



BROMSGROVE SCHOOL

RECRUITMENT, SELECTION AND DISCLOSURE POLICY AND PROCEDURE

Author:	Personnel Manager
Reviewed:	February 2026
Next Review Due:	August 2026
Scope:	All Schools

SAFEGUARDING CHILDREN - SAFE WORKING PRACTICES RECRUITMENT, SELECTION AND DISCLOSURE POLICY AND PROCEDURE

Bromsgrove School ("the School") is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors and volunteers to share this commitment. Safeguarding and promoting the welfare of children and young people is our highest priority. This policy should be read in conjunction with the School's Safeguarding Children Policy.

The School is committed to providing the best possible care and education to its pupils. Bromsgrove School is also committed to providing a supportive working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

An entry will be made on the Single Central Register for all current members of staff at the School, the Governing Body and all individuals who work in regular contact with children including volunteers, supply staff and those employed by third party contractors.

All checks will be made in advance of appointment or as soon as practicable after appointment.

1. INTRODUCTION

The aims of the School's recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure that all job applicants are considered equitably and consistently;
- To ensure that no job applicant is treated unfairly on any grounds, including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, pregnancy or maternity, gender reassignment, marital or civil partner status, disability or age;
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DFE), Keeping Children Safe In Education (KCSIE) and the guidance and code of practice published by the Disclosure and Barring Service (DBS);
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks, including regard for the Prevent measures.

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

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School, all volunteers, supply staff and those employed by third party contractors. The School has a separate policy for the appointment of Governors.

2. 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.

The School will make candidates aware that all posts in the School involve some degree of 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 and Person Specification for the role applied for.

Checks will be made of previous employment history to ascertain satisfactory reasons for gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence on the Self Declaration Form when requested for interview. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Head or Bursar for advice.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (“DBS”) for the position and where appropriate a check of the Barred List will be undertaken.

Any offer of employment will be conditional on obtaining satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The statutory guidance ‘Disqualification under the Childcare Act 2006’ applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and or/successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. 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 such waiver is confirmed. Please speak to the Headmaster for more details.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate’s suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate’s school or university.

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.

3. SENIOR MANAGEMENT POSITIONS

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the trustees/governors and who carries overall responsibility for the day-to-day management and control of the charity.
- A person who is accountable only to the Head or the trustees/governors and who is responsible for the overall management and control of the charity's finances.

Being disqualified means that a person can't take on, or stay in a senior manager position, even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

3. SHORTLISTING AND INTERVIEW

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. At least two people will carry out the shortlisting exercise, consider any inconsistencies, look for gaps in employment and reasons given for them, and explore all potential concerns.

As part of the shortlisting process, the School will carry out an online search on shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

Shortlisted candidates will be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

The School will obtain references prior to interview. This allows any concerns raised to be explored further with the referee and can be taken up with the shortlisted candidate at interview. If the references are not available prior to interview, the School will make the offer subject to satisfactory references being received.

All formal interviews for teaching staff will have a panel of at least two people chaired by a designated senior member of staff. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training.

All formal interviews for support staff will have a panel interview, chaired by the Head of Department.

The Chair of Governors should chair the panel for the Head's and Bursar's appointments. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice-Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children, including where appropriate, any discussion of information shared by a candidate in their self-declaration form.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview also bring with them:

1. two of these three documents: a current driving licence including a photograph (and paper counterpart where relevant), a passport and a full birth certificate
2. a utility bill or financial statement issued within the last three months showing the candidate's current name and address
3. where appropriate any documentation evidencing a change of name
4. where applicable, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

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.

4. CONDITIONAL OFFER OF APPOINTMENT- PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

1. receipt of at least two satisfactory references (if these have not already been received)
2. verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK
3. a satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS. In the rare event that a DBS is not received prior to the commencement date, a risk assessment will be put in place. This will confirm that a separate Barred List check and all other recruitment checks have been completed and that there will be appropriate supervision in the interim period. This will be reviewed every 14 days until the DBS certificate is received and seen
4. for a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012. Teaching work is defined in the Teachers' Disciplinary (England) Regulations 2012 to encompass:
 - planning and preparing lessons and courses for pupils
 - delivering and preparing lessons to pupils
 - assessing the development, progress and attainment of pupils and
 - reporting on the development, progress and attainment of pupils.
5. verification of professional qualifications, including Qualified Teacher Status, where appropriate
6. verification of successful completion of statutory induction period (for teaching posts; applies to those who obtained QTS after 7 May 1999)
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. evidence of satisfactory medical fitness
9. receipt of a signed Childcare Disqualification Self-Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance 'Disqualification under the Childcare Act 2006'
10. for a candidate to be employed into a senior management position as previously set out in this policy, receipt of a signed 'senior charity manager positions: automatic disqualification declaration' confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.
11. where the successful candidate will be taking part in the 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 applies to all Governors, Senior Management Team, teaching Heads of Department, and boarding Houseparents.

5. REFERENCES

The School will seek the references for short listed candidates (including internal applicants) and will approach previous employers for information to verify particular experience or qualifications, before interview. One of the references must be from the applicant's current or most recent employer.

References must be received by a senior person with appropriate authority. 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.

The School will ask all referees if the candidate is suitable to work with children.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or an open reference or testimonial. The School will verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification or the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired); except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded or malicious
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards young people, except where the allegation or concerns were found to be false, unsubstantiated, unfounded or malicious.

6. MEDICAL FITNESS

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made.

It is the School's practice that all applicants to whom an offer of employment is made must complete a pre-health questionnaire. The School will arrange for the information contained in the pre-health questionnaire to be reviewed by the School's medical adviser. This information will be reviewed against the job description and the person specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of the School etc. If the School's medical adviser has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment. The information contained in the pre-health questionnaire will then be held by the School in strictest confidence and processed in accordance with the Recruitment Privacy Notice and Data Protection Policy.

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

7. CONTRACTORS

Contractors engaged by the School who could gain access to our pupils must complete the school's pro-forma confirming that safeguarding checks including a DBS check have been completed. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School. The company employing the contracted staff will provide a written confirmation to Bromsgrove School for each of their employees working at the School using a specified format that all appropriate checks have been completed and will confirm that a DBS certificate has been seen and checked, quoting the DBS certificate number. The School will carry out an identification check when the contractor arrives on site.

If an unchecked contractor is called on to site to undertake works, e.g. emergency repairs in term time when children are present, they will be accompanied by a member of the Estates team at all times.

The Contractor Control Policy contains further information.

8. SUPPLY STAFF

Agencies who supply staff to the School must provide written confirmation that all appropriate safer recruitment checks have been undertaken and completed. The School will check with the relevant supply agency that the required checks have been carried out. Additionally, the School will carry out its own identification check on arrival at site and see a copy of the disclosure to know whether there have been any disclosures made on it.

9. VOLUNTEERS

Volunteers at the School bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The School therefore, welcomes and encourages volunteers from the local community to assist in its day to day activities. The kinds of activities that volunteers may assist with are hearing pupils read, working with small groups of pupils to assist them in their learning, working alongside individual pupils, as an additional tutor, or accompanying School visits.

Volunteers will be recruited and vetted via the process set out below. Volunteers who take part in a regulated activity will be subject to safer recruitment checks.

Volunteers will be subject to an informal recruitment process which will involve a meeting with a member of the School's senior management 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, to explore their suitability to work with children, and to find out whether the expectations and requirements of each party meet and whether there is a volunteering opportunity at the School.

Any volunteering placement may be offered subject to the following checks, if relevant:

1. an enhanced DBS certificate
2. if the volunteer will be undertaking a regulated activity, a barred list check
3. evidence of their entitlement to work in the UK, where relevant
4. depending on the nature of the role, a declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2018
5. depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement
6. confirmation that the volunteer has not been disqualified from participating in the management of independent schools
7. an online search equivalent to that carried out at the shortlisting stage for applicants for employed positions

8. if the successful candidate will be undertaking a regulated activity and 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
9. at least one satisfactory reference will be obtained and checked for all volunteers prior to appointment.

Volunteers will be provided with training on safeguarding and the relevant Staff Code of Conduct once the volunteering placement commences, and, depending on the nature of the role, other relevant training such as in data protection and cyber security.

10. SCHOOL ACCOMMODATION

Family members of School staff living in School accommodation (on-site and/or boarding) will be required to enter into an occupancy agreement with the School, if they are over 16 years of age and not a pupil at the School.

11. CRIMINAL RECORDS POLICY

The School will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request (or accessed here: www.gov.uk/government/publications/dbs-code-of-practice).

DBS Update Service

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 disclosure certificate. A barred list check will still be required.

12. RETENTION, SECURITY OF RECORDS AND DATA PROTECTION OBLIGATIONS

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than six months.

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.