



# Safer Recruitment Policy

**School Division:** Whole School

**Policy Division:** Safeguarding

**Policy Owner:** Principal

**Date:** September 2025

**Review Date:** September 2026

## 1. Purpose

Claremont School considers the safety of its students of paramount importance and we make a commitment to protecting the children with/for whom we work. To this end, and in addition to a Child Protection and Safeguarding Policy Claremont recognises the need to ensure, where possible, the safety of our students when we employ, and continue to employ, persons responsible for the delivery of teaching and learning, care of students, or those persons who interact with our students in regulated activity on behalf of Claremont.

## 2. Scope

This document applies to Claremont Senior and Prep School, Nursery, and Boarding, and is the process that should be followed during all recruitment.

## 3. Process

This application note has been developed to embed safer recruitment practices and procedures throughout Claremont School and to support the creation of a safer culture by reinforcing the safeguarding and well being of children and young people in our care. The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education.

The policy reinforces the expected conduct outlined in Claremont Code of Conduct as well as the Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

This application note is an essential element in creating and maintaining a safe and supportive environment for all students, staff and others within the Claremont community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

1. attracting the best possible candidates/volunteers to vacancies
2. deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
3. identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

ISP and Claremont are committed to using procedures that deal effectively with those adults who fail to comply with Claremont's safeguarding and child protection procedures and practices.

Any allegation of abuse against a member of staff will be dealt with in accordance with local guidance or law and will be reported to the relevant Regional Managing Director. ISP guidance will be followed if any member of ISP/Claremont staff, volunteer or contractor has:

1. behaved in a way that has harmed a child, or may have harmed a child
2. possibly committed a criminal offense against or related to a child
3. behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who is currently living and working or has previously lived and worked in the UK, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

## 4. Roles and Responsibilities

The Group HR Director will:

- ensure the safe and fair recruitment and selection of staff at central and senior levels of ISP
- ensure that appropriate staff at all levels have completed safer recruitment training and repeat this every 2 years.

The Regional Managing Director will:

- ensure the region and schools have effective procedures in place for the safe and fair recruitment and selection of staff and volunteers.
- monitor compliance and ensure these do not breach local laws
- ensure that appropriate staff have completed safer recruitment training and repeat this every 2 years

The Principal will:

- ensure the school has effective procedures in place for the safe and fair recruitment and selection of staff and volunteers and that these are reviewed on a regular basis to ensure that they meet local laws.
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

## 5. Procedure

### Advertising

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
- Job description, and person specification
- Links to the School's Safeguarding and Safer Recruitment Policies.

All advertisements, paid or unpaid, will include the following statement;

*Claremont and ISP are committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history.*

### Application forms

Our application forms will:

- Include a statement saying that it is an offense 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
- Include 'We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.'

Candidates submitting an application form completed on line will be asked to sign the form if called for an interview. A curriculum vitae will not be accepted in place of a completed application form.

### Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
  - If they have a criminal history
  - Whether they are included on the barred list
  - Whether they are prohibited from teaching
  - Information about any criminal offenses committed in any country in line with the law as applicable in England and Wales
  - Any relevant overseas information
- Sign a declaration confirming the information they have provided is true

### **Seeking references and checking employment history**

We will aspire to obtain references before the interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview. If received after the interview, they will be raised post interview with the candidate.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees if needed
- Ensure any references are from the candidate's current employer and completed by an appropriately senior person
- 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
- The references requested will ask specific questions about the suitability of the applicant to work with children.
- We will ask for written information about previous employment history and check that information is not contradictory or incomplete.
- Ensure references cover three years of employment.

### **Interview and selection**

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
- Require candidates to demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote the ISP/School core values.

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

### **Pre-appointment vetting checks**

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

## New staff

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below) before employment. We will not keep a copy of this 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
- Staff are actively encouraged to use the DBS update service
- Staff if not using the update service, have to obtain a renewal DBS every 3 years
- 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
- Offers of appointment will be conditional until satisfactory completion of of the necessary pre-employment checks

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
- Claremont carries out 10 year background checks of anywhere people have lived globally for more than 3 months.

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Thorough Risk Assessments will be completed if any member of staff starts work prior to the completion of all safer recruitment checks. No Staff member will ever start work without a Barred List check. Risk Assessments will be approved by ISP Head of Safeguarding. Risk Assessments will be kept on file.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

## Existing staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

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
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or

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

- There has been a break in service of 12 weeks or more

## 6. 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.

We will request all agency staff to share their DBS Certificate, and ID with Reception prior to working at Claremont School.

All Agency staff will be required to wear a green visitor lanyard at all times.

### **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 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.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

### **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.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

### **Volunteers**

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are working in regulated activity
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.
- Claremont Family and Friends are required to complete an application form, and references, as a DBS Check.

### **Governors**

All governors who reside in the UK will have an enhanced DBS check including the barred list.. Governors who live outside the UK will have a police check relevant to their country of residence.

They will have an enhanced DBS check with barred list information if working in regulated activity.

- Identity
- Right to work in the UK
- School carries out 10 year background checks of anywhere people have worked globally

### **Induction**

All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable

conduct/behaviour. These expectations will form part of new staff members' induction training.

All successful candidates will undergo a period of induction, meet regularly with their line manager, and attend appropriate training relevant to their role.

All new staff are expected to Complete

- ISP Safeguarding Essentials online course.
- Read Part one/annex A KCSIE
- CP and Safeguarding Policy
- Code of Conduct
- Behavior Policy
- Online Safety Policy.
- Face to Face Meeting with DSL (safeguarding) , and Principal (Whistleblowing)

## **7. Policy Owner**

The owner of this policy is Human Resources



**Claremont Pre-Appointment Checks**

	App Form	Declaration form	Interview notes	Qualifications	Ref X 2	Medical form	Right to Work	10 year background check	Prohibition Teaching check	Prohibition Management check	Barred list	ID	DBS
Teachers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LSAs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SLT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Operations Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Peripatetic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Visitor-Unsupervised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
External Provider *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Volunteer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Visitor-Supervised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\***LSAs** Qualifications to be checked if listed in App Form. Prohibition checks to be completed if TRN number.

\* **External Provider** Requires written confirmation letter by agency that all safer recruitment checks have been carried out, and shared with Claremont School.

**NB: Only Staff who have been fully checked by Claremont School are permitted a blue lanyard.**



