



The **Orchard School**

Safer Recruitment Policy

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Chair of Governors:

Headteacher:

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Mission Statement

At The Orchard School, **Everyone Matters, Everyone Cares**. Our ethos is rooted in the belief that every child has the potential to grow, thrive and succeed when provided with the right environment, relationships and support. **The Orchard Way** guides everything we do, ensuring that our approach is therapeutic, inclusive and centred on understanding behaviour as communication. We are committed to nurturing the social, emotional and mental health (SEMH) needs of our pupils, recognising their unique challenges while celebrating their individuality. Through strong relationships and a culture of care, we create a school where every pupil feels safe, valued and empowered to reach their full potential.

1. Policy Statement

The Orchard School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. The recruitment process is designed to be free from discrimination and in line with the Equality Act 2010. All recruitment procedures will comply with statutory guidance, including *Keeping Children Safe in Education*, the *Childcare Act 2006*, and the *Prevent Duty Guidance 2015*.

2. Scope

This policy applies to all employees and candidates applying for positions at The Orchard School. Internal appointments may not require all external pre-employment checks.

3. Adoption Arrangements and Date

This policy was adopted by the Governing Body of The Orchard School in February 2025 and will be reviewed annually.

4. Equal Opportunities Statement

The Orchard School is committed to ensuring all stages of recruitment are free from discrimination related to protected characteristics. The policy is reviewed regularly to align with best practices and the Equality Act 2010.

5. Prevent

The Orchard School recognises its duty under the *Counter-Terrorism and Security Act 2015* to prevent individuals from being drawn into extremism and terrorism. This duty will be reflected throughout recruitment and selection processes.

6. Prior to Advertising

Each vacancy will be reviewed to assess its necessity and alignment with the school workforce plan. Job descriptions and person specifications will be updated accordingly.

7. Job Description

Job descriptions will clearly outline the role's purpose, responsibilities, and reporting structures. They will include safeguarding duties and regulatory requirements.

8. Person Specification

The person specification will define the essential and desirable qualifications, experience, and skills required for the post.

9. Advertising

All vacancies will be advertised appropriately, with clear reference to safeguarding responsibilities. The advertisement will state whether the post is exempt from the *Rehabilitation of Offenders Act 1974*.

10. Applications

All candidates must complete an application form in full. CVs will not be accepted. Candidates must declare any relevant criminal history as required by law.

11. Shortlisting

Shortlisted candidates will be asked to complete a self-disclosure form regarding criminal history. Shortlisting will be conducted objectively based on the person specification.

12. References

References will be sought prior to the interview where possible. At least one reference must be from the current or most recent employer. Referees will be asked about the candidate's suitability to work with children.

13. Online Search of All Shortlisted Candidates

An online search will be conducted for all shortlisted candidates to identify potential concerns regarding suitability to work with children.

14. Interview and Selection

The selection process may include a formal interview, written exercises, observed activities, and other assessment methods. At least one panel member must be trained in safer recruitment.

15. Pre-employment Checks

All job offers are conditional on satisfactory completion of pre-employment checks, including:

- **Right to Work:** Verification of eligibility to work in the UK.
- **DBS and Barred List Checks:** An Enhanced DBS check will be conducted.
- **Prohibition of Teachers:** Verification of Qualified Teacher Status and prohibition from teaching.
- **Section 128 Management Checks:** For those in leadership positions at academies.
- **Overseas Checks:** Additional background checks for candidates with overseas experience.
- **Proof of Qualifications:** Verification of relevant qualifications.
- **Follow-up References:** Additional reference checks post-offer.
- **Medical Questionnaire:** Assessment of medical fitness for the role.

16. Disclosing Personal Relationships

Candidates must disclose any personal relationships with existing employees, pupils, parents, or governors to assess any potential conflicts of interest.

17. Withdrawal from the Selection Process and Withdrawal of Offers

Providing false information may result in withdrawal from the recruitment process or termination of employment.

18. Single Central Record

The school will maintain a Single Central Record (SCR) to document recruitment and vetting checks.

19. Complaints

Candidates who feel they have been treated unfairly may submit a formal complaint under The Orchard School's Complaints Procedure.

20. Induction

All new employees will undergo an induction programme tailored to their role, including safeguarding training.

21. Record Keeping

Recruitment records will be retained for six months before secure disposal, in compliance with GDPR.

22. Confidentiality and Data Protection

All recruitment records will be handled in accordance with GDPR and The Orchard School's Data Protection Policy.