



CHRIST'S COLLEGE FINCHLEY

Date Approved:	5 January 2026
Date of Next Review	4 January 2027
Approval Level	HR Committee
Review Cycle	Annually

Safeguarding in Recruitment Policy

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In line with the School's statutory duties under the Safeguarding Vulnerable Groups Act 2006, the DfE Keeping Children Safe in Education 2025 guidance and the Protection of Freedoms Act 2012 to safeguard children, the school is required to carry out a number of checks on all staff, whether they are permanent, temporary, casual, voluntary, school-based supply or agency-based supply.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the School who are required to familiarise themselves and comply with its contents. The school reserves the right to amend its content at any time.

1. Introduction

The aims of the school's Safeguarding in 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 safeguarding and promoting the welfare of children and young people is an integral factor at each stage of the recruitment and selection process
- To adopt a safer recruitment process, which helps to promote a safe culture and compliments other 'safety' elements such as health and safety and School security
- To attract and recruit suitable skilled and motivated staff to help raise standards and reduce the risk to children and young people
- To ensure that those that are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all applicants
- 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, marital status, disability or age
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in the "Keeping Children Safe in Education 2025" guidance and the Code of Practice published by the Disclosure and Barring Service; General Data Protection Regulations
- 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.

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

The measures described in this policy will be applied to all who are employed to work at the school and incorporated within the scope of this policy are staff employed by contractors, supply staff, volunteers and the like who work at the school.

2. Personal Data - Single Central Record

The School holds a central record incorporating all employed staff (and others) that have contact with children. The record is available to the Senior Leadership Team, the Chair of Governors, and the Governor/s responsible for Safeguarding and is available to be checked by appropriate authorities including Ofsted.

The record details a range of checks as set out by the DfE, and the responsibility for the maintenance of this record is with the Headteacher, but this function has been delegated to the Human Resources Manager.

3. Equal Opportunities

Fairness in how we recruit and select our employees plays a significant part in creating an equal opportunities environment. Our aim is that every internal and external applicant who applies for a position within the school is considered against criteria which relate only to the requirements of the job.

4. The Recruitment and Selection Procedure

We take a whole school approach to the safeguarding and well-being of children at CCF. As part of this culture, it is important that robust recruitment procedures are adopted that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.

Advertising

Adverts for vacancies will demonstrate the school's commitment to safeguarding in recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible. Promoting commitment to safeguarding and child protection can act as a deterrent to would-be abusers. Thought will be given to wording, pictures and images used to ensure that they could not be considered discriminatory.

The following information will usually be included within the text of the advert:

- Name of School
- Post Title
- Hours of work
- Grade or Scale
- Salary (actual salary for part time)
- Permanent or Fixed term stating duration if fixed term
- Brief details about the department; type of skills and experience required including responsibility for safeguarding children
- Confirmation that an Enhanced DBS Disclosure will be required
- Confirmation that references will be sought if shortlisted
- Confirmation that an online search will be conducted if shortlisted
- Contact details
- Closing date
- Whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.
- A statement about the organisation's commitment to safeguarding children
- Stating whether the role is in regulated activity and requires a children's barred list check
- Information about the filtering of criminal offences and advised of the need to complete a self-disclosure if they are invited to interview

Job Descriptions & Person Specification

Job descriptions will define the purpose, duties and responsibilities of the post, as well as the qualifications and experience needed to perform the job, with particular attention to working with vulnerable groups. The Job Description and Person Specification will make reference to the school's commitment to the safeguarding of students.

All posts at the school will require an Enhanced DBS Disclosure where an individual is likely to come into direct contact with pupils.

Application Pack

The importance of safeguarding and protecting children at the school will be promoted throughout the recruitment process in order to deter unsuitable candidates. The application pack will normally include the following:

- Application Form,
- Job Description and Person Specification,
- Information Sheet about the School,
- A statement about the School's Equal Opportunities Policy,
- The School's Child Protection Policy Statement
- Information on an Enhanced DBS check.

- That the full policy documents are available on the website at www.christscollegefinchley.org.uk under the section “Statutory Policies” and that CVs will not be accepted.

Applicants will be required to provide:

- Personal details, current and former names, current address and national insurance number
- Details of their present (or last) employment and reason for leaving
- Full employment history (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment
- Qualifications, the awarding body and date of award
- Details of referees/references
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification

Shortlisting

Shortlisted candidates should be asked to complete a [self-declaration](#) of their criminal record or information that would make them unsuitable to work with children. This information will only be requested from applicants who have been shortlisted. 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 will be asked to physically sign a hard copy of the application at the point of interview. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

Christ’s College Finchley will ensure that at least two people carry out the shortlisting exercise, where all potential concerns and inconsistencies will be explored. The people involved in shortlisting will also be involved in the interviews apart from in exceptional circumstances.

Those that shortlist will:

- take time to scrutinise applications carefully, returning any forms not fully or properly completed, identifying any gaps in the person’s history or any discrepancies or inconsistencies;
- apply the same criteria from the person specification to each applicant consistently;
- not shortlist too many people – four or five should be a sufficient number from which to choose the right person. In the unlikely event that there are too many applicants who meet all the requirements of the person specification, CCF may choose a randomised selection process.

Online Searches

Online searches will normally be taken up on final stage applicants prior to their final interview. Christ's College Finchley will conduct an online search as part of our due diligence and compliance with KCSIE. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with the applicant at interview.

Online searches will consist of:

Google search:

The following terms, looking at the first page of results:

- ‘Candidate name’
- ‘Candidate name’ + ‘current school/employment’
- ‘Candidate name’ + ‘previous school/employment’
- ‘Candidate name’ + ‘educational institution’
- ‘Candidate name’ + ‘job title’

Websites:

The candidate’s name/user handle typed into the search function of the following websites:

- LinkedIn
- Their current school’s website

Information will only be recorded on the Online Search Record proforma if it suggests that the candidate:

- Is unqualified for the role
- Poses a potential safeguarding risk
- Risks damaging the reputation of the school

The online search will be processed under the principle of 'Public Task' in line with UK GDPR.

Searches can be completed for current names, abbreviated names and any previous names notified of on the application form.

References

References will normally be taken up on short listed candidates prior to interview.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent Headteacher. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children.

The reference must be from the current or most recent employer and the referee should be a senior person with relevant authority.

Requests made to the person's current employer should seek specific confirmation of the details and responsibilities of the person's current post as he or she has described them in their application and ask whether the referee is aware of any behaviour that might give rise to concern, including any disciplinary action and ask specifically about allegations about their behaviour towards children. The school will also establish the reason for the candidate leaving their current or most recent post.

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 on open references or testimonials. The school will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

During the Recruitment Process

The interview will assess the merits of each candidate against the job requirements and will explore their suitability to work with children. A face-to-face interview will usually be carried out as part of the recruitment process.

The interview panel will consist of a minimum of **two** interviewers, one of whom will be the safeguarding representative and safer recruitment trained. Where the interview is for a teaching post, the Headteacher, Deputy Headteacher or an Assistant Headteacher will form part of the interview panel. Where the interview is for a support staff post, the Headteacher or a member of the Senior Leadership Team will form part of the selection panel. Where interviews are for a member of the Senior Leadership Team, the panel will include the Headteacher and member/s of the Governing Body.

Conditional Offer of Employment

Any offer of employment with the School will be conditional on the satisfactory completion of the following:

- The receipt of at least two satisfactory references;
- Satisfactory Enhanced DBS Disclosure and, where the appointee has lived outside the United Kingdom, a certificate of good conduct if applicable;
- Confirmation of the candidate's medical fitness (through a pre-employment health check);
- Satisfactory online searches;
- Verification of qualifications by the individual by providing original certificates;
- Verification of professional status where required;
- Verification of the candidates identity;

- Verification of the candidate's right to work in the UK;
- Confirmation that the candidate is not subject to a Prohibition order issued by the Secretary of State;
- If applicable, that the individual is not subject to a section 128 direction made by the Secretary of State;
- A record will be kept to show that the above checks have been carried out for all employees.

The details of checks will be reported to the police and/or the Disclosure and Barring Service (DBS) if:

- The DBS disclosure shows that an applicant has been disqualified from working with children;
- An applicant has provided false information in, or in support of, his or her application; or
- There are serious concerns about an applicant's suitability to work with children gained from other legitimate information sources (e.g. references).

Criminal Record Check

Due to the nature of the work, the school applies for criminal record certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff members and volunteers. There are two types of check that may be requested from the DBS depending on the nature of the position:

- Standard Disclosure - for positions that involve regular contact with those aged under 18 years or people of all ages who may be vulnerable for other reasons and for occupations that involve positions of trust.
- Enhanced Disclosure - for posts involving greater contact with children or vulnerable adults, including regularly caring for, training, teaching, supervising or being in sole charge of such people.

The School processes Criminal Records Data, which includes information relating to criminal convictions and offences, under the lawful condition that such processing is necessary for reasons of substantial public interest, as set out in the Data Protection Act 2018. This necessity is primarily driven by the school's statutory duties to safeguard and promote the welfare of children and individuals at risk, as mandated by law (eg. the Education Act 2002). The specific conditions relied upon include safeguarding of children and individuals at risk and conditions related to employment, social security and social protection. This includes the mandatory requirement for staff recruitment and vetting through Disclosure and Barring Service (DBS) checks to ensure a safe environment for all pupils.

A Standard Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. If the individual is applying for a position working with children or young adults, the Standard Disclosure will also reveal whether they are barred from working with children or vulnerable adults by virtue their inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and the Department of Health.

An Enhanced Disclosure will contain the same details as a Standard Disclosure. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s).

Should DBS clearance be delayed and employment commence before it is received, the school may undertake a risk assessment on the prospective member of staff concerned and make arrangements as appropriate for the member of staff to be paired with or supervised by another member staff who has received DBS clearance.

Standard and Enhanced DBS checks must always include the following records no matter when they were received:

- All convictions for specified offences
- Adult cautions for specified offences
- All convictions that resulted in a custodial sentence

Other records must be included depending on when the caution or conviction was received:

- Any adult caution for a non-specified offence received within the last 6 years
- Any adult conviction for a non-specified offence received within the last 11 years

- Any youth conviction for a non-specified offence received within the last 5 and a half years

An 'adult' is any individual aged 18 or above at the time of the caution or conviction. A 'youth' is any individual aged under 18 at the time of the caution or conviction.

Any unspent convictions or cautions will also appear on a Standard or Enhanced check. Guidance on rehabilitation periods can be found [here](#).

A 'specified offence' is one which is on the [list of specified offences](#) agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS check where it resulted in a conviction or an adult caution. Youth cautions for specified offences will not be automatically disclosed.

Any cautions (including reprimands and warnings) and convictions not covered by the rules above are 'protected' and will not appear on a DBS check automatically.

Cautions, reprimands and warnings received when an individual was under 18 will not appear on a Standard or Enhanced check automatically.

Please note that enhanced checks may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in. Decisions to include information in this way are subject to [statutory guidance](#).

Agencies and Agency Staff

The school expects supply/temporary worker agencies/contractors that are used by the school to register with the Enhanced DBS Disclosure on their own account and to follow this policy or their own comparable policy. **Proof of registration will be required before the school will commission services from any such organisation.** The agency must provide evidence of the checks carried out on their central record by sending vetting.

The agency must also ensure that the supply staff member is aware that they have to bring in their DBS Certificate and identification documents (proving their name) on the first day of their supply work for the School.

Christ's College Finchley reserves the right to terminate the contract with the agency and send home an agency staff member without notice should these terms of safe recruitment practice be breached by the agency or the member of agency staff. In this instance the school will not be liable for any charges connected to the booking.

All volunteers who have direct contact with children on a regular basis will be required to have an Enhanced DBS check. The Human Resources Department and the Headteacher will [risk assess](#) the need on an individual basis.

Rehabilitation of Offenders Disclosure

The school will not unfairly discriminate against any applicant 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 applicant has a criminal record this will not automatically debar them from employment within the school. Instead, each case will be decided on its merits in accordance with the objective assessment criteria.

In view of the fact that all positions within the school will amount to "regulated positions", all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means

that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Under the relevant legislation, it is unlawful for the school to employ anyone who is included on the lists, maintained by the DfE and the Department of Health, 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 a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the school. 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
- has serious concerns about an applicant's suitability to work with children,

the Headteacher will report the matter to the Police, DBS and/or the DfE.

Assessment Criteria

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; 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 high risk to employ anyone who has been convicted at any time of any the following offences:

- Against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- Against children or adults: 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 within the last 10 years.

Assessment Procedure

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 carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Headteacher of the school before a position is offered.

If an applicant wishes to dispute any information contained in a Disclosure, they can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the school will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.

Retention and Security of Disclosure Information

The school's policy is to observe the guidance issued or supported by the DBS on the use of Disclosure information.

In particular, the School will:

- Store Disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to the Headteacher and the Human Resources Manager.
- Not retain Disclosure information or any associated correspondence for longer than is necessary. In most cases, the school will not retain such information for longer than six months although the school will keep a record of the date of a Disclosure, the name of the subject, the type of Disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- Ensure that any Disclosure information is destroyed by suitably secure means such as shredding; and
- Prohibit the photocopying or scanning of any Disclosure information.

The School complies with the provisions of the DBS Code of Practice, a copy of which is available on request.

5. Retention Records

If an applicant is appointed, the school will retain any relevant information provided on their application form (together with any attachments) on their personnel file. The file will be live and updated as required. The contents will remain in storage for up to six years following resignation, and seven years following ill health retirement or dismissal following a disciplinary investigation.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months, unless the applicant specifically requests the School to keep their details on file.

Any queries relating to the policy above should be directed to the Human Resources Department via the main school office.

6. Safer Recruitment Training

The following staff and Governors have completed Safer Recruitment Training

Name	Title	Course	Completed
Ruth Hill	Headteacher	Safer Recruitment	4 November 2025
Kate Maybanks	Head of HR and Governance	Safer Recruitment	4 November 2025
David Lee	Assistant Headteacher	Safer Recruitment	4 November 2025
Mario Georgiades	Assistant Headteacher	Safer Recruitment	4 November 2025
Yashar Bastan-Sarabi	Assistant Headteacher	Safer Recruitment	4 November 2025
Daniel Nielsen	Deputy Headteacher	Safer Recruitment	4 November 2025
Mageon Scott	Assistant Headteacher	Safer Recruitment	4 November 2025
James Oliver	Head of Science	Safer Recruitment	4 November 2025
Judith Wadsworth	School Business Manager	Safer Recruitment	4 November 2025
Sarah Pullan	Assistant Headteacher	Safer Recruitment	19 September 2024
Sam Buckle	Behaviour Manager	Safer Recruitment	13 October 2024
Farnoush Bikdeli	Governor	Safer Recruitment	30 November 2022
John Bowra	Governor	Safer Recruitment	23 November 2023

Appendix One: Self Disclosure Rules

