as part of the School's due diligence checks.

Prior to interview, where agreement has been confirmed, references will be taken up and upon receipt will be contacted to verify the details provided. Questions about the candidate's suitability to work with children will form part of the reference. One reference will be obtained from the candidates current or most recent employer. Where the candidate has previously worked within the Education sector, a reference will be obtained from their most recent education employer. References will be checked against information on the application and scrutinised carefully so that any issues or discrepancies may be checked with the referee directly and noted to take up at interview.

Human Resources will also check all shortlisted candidates against the DBS Children's Barred List. To minimise the risk of discrimination and/or unconscious bias, a member of the HR team, not connected to the interview process, will carry out an online google search (2 pages) on the shortlist candidate(s). Any information that this search reveals, that may need further explanation, will be shared with the Headmaster/Prep Head/Chief Operating Officer for them to make the decision for this information to be discussed further with the candidate.

For all teaching staff, to include teaching assistants and technicians, a check will be carried out against the Prohibition from the Teaching profession list. Any candidates applying for a Senior or Management role, ie Senior Leadership, Heads of Department, will be checked against the Section 128 Barring Directions.

Where any information arising from the above checks, or from the application form, requires further clarification, the relevant details will be shared with the shortlisting or interview panel, as appropriate, and discussed with the candidate during the recruitment process.

## INTERVIEW PROCEDURE

It is the School's preference to conduct a single round of interviews, with an appropriate series of interviews or tasks if appropriate. Where there have been a large number of applicants for a given role, hiring managers may wish to conduct a preliminary interview round. This may be most efficiently achieved as a telephone call or video conference rather than in-person. If a preliminary interview round is conducted there should be a minimum panel of two interviewers, standard questions used for each candidate and interview notes retained.

When candidates arrive for an in-person interview they will be asked to verify their identity, proof of right to work in the UK, address and qualifications by bringing original documents (e.g. birth certificate, passport, driving licence, utility bill, marriage certificate, degree certificate). Where possible, applicants will be interviewed on the same day and all will see the same members of staff during the process. At least one member of the interview panel will be Safer Recruitment trained. Candidates will be asked specifically about any discrepancies picked up on their application form and subsequent pre-interview checks. Their suitability for the post as outlined in the specification will be explored, including their suitability to work with children and young people.

Candidates should expect the interview process to be proportional to type of role and its seniority. Generally teaching staff should expect the interview process to last up to half a working day, and support staff at least 1.5 hours. Detailed timings and arrangements will be given to candidates in advance of the interview day. There will be opportunities for candidates to ask questions about the School and the role during the interview process.

## SELECTION AND CONDITIONAL APPOINTMENT

Following the completion of interviews, a selection meeting will be called, chaired by the Headmaster for the appointment of teaching staff. For the appointment of support staff, the selection meeting will be chaired by the recruiting manager and will include HR and/or the Chief Operating Officer. Each candidate will be discussed with reference to the job and person specification and how they performed during the interview process, including lesson observation for teaching staff. Candidates' answers to questions regarding their attitude to children and young people will form part of this discussion.

The final selection and appointment of a candidate lies solely with the Headmaster or Prep Head (teaching) or the Chief Operating Officer for support staff (which may be delegated to the Bursarial line manager). In most cases, the Headmaster or Prep Head for a Preparatory appointment or the line manager for support staff, will telephone all interviewees as soon as possible either conditionally offering them the post or to explain that they have been unsuccessful and provide feedback. There may be a delay in the offer of a post if the School has not received or contacted all the referees of

the chosen candidate and conditions of the offer will include the completion of satisfactory references and checks.

Following the verbal conditional offer and acceptance of a position, the successful candidate will receive an offer letter confirming the appointment on a probationary basis and this letter may also include details of salary and opportunities to visit the School before the post begins as well as pre-employment paperwork to complete and return to Human Resources.

## PRE-EMPLOYMENT CHECKS

Once a conditional offer of employment has been made, several checks and safeguards must be completed before the employee begins working with pupils:

- Identity check
- References
- DBS and Barring List check (List 99 check)
- Qualifications check and Application form check
- Domicile/Right to Work status check
- Medical/Health Declaration
- Online safeguarding training
- Confirmation of receipt of the latest version of Part 1 - Keeping Children Safe in Education
- Overseas checks
- Prohibition from Teaching check
- S128 checks for management roles including Heads of Department
- Disqualification under the Childcare Act 2006 (for Prep staff and those at the Senior School who support the EYFS e.g. sports coaches and Visiting Music Teachers)

## DBS

All employees are to complete a DBS unless they:

- Are under 16
- Are a current student at the School
- Are returning to the School after a short period of absence but have remained in contact
- Have subscribed to the DBS Update Service which has been confirmed by the School's Human Resources.

If the DBS check is returned indicating that the person is barred from working with children, then it is the School's statutory duty to report this to the DBS and TRA as a further safeguard.

## INDUCTION

Once the employee begins work at the School they will come under the aegis of the School's induction programme which will include face-to-face safeguarding training. A continuing assessment of the person's suitability to work with children will form part of the employee's probationary period. A final report on the employee's probationary period will decide whether to confirm appointment after the probationary period, or reasons for terminating employment.

## VOLUNTEERS

The School recognises the valuable contribution that volunteers can make to pupils' learning and wellbeing. However, the safety and protection of children remains paramount. The same safer recruitment principles applied to paid staff will be followed, proportionately, when engaging volunteers. The table at Appendix A sets out what checks and/or supervision is required for different types of volunteers.

Volunteers are to complete a DBS if they:

- Are supervising an overnight trip
- Will be unsupervised during their visit
- Will visit once a week (or more often)
- Will visit on four or more days in a 30-day period

All volunteers are encouraged to link their DBS Clearance Certificate to the Update Service to support the recording of "keeping in touch".

All volunteers will be onboarded appropriate to their role and will not commence volunteering until all checks have been completed, to include seeking two references. This will also include providing information about safeguarding and child protection procedures and the staff code of conduct. Where appropriate, volunteers will also be required to complete online and face to face child protection training.

The school retains overall responsibility for ensuring that volunteers are appropriately vetted and risk assessed, they receive clear guidance regarding safeguarding expectations, and they are adequately supervised and supported. The school will act promptly if any safeguarding concerns arise and will ensure that all volunteers understand their responsibility to report concerns about a child's welfare.

## VISITING SPEAKERS AND THE PREVENT DUTY

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised. All guest speakers will be vetted as much as possible before they are invited to speak to the pupils, either through references or web research. Guest speakers are to be added to the visitor's calendar prior to their visit. Upon arrival, they will sign in with ID at Reception and will be always escorted by a member of staff. Staff are aware of their duties regarding visiting speakers proselytising a message counter to the School's safeguarding procedures. No visiting speaker is left alone with pupils, and staff will intervene if appropriate.

## FURTHER INFORMATION

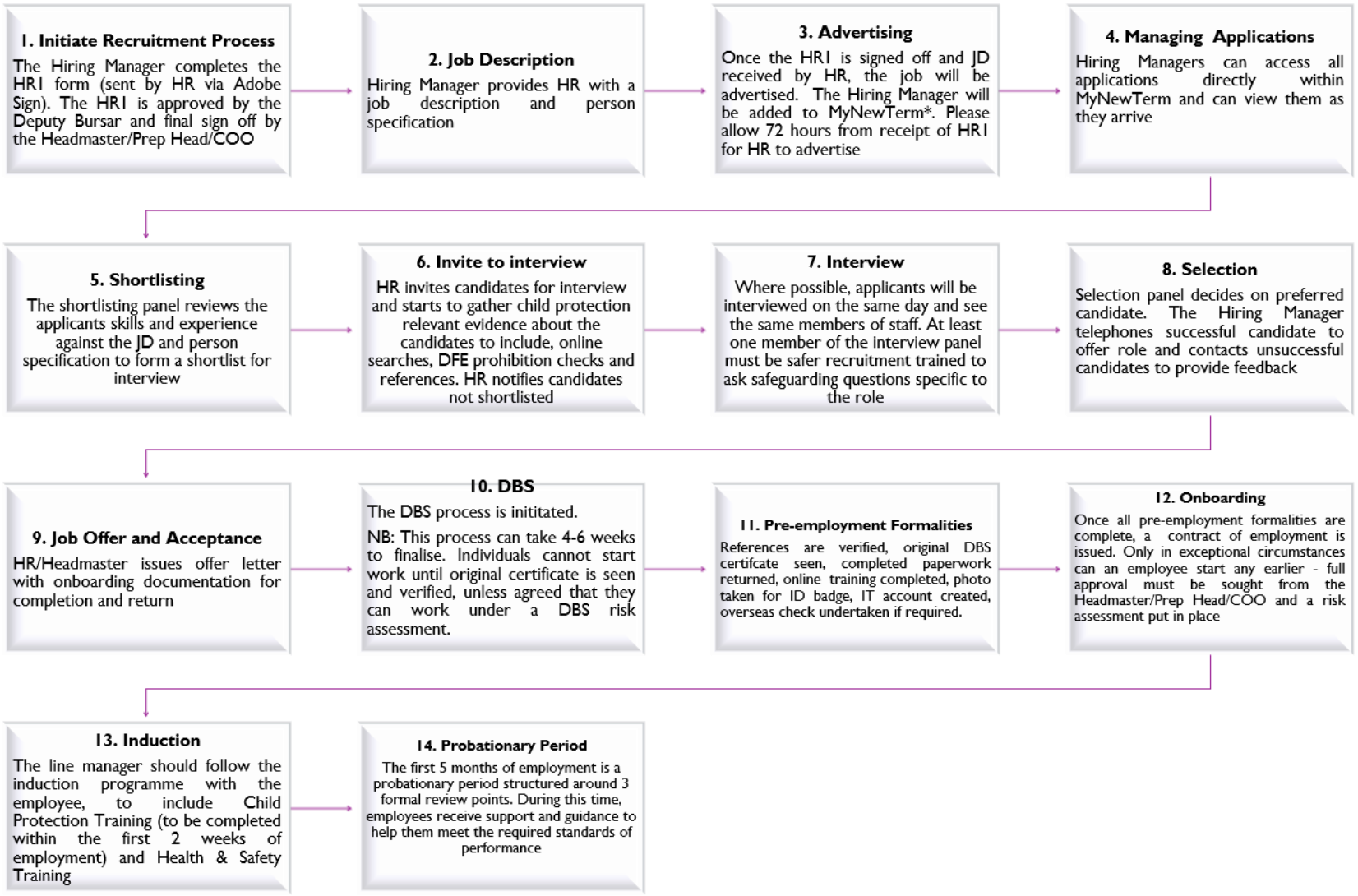
A summary of the recruitment process can be found at Appendix B.

Should you have any queries regarding this policy, further information can be sought from Human Resources.

## Appendix A - What constitutes a Volunteer? What checks and/or supervision is required?

<table>
<tr><th colspan="3">Parent</th><th>Parent Volunteer</th><th colspan="4">Volunteer</th><th>Staff</th></tr>
<tr><td>No contact with school at all, beyond taking children to school etc.</td><td>Attending a school event to observe or watch own child or children.</td><td>Attending an event associated with the school with own child or children (eg including sports, music, KSPA etc).</td><td>Attending an event associated with the school with own child or children ending up acting as a volunteer.</td><td>Volunteer responded to a general request put out for parents to act as a volunteer helper for a specific event.</td><td>Volunteer asked by the school or an associated group (eg KSPA) specifically if they could help out.</td><td>Person applied to the school or an associated group to volunteer to help.</td><td>Volunteering as a result of being on the KSPA committee or organiser of an event or activity.</td><td>Member of staff – full contact with and involvement in the school.</td></tr>
<tr><td>Not offering any help or contribution.</td><td colspan="2">Present to help largely or entirely with own child or children.</td><td>Present to help largely or entirely with own child, but ends up helping with the event itself.</td><td colspan="5">Present to help all or any children attending the event</td></tr>
<tr><td colspan="4">Not regulated activity</td><td colspan="4">Possibly regulated activity – depends on frequency and level of supervision from school staff.</td><td>Regulated Activity</td></tr>
<tr><td colspan="4" rowspan="4">No checks required. School must ensure parents are appropriately supervised at all times when on site or participating in activity or event, and are mainly interacting with own children. Events should be risk assessed.</td><td colspan="3">KCSiE 2026 places greater emphasis on the perception of volunteers as trusted adults, even in one-off situations. An Enhanced DBS should always be undertaken, unless the School can guarantee they will be accompanied at all times on school premises and appropriately supervised during events. Events should be risk assessed. Supervision must be regular, day-to-day and carried out by a suitably checked member of staff (not ad-hoc). A barred list check must be undertaken where the role meets the definition of regulated activity, ie unsupervised or frequent contact.</td><td>Enhanced DBS and . Barred list check required in most cases where volunteers are working with pupils.</td><td>Enhanced DBS check, barred list check etc</td></tr>
<tr><td colspan="5">Volunteers will be required to be added to the Single Central Register therefore refer to HR for advice and support with the volunteer onboarding process, which will include seeking references. Schools must be able to evidence their decision-making and risk assessment in determining the level of checks and supervision applied to each volunteer.</td></tr>
<tr><td colspan="4">If the volunteering is with pupils in EYFS during school hours or with pupils up to the age 8 in wrap around care, then volunteers come within the scope of the Childcare Disqualification regulations and the school will need to see a self-declaration as they do with school staff.</td><td></td></tr>
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# Appendix B – Recruitment Process




*The school uses **MyNewTerm**, an online recruitment platform, to manage all stages of the hiring process in a simple and organised way. For a hiring manager, this means that applications will be submitted and stored in one central place, making it easy for hiring managers to review candidates, shortlist, and keep track of decisions.