

## Policy / Procedure Cover Sheet

Policy/Procedure	Recruitment and Selection Policy		
Type	Safeguarding		
Applies to project(s)	Mill House School	Policy No	S/03
Created by(owner)	Claire Fyfe		
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## Change History

Version	Description	Date issued	Reason	Approved by
1.0	Policy	1.09.2021	New school	Claire Fyfe
2.0	Review	01.09.2022	KCSIE 2022 update	Claire Fyfe
3.0	Review	01.09.2023	KCSIE 2023 update	Claire Fyfe (Proprietor)
4.0	Update	17.12.2023	Working Together to Safeguard Children 2023 update	Claire Fyfe (Proprietor)
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## Related Policies

Policy Ref. No.	Policy Name	Policy Ref No.	
OP/13	Data Protection (GDPR)	OP/11	Equal Opportunities
S/01	Child Protection and Safeguarding	OP/22	Searching, Screening and Confiscation Policy
OP/07	Complaints Policy and Procedure	OP/45	Staff Code of Conduct
Op/12	Equality and Diversity	HS/07	Use of Reasonable Force

## Distribution:

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Section	<b>Safeguarding</b>
Status	<b>Released</b>
Reference	<b>S/03</b>

**MILL HOUSE SCHOOL  
Management System  
Master Document Control Details**

Revision	<b>4</b>
Date	<b>September 2024</b>
Sheet No	<b>Page 1 of 14</b>

## **Recruitment and Selection Policy**

### **Contents:**

1. Introduction
2. Policy aims
3. Policy principles
4. Authorisation for recruiting
5. Advertising posts
6. Candidate information pack
7. Short listing for interview
8. References
9. Interviews
10. Pre-appointment checks
11. Use of agency checks
12. DBS update service
13. Single central register
14. Staff training
15. Complaints
16. Implementation, monitoring, evaluation and review

### **Appendix 1**

- 1 Letter of assurance

Section	<b>Safeguarding</b>
Status	<b>Released</b>
Reference	<b>S/03</b>

**MILL HOUSE SCHOOL  
Management System  
Master Document Control Details**

Revision	<b>4</b>
Date	<b>September 2024</b>
Sheet No	<b>Page 2 of 14</b>

## 1. Introduction

- 1.1 Mill House School accepts its duty under the Education Act (2002) to ensure that procedures are implemented to safeguard and promote the welfare of children. We comply with The Education (Independent School Standards) Regulations (2014) and follow current DfE guidance 'Keeping children safe in education' (2024), 'Working together to safeguard children' (2023), HM Government advice 'What to do if you're worried a child is being abused' (2015) and the Local Safeguarding Children Board's policies, procedures, guidance and protocols.
- 1.2 This recruitment and selection policy has been produced in accordance with the guidance Safeguarding Children and Safer Recruitment in Education (2011).
- 1.3 Our primary concern, at all times, is the welfare and safety of all members of Mill House School community including young people, staff and visitors.
- 1.4 This policy, and all associated procedures, applies to all staff and should be read in conjunction with other safeguarding and employment policies.
- 1.5 This policy should be read in conjunction with the following policies (not an exhaustive list):
- i. Child Protection and Safeguarding Policy
  - ii. Equality and Diversity Policy
  - iii. Equal Opportunities Policy
  - iv. Complaints Policy and Procedures
  - v. GDPR
  - vi. Searching, Screening and Confiscating Policy
  - vii. Staff Behaviour (Code of Conduct) Policy
  - viii. Use of Reasonable Force Policy
  - ix. Whistleblowing Policy

## 2. Policy aims

- i. To ensure that the safeguarding and welfare of children and young people takes place at each stage of the recruitment and selection process.
- ii. To ensure a consistent and equitable approach to the appointment of all school staff.
- iii. To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status and sexual orientation.
- iv. To ensure the most cost-effective use is made of resources in the recruitment and selection process.
- v. To attract, select and retain staff who will successfully and positively contribute to the future development of Mill House School.

## 3. Policy principles

- 3.1 The following principles are encompassed in this policy:

Section	<b>Safeguarding</b>
Status	<b>Released</b>
Reference	<b>S/03</b>

**MILL HOUSE SCHOOL  
Management System  
Master Document Control Details**

Revision	<b>4</b>
Date	<b>September 2024</b>
Sheet No	<b>Page 3 of 14</b>

- i. all applicants will receive fair treatment and a high-quality service
- ii. job description and person specification are essential tools and will be used throughout the process.
- iii. employees will be recruited on the knowledge, experience and skills needed for the job
- iv. selection will be carried out by a panel with at least two members of staff. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DfE
- v. selection will be based on a minimum of completed application form, shortlisting and interview monitoring and evaluation are essential for assessing the effectiveness of the process.

**4. Authorisation for recruiting**

- 4.1 The executive headteacher/proprietor and headteacher will jointly decide whether it is essential to fill a post. Should a post be required, the headteacher will review the job requirement and ensure that there is no unlawful discrimination, direct or indirect, on the grounds of race, sex, age, disability, religious belief or sexuality.

**5. The advertising of posts**

- 5.1 Unless there are exceptional circumstances, the occurrence of a vacancy, or creation of a new position, will normally be advertised within the setting, on the Mill House School’s website and local recruitment platforms.

- 5.2 The following will be carried out in connection with the advertising of vacancies :

- i. all vacancies for posts will be advertised
- ii. advertisements will not be confined unjustifiably to those geographical area or publications that would exclude or disproportionately reduce the numbers of applicants from a particular racial group
- iii. advertisements shall not state a specific length of residence or experience in the United Kingdom as requirement for a vacancy
- iv. advertisements shall not differentiate between qualifications obtained in the UK and those that are fully comparable but obtained outside the UK
- v. all applicants for posts will be sent a copy of Mill House School’s equal opportunities policy, if requested
- vi. where an advertisement contains an informal contact point, this shall be for the purpose of expanding on the job details and requirements and not as an informal selection procedure.

- 5.3 All advertisements will make clear:

- i the school’s commitment to safeguarding and promoting the welfare of children
- ii that safeguarding checks will be undertaken, including online searches
- iii the safeguarding responsibilities of the post as per the job description and personal specification
- iv the need for the successful applicant to undertake a range of vetting checks including a criminal record check via the Disclosure and Barring Service (DBS)
- v whether the post is exempt from the Rehabilitation of Offender Act (ROA) 1074
- vi other information will include the post title, salary and experience/qualifications necessary for the post.

Section	<b>Safeguarding</b>
Status	<b>Released</b>
Reference	<b>S/03</b>

**MILL HOUSE SCHOOL  
Management System  
Master Document Control Details**

Revision	<b>4</b>
Date	<b>September 2024</b>
Sheet No	<b>Page 4 of 14</b>

## 6. Candidate information pack

- 6.1 Prospective employees will be sent a candidate information pack which includes the job description, person specification, application form (Appendix 2) and associated guidance notes (Appendix 3), and a Privacy Notice (Appendix 4). *Please note that the Privacy Notice helps meet our obligations under GDPR, so it is essential that this is sent to candidates with the other information.* Prospective employees will also be sent a link to the school's Child Protection and Safeguarding Policy and our policy on employment of ex-offenders which will be available on the school's website.
- 6.2 All applicants must complete the application form in full and return within the specified deadline. Applicants may attach relevant supplementary information and/or documents to support their application.

## 7. Short-listing for interview

On receipt, applications are checked to ensure that:

- i. they are fully and properly completed
  - ii. information provided is consistent and without discrepancies
  - iii. gaps in employment are identified
  - iv. all potential concerns are explored.
- v. Incomplete applications are not accepted and may be rejected without further consideration. The school will only accept a copy of a curriculum vitae alongside a completed application form. A curriculum vitae on its own will not provide adequate information.
- 7.3 Discrepancies or gaps in employment are recorded and considered when reviewing whether to shortlist the applicant.
- 7.4 Shortlisted candidates will be asked to complete a self-declaration of 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 criminal records, further information can be found on [GOV.UK](https://www.gov.uk)
- 7.5 Applicants will be asked to sign a declaration confirming 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 point of interview.
- 7.6 Online search checks will be completed on shortlisted candidates by the school secretary.
- 7.6 Short-listing for interview is conducted by the senior leadership group and is based on the information presented in the completed application form, as measured against the criteria detailed in a person specification.

Section	Safeguarding
Status	Released
Reference	S/03

**MILL HOUSE SCHOOL  
Management System  
Master Document Control Details**

Revision	4
Date	September 2024
Sheet No	Page 5 of 14

## 8. References

- 8.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will automatically be taken for any candidate who is offered a position.
- 8.2 References will be sought on all shortlisted candidates, including internal ones, and will be requested before interview, with the authorisation of the candidate.
- 8.3 The school will:
- i. not accept open references e.g. to whom it may concern
  - ii. not rely on applicants to obtain their reference
  - iii. ensure any references are from the candidate's current employer and have been completed by the headteacher / principal
  - iv. obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed
  - v. secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer
  - vi. always verify any information with the person who provided the reference
  - vii. ensure electronic references originate from a legitimate source
  - viii. contact referees to clarify content where information is vague or insufficient information is provided
  - ix. compare the information on the application form with that in the reference and take up any discrepancies with the candidate
  - x. establish the reason for the candidate leaving their current or most recent post, and
  - xi. ensure any concerns are resolved satisfactorily before appointment is confirmed.
- 8.4 When asked to provide references, the school will seek information which confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts of any substantiated safeguarding concerns/allegations.

## 9. Interviews

- 9.1 The interview will assess the merits of each candidate against the job description and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview, even if there is only one candidate.
- 9.2 A minimum of two interviewers may form the interviewing panel.
- 9.3 The members of the panel will:
- i. have the necessary authority to make decisions about appointments
  - ii. be appropriately trained (one member of interview panel will have undertaken training in accordance with the Safer Recruitment Programme training)

Section	<b>Safeguarding</b>
Status	<b>Released</b>
Reference	<b>S/03</b>

**MILL HOUSE SCHOOL  
Management System  
Master Document Control Details**

Revision	<b>4</b>
Date	<b>September 2024</b>
Sheet No	<b>Page 6 of 14</b>

- iii. meet before the interviews to:
  - reach a consensus about the required standard for the job to which they are appointing to
  - consider the issues to be explored
  - agree their assessment criteria in accordance with the person specification
- iv. consider any information about disciplinary action or substantiated allegations in the circumstances of the individual case.

9.4 Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

## 10. Pre-appointment checks

10.1 An offer of appointment to the successful candidate will be conditional until the satisfactory completion of mandatory pre-employment checks. The school will:

- i. verify a candidate’s identity
- ii. check the candidate’s ‘Self – Disclosure form’
- iii. obtain two satisfactory references (one from the current or last employer, as applicable)
- iv. obtain an enhanced DBS check (including barred list information, for those who will be engaging in regulated activity with children)
- v. verify the candidate’s mental and physical fitness to carry out their work responsibilities
- vi. verify the person’s right to work in the UK, including EU nationals. If the person has lived or worked outside the UK, the school will make any further checks considered appropriate
- vii. verify the candidate’s qualifications
- viii. verify the candidate’s professional status, where required, for example, GTC registration, QTS status (unless properly exempted), NPQH(for teaching posts). The Teacher Regulation Agency (TRA) Employer Access Service should be used to verify any award of qualified teacher status (QTS)
- ix. verify the successful completion of the statutory induction period (applies to those who obtained QTS after 7 May 1999)
- x. (for non-teaching posts) verify the satisfactory completion of the probationary period.

In addition:

- i. the school will check that any person taking up a management position is not subject to a section 128 direction by the Secretary of State
- ii. the school will ensure that an applicant to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State for prohibition checks, or any sanction or restriction imposed by the GTCE before its abolition in March 2012.

10.2 All checks will be:

- i. confirmed in writing
- ii. documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations)
- iii. recorded on Mill House School’s central record database
- iv. followed up where they are unsatisfactory or there are discrepancies in the information provided.

Section	<b>Safeguarding</b>
Status	<b>Released</b>
Reference	<b>S/03</b>

**MILL HOUSE SCHOOL  
Management System  
Master Document Control Details**

Revision	<b>4</b>
Date	<b>September 2024</b>
Sheet No	<b>Page 7 of 14</b>

10.3 The facts must be reported to the police and/or the Children’s Safeguarding Operations Unit at the local authority where:

- i. the candidate is found to be on the Children’s Barred List, or the DBS disclosure shows they have been disqualified from working with children by a court
- ii. an applicant has provided false information in, or in support of, his/her application
- iii. there are serious concerns about an applicant’s suitability to work with children.

## 11. Use of Agency/Supply Staff

11.1 Short term posts may be filled by using agency/supply staff.

11.2 In such cases the school must receive written confirmation from the agency, prior to any individual taking up a temporary post, that they have carried out the checks required by Regulation 19 of The Education (Independent Schools Standards) Regulations (2014), where appropriate.

11.3 Any individual commencing a period of work with the school must bring photographic id and their original enhanced DBS certificate for checking on their first day of work.

## 12. DBS update service

12.1 Individuals can join the DBS Update Service at the point that an application for a new DBS is made. Employees are asked to give consent for the organisation to carry out instant checks online as and when appropriate.

## 13. Single central record

13.1 In line with the requirements of the relevant legislation, Mill House School keeps a single central record which covers the following people:

- i. all staff (including supply staff) who work at the school
- ii. all others who work in regular contact with children in the school, including volunteers
- iii. the proprietor
- iv. all members<sup>1</sup> of the local advisory board

13.2 We maintain and safeguard all records relating to the recruitment and appointment of staff, in accordance with the Data Protection Act (1998). The details in staff files must cross match exactly with the single central record.

## 14. Staff training

14.1 All staff involved in the recruitment and selection process will receive training, appropriate to their role and responsibilities. The Chair of every appointment panel must have successfully completed safer recruitment training.

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<sup>1</sup> Known as governors.

Section	<b>Safeguarding</b>
Status	<b>Released</b>
Reference	<b>S/03</b>

**MILL HOUSE SCHOOL  
Management System  
Master Document Control Details**

Revision	<b>4</b>
Date	<b>September 2024</b>
Sheet No	<b>Page 8 of 14</b>

14.2 Mill House School offers a robust induction programme for all newly appointed staff or volunteers and ongoing training thereafter to ensure that they understand their on-going responsibilities regarding safeguarding.

## 15. Equality and Diversity

15.1 Mill House School adheres to a policy of equality and diversity and all applications will be considered on the basis of the knowledge, understanding, skills, qualifications and experience required to undertake the roles and responsibilities of the post.

15.2 Mill House School welcomes applications from all sectors of the community, irrespective of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation. Applicants will be invited to complete an equal opportunity monitoring form (Appendix 10) as part of the application process which will only be available to the HR team and not used in the shortlisting process.

15.3 Mill House School will apply the following principles in recruiting or selecting for positions, whether externally or internally:

- i. individuals will be assessed according to their personal capability to carry out a given job
- ii. the required level of skills, knowledge or qualifications will not be overstated
- iii. an age requirement will not be specified
- iv. asking for 'so many years' experience' will be avoided as this will amount to indirect discrimination unless it can be objectively justified
- v. recruiting only internally or by word of mouth will be avoided unless there is a good reason for doing so
- vi. selection tests will be specifically related to job requirements and will measure the person's actual or inherent ability to do or train for the work
- vii. selection tests will be regularly reviewed to ensure they remain relevant and free from any unjustifiable bias, either in content or in scoring mechanism
- viii. all applications will be processed in the same way
- ix. written records of interviews and reasons for appointment and non-appointment will be kept in accordance with Mill House School's Data Protection Policy and Job Application Privacy Notice
- x. questions at interview will relate to the requirements of the job
- x. decisions regarding the method of recruitment or selection or who is recruited or selected should only be made by a person who has read and understood this policy and undergone relevant training, including safer recruitment training.

## 16. Complaints procedure

16.1 If a member of the general public or an employee has a complaint concerning unlawful discrimination in respect of the recruitment, selection, appointment or promotion process, then they have the right of reference to the civil courts and industrial tribunals. This does not preclude them raising the matter with their county councillor or Member of Parliament.

16.2 Mill House School has formal grievance procedures outlined in the school's **Complaints Policy** to which such complaints by employees should be referred in the first instance. The school also has formal disciplinary procedures.

Section	<b>Safeguarding</b>
Status	<b>Released</b>
Reference	<b>S/03</b>

**MILL HOUSE SCHOOL  
Management System  
Master Document Control Details**

Revision	<b>4</b>
Date	<b>September 2024</b>
Sheet No	<b>Page 9 of 14</b>

**17. Implementation, monitoring, evaluation and review**

17.1 The designated senior member of staff with overall responsibility for the implementation, monitoring and evaluation of the 'Recruitment & Selection Policy' is the headteacher.

Section	<b>Safeguarding</b>
Status	<b>Released</b>
Reference	<b>S/03</b>

**MILL HOUSE SCHOOL  
Management System  
Master Document Control Details**

Revision	<b>4</b>
Date	<b>September 2024</b>
Sheet No	<b>Page 10 of 14</b>

## Appendix 1 – Letter of assurance

To whom it may concern

### Letter of Reassurance for Mill House School

To ensure that effective safeguarding of the pupils at the above educational establishment, this letter provides evidence of reassurance that [Company name/Agency] have in place appropriate safeguarding procedures for all safer recruitment checks carried out on their staff who visit Mill House School.

I, [Staff name]: as [Staff role]: confirm that [Company name]: have completed the following safer recruitment checks pre-employment and during on-going employment:

- Verification of identification checks , including photographic ID
- In person right to work in UK check, or an online right to work UK check in accordance with Home Office guidance
- Relevant qualification/registration checks
- Employment history and at least 2 reference checks that cover the past 2 years, including current or most recent employer
- Online searches
- Enhanced DBS check, including Children’s Barred List check
- Subsequent enhanced BDS check with Children’s Barred List check every three years
- Prohibition check completed and not on the register
- Medical declaration of fitness to work in a school
- All staff receive appropriate safeguarding training
- All staff have read the company safeguarding policy and Keeping Children Safe in Education (2024), Part 1, Part 5 and Annex B
- Where relevant, overseas police check from candidates who have spent 3 months or more abroad within the last 5 years
- Where relevant, confirmation with UK NARIC that Overseas-Trained Teachers hold teaching qualifications that are equivalent to a British teaching degree or PGCE
- All staff have been informed that they are committing an offence if they are deployed to work with pupils but are disqualified through meeting the ‘Disqualification under the Childcare Act 2006’

I also confirm that all staff attending Mill House School during the course of their employment will be able to provide photographic identification. Confirmation of pre-employment and on-going employment checks can be obtained via email from [Email address]:

The candidates DBS number is:

The DBS certificate issue date:

Safeguarding training date:

Yours sincerely [Staff name]

Signature

Name of appointed person in position

Section	<b>Safeguarding</b>
Status	<b>Released</b>
Reference	<b>S/03</b>

**MILL HOUSE SCHOOL  
Management System  
Master Document Control Details**

Revision	<b>4</b>
Date	<b>September 2024</b>
Sheet No	<b>Page 11 of 14</b>

## Appendix 2

### Visitor Protocol Guidance

All visitors to Mill House School will be asked to bring formal photographic identification with them at the time of their visit. They must follow the procedure below:

- Once on site, all visitors must report to reception first. No visitor is permitted to enter Mill House School via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal photographic identification upon entrance.
- Attention should be raised to the safeguarding procedures at the Mill House School and a safeguarding leaflet issued. By signing in\*, the visitor confirms acceptance of the procedures. \*Required information will include their name, organisation, who they are visiting and vehicle registration. A photograph will also be taken if using the electronic signing in system.
- All visitors will be required to wear an identification badge and a red lanyard (without an enhanced DBS, or yellow lanyard with an enhanced DBS). Both the badge and lanyard must remain visible throughout their visit.
- Visitors must be escorted from reception by their point of contact. The contact will then be solely responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List (see below).

### Approved Visitor List

Mill House School will hold an approved visitor list for visitors who frequently visit the site to undertake work within the school (including contractors, and supply staff). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- i. They have a current clear enhanced DBS check and a copy of this has been registered on the school's SCR
- ii. A current clear DBS children's barred list check has been undertaken AND A letter of assurance from the relevant organisation that confirms all other appropriate checks have been completed

Both the badge and lanyard must remain visible throughout their visit.

A copy of the approved visitor list will be kept behind reception at all times so that office staff who are not privy to the school's SCR are able to sign in as appropriate. This must be kept up to date.

Section	<b>Safeguarding</b>
Status	<b>Released</b>
Reference	<b>S/03</b>

**MILL HOUSE SCHOOL  
Management System  
Master Document Control Details**

Revision	<b>3</b>
Date	<b>1.09.2021</b>
Sheet No	<b>Page 12 of 14</b>

### **Visitors Departure from Mill House School**

On departing the school, all visitors MUST leave via reception and:

- Sign out in the same manner as signing in.
- Return the identification badge and lanyard to reception.
- A member of staff must escort those visitors with red lanyards back to reception.

### **Unknown/Uninvited Visitors to the school**

Any visitor to the school site who is not wearing an identity badge or who has a red lanyard and is unaccompanied should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign in and be issued with an identity badge or to be collected by their point of contact. The headteacher must be informed to review the incident.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed.

The SLT member will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Section	<b>Safeguarding</b>
Status	<b>Released</b>
Reference	<b>S/03</b>

**MILL HOUSE SCHOOL  
Management System  
Master Document Control Details**

Revision	<b>3</b>
Date	<b>1.09.2021</b>
Sheet No	<b>Page 13 of 14</b>

Section	<b>Safeguarding</b>
Status	<b>Released</b>
Reference	<b>S/03</b>

**MILL HOUSE SCHOOL  
Management System  
Master Document Control Details**

Revision	<b>3</b>
Date	<b>1.09.2021</b>
Sheet No	<b>Page 14 of 14</b>