SAFER RECRUITMENT POLICY

This policy applies to the whole School (including Early Years Foundation Stage) and is published to parents, pupils and staff.

SAFER RECRUITMENT POLICY

1. General

Moorfield School ("the School") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School seeks to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School's application form(s) and recruitment process must be directed to the Head's PA (dfirth@moorfieldschool.co.uk).

The School's Single Central Record of Appointments (the SCR) contains entries of all current members of staff employed by the School, governors and all individuals who work in regular contact with children, including volunteers, supply staff and those engaged as third parties such as peripatetic teachers.

All checks will be made in advance of appointment or, with a supporting risk assessment, as soon as practicable after appointment, as described in more detail on page 6 of this policy.

2. Staff Recruitment, Selection and Disclosures

In the Education (Independent Schools Standards) (England) Regulations, staff are defined as:

Any person working at the School whether under a contract of employment, under a contract for services, or otherwise than under a contract, does not include supply staff or a volunteer.

The School does not use agencies for the provision of supply staff. Instead, staff are recruited using the same process and checks as for other employed members of staff in the same or similar roles.

In the case of agency workers, including visiting professionals, or contract workers, the School shall obtain written confirmation from the agency or employing company that it has carried out the appropriate checks. The School will require evidence of identity and Disclosure and Barring Service (DBS) clearance on arrival in School. Under no circumstances will agency workers, including visiting professionals, or contract workers, be allowed to work unsupervised in School in the absence of the required checks. The School will determine the appropriate level of supervision depending on the circumstances.

For roles that may require the individual to drive, a DVLA check will be completed at the time the need arises and as required thereafter.

Every vacancy will be managed by the Head and who has completed Safer Recruitment training. The following members of staff have Safer Recruitment training:

Jessica Crossley (Head) January 2026

Lynsey Rix (Creative Arts)

Helen Brooks (Bursar)

Alix Rhodes (Chair of Governors)

Helen Hesketh (Governor)

a) Application Form

The School will only accept applications from candidates completing the relevant application form in full. CVs will not be accepted in substitution for completed application forms.

All application forms will be reviewed by the Head, who will sign and date the application form to confirm that they have completed the required checks, including a review of education and qualifications, full employment history, validity of referees and criminal convictions. Queries will be followed up with the candidate at interview if they are short-listed and this will include accounting for any gaps in employment history.

The School will make candidates aware that all posts in the School involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job description for the role applied for.

The School takes its responsibility to safeguard children very seriously and any candidate who is aware of anything that may affect their suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the DBS website.

It is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from an interview or appointment as the School shall consider the nature of the offence, how long ago, at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head. If candidates would like to discuss this beforehand, they should telephone in confidence to the Head's PA for discussion with the Head. The School's policy on the recruitment of ex-offenders is provided as Appendix A.

Disqualification under the Childcare Act 2006 applies to staff employed or engaged to provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday, that is up to and including reception year) or later years childcare outside of the normal school day (this covers children above reception age but who have not attained the age of 8) and to those who are directly concerned in the management of that childcare. Candidates for relevant roles must declare if they are disqualified from childcare. Such individuals may not be employed in the areas from which

they are disqualified, or involved in the management of those settings, unless and until an OFSTED waiver is confirmed. Individuals should speak to the Head for more details if this applies.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected, or summary dismissal by the School if they have been appointed, and a possible referral to the Police and/or DBS.

b) Shortlisting and Interview

The School will shortlist applicants according to the relevance and applicability to the role of their professional skills and experience, attributes and personal qualities.

The School reserves the right to seek references for shortlisted candidates prior to interview and may choose to approach previous employers for information to verify particular experience or qualifications. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

An online search will be completed for all shortlisted candidates prior to interview to identify any incidents or issues that have happened, and are publicly available online, which the recruiting manager may want to explore with the applicant at interview.

Short-listed applicants will be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people, of which at least one, usually the Head, will have completed Safer Recruitment training. The Chair of Governors should chair the panel for the Head's appointment.

Interviewers will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the interview panel Chair as to whether or not an interviewer should withdraw from the process. Should the Chair have a conflict of interest, the other panel members will decide whether the Chair should withdraw from the panel.

All candidates invited to interview must bring original documentation to confirm their identity, along with evidence of their right to work in the United Kingdom.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

c) Conditional Offer of Appointment: Pre-Employment Checks

The successful candidate will receive a conditional offer of employment letter, at which time they will also be requested to complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School and processed in accordance with the Data Protection Policy. 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, e.g. proposed workload, extra-curricular activities, layout of the School.

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

Any offer to a successful candidate will be conditional upon the following:

1. Receipt of at least two satisfactory references (if these have not already been received), including one from the current or most recent employer, requesting confirmation of the candidate's suitability to work with children and seeking information on disciplinary offences and child protection allegations or concerns. Where appropriate and required, the School may request character references which may include references from the candidate's school or university;

2. Verification of identity and address;

3. Evidence of the right to work in the UK;

4. A satisfactory enhanced DBS check and, if required, a separate check of the Barred List maintained by the DBS;

5. For a candidate to be employed in a teaching capacity, a check through the Teacher Regulation Agency database, that the candidate is not subject to a prohibition order issued by the Secretary of State;

6. Verification of professional qualifications and teacher status checks, where appropriate;

7. Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;

8. Satisfactory medical fitness;

9. A self-declaration confirming whether the candidate meets any of the criteria for disqualification under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018;

10. For roles undertaking management of the school, a check through the Teacher Regulation Agency database of section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to the Head, Senior Leadership Team, Head of EYFS and governors.

All references will be checked by the Head, who will sign and date the completed forms to confirm that they are satisfactory. In the event of any gaps or queries, the referee will be contacted to discuss the reference further.

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, an offer of employment to a candidate may be subject to a Prevent duty risk assessment carried out by the Head and Designated Safeguarding Lead.

In the event that existing staff are appointed to roles undertaking management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This check will be recorded in the Notes section of the SCR.

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a DBS certificate. A barred list check will still be required.

It is expected that all peripatetic staff and activity leaders engaged at the School, who do not already subscribe to the DBS Update Service, pay for their own initial DBS check (which will be completed by the School), and subsequently sign up, at their own expense, to the DBS Update Service when their pre-appointment checks are carried out.

A short period of work may be allowed under controlled conditions, at the Head's discretion, if the DBS check has been applied for but not yet received and all other checks have been completed prior to an employee starting. This will only be considered and authorised following completion of a documented risk assessment including safeguards, which is recorded on the SCR, and which is reviewed at least every two weeks by the Head.

d) Criminal Records Checks

The School will refer to the current version of the Department for Education ("DfE") document, 'Keeping Children Safe in Education' for current policy in carrying out the necessary required DBS checks. The School complies with the provisions of the DBS Code of Practice https://www.gov.uk/government/publications/dbs-code-of-practice.

3. Volunteers

Volunteers may assist with hearing pupils read, working with small groups of pupils to assist them in learning specialist skills, assisting at school events or accompanying school visits.

Volunteers will be subject to an informal recruitment process which will involve a meeting with the Head or an appropriate member of the Senior Leadership Team to discuss the requirements of the School and the skills of the volunteer. The purpose of this meeting will be to understand whether the prospective volunteer has any previous relevant experience and find out whether the expectations and requirements of each party are aligned and whether there is a volunteering opportunity at the School.

When a volunteering placement is offered, it is subject to the same checks that would be completed for a paid employee in the same or similar role as defined in section 2c) above.

Ad hoc, occasional volunteers, such as parent helpers accompanying School trips, will not be subject to checks. Under no circumstances will an unchecked volunteer be left unsupervised or allowed to work in regulated activity.

4. Governors

Governors are volunteers who attend regular meetings, which may include some classroom observation. Enhanced DBS checks are undertaken for all new Governors.

5. Induction of Staff and Volunteers

Prior to commencing work, all staff and volunteers will be provided with the School's policies relating to Child Protection and Safeguarding, Staff Code of Conduct, Health and Safety and Data Protection. They will have a safeguarding induction with the Designated Safeguarding Lead before they start work or as soon as possible thereafter.

6. Retention and Security of Records and Data Protection Obligations

The School will comply with its obligations regarding the retention and security of all staff and volunteers' records in accordance with the DBS Code of Practice and its obligations under its Data

Protection Policy. DBS Certificate numbers are recorded on the SCR along with the date of issue, but copies of DBS certificates are not retained.

The School will comply with its data protection obligations in respect of the processing of criminal records information.

Reviewed: May 2026

Appendix A

Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record, this will not automatically bar them from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the Police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Disqualification under the Childcare Act 2006 (June 2016).

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

● the School receives an application from a disqualified person;

● is provided with false information in, or in support of an applicant's application; or

● the School has serious concerns about an applicant's suitability to work with children.

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 School will consider the following factors before reaching a recruitment decision:

● whether the conviction or other matter revealed is relevant to the position in question;

● the seriousness of any offence or other matter revealed;

● the length of time since the offence or other matter occurred;

● whether the applicant has a pattern of offending behaviour or other relevant matters;

● whether the applicant's circumstances have changed since the offending behaviour or

other relevant matters;

● in the case of disqualification from providing childcare, whether the applicant has or is

able to obtain an Ofsted waiver from disqualification; and

● the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School’s normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.