



Safer Recruitment Policy and Procedures

Document control

Item	Detail
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Senior leader responsible	Head (teaching staff) and Bursar (support staff)
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Policy summary

This policy explains the School's arrangements for recruitment and appointment, including pre-appointment checks, responsibilities for different categories of worker, the Single Central Register, the assessment of disclosed information, induction, ongoing duties and record retention. It applies to everyone involved in recruitment and to all those employed, engaged or volunteering at the School.

Contents

1. Why this matters.....	3
2. Purpose	3
3. Scope and Application	3
4. Definitions.....	4
5. Roles and Responsibilities.....	5
6. Principles of Recruitment and Selection.....	5
7. Pre-Appointment Checks.....	6

8. Volunteers and Regulated Activity	9
9. Early Years Foundation Stage and Childcare Disqualification.....	10
10. Single Central Register.....	11
11. Where a Check Discloses Information.....	11
12. Induction, Training and the Ongoing Duty to Disclose.....	12
13. Low-Level Concerns.....	13
14. Recruitment Procedure	13
15. Records, Retention and Data Protection	15
16. Monitoring and Assurance.....	15
17. Equality Impact.....	16
18. Documents Published on the School Website	16
19. Related School Policies and Procedures.....	16
20. Legislation, Regulation and Guidance	17

1. Why this matters

Safer recruitment is the first and most important safeguard we put in place for the children and young people in our care. The people we appoint shape our community: how they behave, how they treat others and how they exercise the trust placed in them determines whether Cokethorpe is a place where every pupil feels safe, respected and able to flourish.

We are committed to safeguarding and promoting the welfare of children, and we expect everyone who works or volunteers at the School to share that commitment. Our recruitment practice is built on the values we ask of our whole community – respect for others and integrity in how we act – and on a straightforward proposition: we appoint the best person for the role, on merit, and only after we are satisfied that they are suitable to work with children.

Safer recruitment is not a single check. It is a consistent approach that runs from how we describe a role, through shortlisting, interview and reference-taking, to induction, ongoing training and the culture of openness we maintain once someone has joined us. This policy sets out that approach and the requirements that everyone involved in recruitment must follow.

2. Purpose

This policy is designed to:

- ensure that recruitment and selection at Cokethorpe are fair, transparent, consistent and based on merit and on suitability for the role;
- ensure that we deter, identify and reject people who are unsuitable to work with children;
- ensure that every legally required pre-appointment check is carried out, recorded and retained;
- make clear who is responsible for each part of the process;
- ensure that everyone who joins our community – whether employed, engaged or volunteering – is checked proportionately to the role they will undertake;
- support an open culture in which concerns about the conduct of an adult can be raised early and confidently.

The School treats all applicants fairly and does not discriminate on the basis of any protected characteristic under the Equality Act 2010.

3. Scope and Application

This policy applies to the recruitment, selection, engagement and vetting of:

- all staff employed directly by the School, whether teaching or support, permanent, fixed-term, part-time, casual or seasonal;
- volunteers (see Section 8);
- Governors and members of any governing committee;
- trainee and student teachers, including those on salaried and unsalaried routes;
- individuals undertaking work experience or work shadowing at the School;
- agency and supply staff;
- contractors and their employees working on the School site;
- external tutors, coaches, peripatetic staff and providers of alternative provision;
- visiting speakers (see Section 14.6).

The Education (Independent School Standards) Regulations 2014 define "staff" as:

"any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer."

That definition governs which checks the Regulations require to be recorded for "staff". It does not limit the reach of this policy. The School applies safer recruitment principles to everyone who has contact with our pupils, and Sections 7 and 8 set out the specific checks that apply to supply staff, agency workers, contractors and volunteers.

This policy also applies to conduct outside school hours, off-site and online. We recognise that a person's conduct away from School — including online or digital conduct, public statements, posts, generated content or involvement in digital harms — may indicate that they are not suitable to work with children. We take such conduct into account when assessing suitability, both at recruitment and during employment.

4. Definitions

Regulated activity. Work with children that is unsupervised and of a specified kind (including teaching, training, instruction, care, supervision, advice, guidance, treatment or transport), carried out frequently enough to meet the period condition, or work in a specified place such as a school where the person has the opportunity for contact with children. Regulated activity triggers an enhanced DBS check including a check of the children's barred list.

Period condition. From 1 September 2026, activity is carried out frequently enough to be regulated activity where it takes place on more than three days in any period of 30 days in any setting, or at any time between 2am and 6am with the opportunity for face-to-face contact with children.

Supervision exemption. The former provision under which supervised volunteers and others were not in regulated activity. This exemption is removed with effect from 1 September 2026 by the Crime and Policing Act 2026.

Children's barred list. The list maintained by the Disclosure and Barring Service of individuals barred from working in regulated activity with children. It is a criminal offence for a barred person to seek or undertake regulated activity, and an offence for the School knowingly to permit it.

Section 128 direction. A direction made by the Secretary of State prohibiting a person from taking part in the management of an independent school, made under section 128 of the Education and Skills Act 2008.

Prohibition order. An order made by the Secretary of State, on the recommendation of a professional conduct panel, prohibiting a person from teaching.

Single Central Register (SCR). The single central record of recruitment and vetting checks that the School is required to keep.

Low-level concern. Any concern — no matter how small, and including those that do not meet the harm threshold — that an adult working in or on behalf of the School may have acted in a way that is inconsistent with the Staff Behaviour Policy, including outside of work, and does not meet the threshold for a referral to the local authority designated officer.

5. Roles and Responsibilities

Responsibilities are allocated by role. Where a role is vacant or shared, the Head will confirm in writing who is discharging the responsibility.

Role	Responsibility
Governors	Approve this policy and monitor its implementation. Ensure that the School has effective safer recruitment arrangements and that at least one person involved in recruitment on behalf of the Governors has completed safer recruitment training. Receive assurance on the Single Central Register at least annually.
Head	Holds overall responsibility for safer recruitment at the School and for the recruitment of teaching staff. Approves the engagement of volunteers. Accountable to the Governors for the operation of this policy.
Bursar	Holds overall responsibility for the recruitment of support staff, and for contractor and supplier arrangements including the assurance obtained from contractors and agencies.
Head of HR	Owns this policy and its day-to-day operation. Administers the recruitment process, obtains and records all pre-appointment checks, maintains the Single Central Register and personnel records, and advises recruiting managers. Ensures recruitment documentation is current. Coordinates health and safety induction arrangements via Heads of Department and/or appropriate member of SLT, depending on role.
Designated Safeguarding Lead (Mr Joe Hughes)	Advises on safeguarding aspects of recruitment and suitability, receives and records low-level concerns, and is consulted where a check or disclosure raises a safeguarding question. Safeguarding induction Oversees the visiting speakers process and the log of visits.
Heads of Department and recruiting managers	Define the role and person specification, participate in shortlisting and interview, and ensure that no person begins work before HR has confirmed that the required checks are complete.
All staff and volunteers	Comply with this policy, disclose relevant information about their own suitability without delay, and raise concerns about the conduct of any adult promptly.

Queries about the School's Application Form or the recruitment process should be directed to the Head of HR.

6. Principles of Recruitment and Selection

We run a transparent and unbiased process that results in the appointment of the best candidate on merit, and on fit with the School's values, ethos and culture. Every job profile gives candidates a full and honest picture of the role.

We comply with Keeping Children Safe in Education and with the Framework for the inspection of association independent schools, including residential (boarding) schools and early years settings (updated September 2025).

We comply with the Equality Act 2010 and select candidates fairly according to their qualities, qualifications and experience. Candidates with a disability who are invited to interview are invited to tell us of any reasonable adjustments they need, at any stage of the process.

We handle personal data in accordance with the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025, and in accordance with the School's privacy notices.

Every advertisement and job description includes the School's commitment to safeguarding and promoting the welfare of children, the requirement for pre-appointment checks, and our commitment to equality of opportunity.

All candidates are advised that every post at the School carries some degree of responsibility for safeguarding children, although the extent of that responsibility varies with the role.

At least one member of every interview panel must have completed safer recruitment training that is current. It is the School's recommended practice that all panel members hold current safer recruitment training.

7. Pre-Appointment Checks

7.1 Application

Applications are accepted only on the School's Application Form, completed in full. A CV is not accepted in substitution for a completed Application Form.

Applicants receive a job description and person specification for the role.

Because these roles involve substantial opportunity for access to children, applicants must give complete and accurate answers. Upfront disclosure of a criminal record does not automatically prevent appointment: we consider the nature of the offence, how long ago and at what age it was committed, and any other relevant circumstances.

Shortlisted candidates are asked to complete a self-declaration of any criminal record or other information that would make them unsuitable to work with children, including any unspent convictions, cautions, reprimands or warnings. The purpose is to give candidates the opportunity to share relevant information so that it can be discussed and properly considered at interview, before any DBS certificate is received.

The provision of false information is an offence. It may result in the application being rejected or, if the person has been appointed, in summary dismissal, and in referral to the police and/or the Disclosure and Barring Service. Failure to declare a conviction that is not subject to DBS filtering may have the same consequence.

Any gap in employment history is explored and verified from a safeguarding perspective.

7.2 Online and digital searches

The School carries out online and digital searches on shortlisted candidates as part of due diligence — for example of publicly available social media, blogs and publicly available AI-generated content. We look not only at traditional indicators but at any evidence of involvement in misinformation, disinformation or conspiracy theories, or other digital conduct, that may call

into question a person's suitability to work with children. All candidates are told at application stage that such searches may be carried out at the point of shortlisting. Anything relevant is put to the candidate so that they have the opportunity to respond.

7.3 Interview

Applicants are shortlisted according to the relevance of their professional attributes and personal qualities to the role.

Interviews explore suitability to work with children as well as skills and experience, and are normally conducted in person. Where an interview is conducted remotely, identity documents must still be verified in person before appointment.

Candidates must bring original documents confirming their identity, any change of name, their right to work in the UK, and the educational and professional qualifications necessary or relevant to the post. Photocopies and certified copies are not sufficient. Where originals are not available for the successful candidate, written confirmation is obtained from the awarding body.

7.4 References

References are sought for shortlisted candidates, normally before interview. Candidates may indicate on the application form if they do not wish references to be taken up in advance of interview.

Every referee is asked whether the candidate is suitable to work with children, and whether the candidate has ever been subject to investigations or concerns relating to their online or out-of-school conduct.

Where a candidate is currently working with children, in a paid or voluntary capacity, their current employer is asked about disciplinary offences — including any relating to children or young people, whether the 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. Where the candidate has worked with children in the past but does not now, the same questions are put to that previous employer. Where neither current nor previous employment has involved working with children, the current employer is still asked about suitability to work with children.

Where there is no employment history, character references may be requested, which may include references from a school or university.

Information provided by referees is compared with the information given by the candidate. Any inconsistency is discussed with the candidate. Where a reference is received electronically, the School verifies that it originates from a legitimate source.

7.5 Conditional offer and required checks

Any offer of appointment is conditional and is stated to be conditional. No person may begin work at the School until the Head of HR has confirmed that the required checks are complete and satisfactory. The following must be obtained:

- at least two satisfactory references, at least one of which is from the current or most recent employer;

- verification of identity, including any change of name;

- verification of the right to work in the UK;

a satisfactory enhanced DBS certificate and, where the role is in regulated activity, a check of the children's barred list;

for a teacher, or any member of staff whose role involves teaching, a check that the person is not subject to a prohibition order;

for anyone undertaking a management role — including members of the Senior Leadership Team, Governors and Heads of Department — a check that they are not subject to a section 128 direction prohibiting participation in the management of an independent school (applicable from 12 August 2015);

verification of professional qualifications relevant to the post;

for teaching posts, verification of successful completion of the statutory induction period where relevant (applies to those who obtained QTS after 7 May 1999);

where the person has lived or worked overseas within the last ten years, such further checks and confirmations as the School considers appropriate so that relevant events occurring outside the UK can be considered, including online or digital history from that country where this is feasible;

confirmation of medical fitness for the role;

a signed declaration that the person is not disqualified from providing childcare, where the role engages the Childcare Act 2006 (see Section 9);

full exploration and verification of any gaps in employment history;

consideration by the recruitment panel, before an offer is made, of the person's suitability in the light of the School's duty under section 26 of the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism (the Prevent duty). All staff are required to promote fundamental British values and to undertake Prevent training.

7.6 Health and medical fitness

Successful candidates complete a health questionnaire after an offer of appointment is made. The information is held in the strictest confidence and is reviewed against the job description and person specification, together with any other physical or mental requirements of the role — for example the proposed workload, co-curricular commitments and the layout of the School site. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting the applicant, considering the medical evidence and considering reasonable adjustments.

7.7 Where a DBS certificate is delayed

It is rare for the School to appoint a member of staff before all recruitment checks, including sight of the DBS certificate, are complete. Where a DBS disclosure is delayed but all other checks — including the barred list check — have been completed satisfactorily, the School must put safeguarding measures in place before the person starts. These must include a written risk assessment, approved by the Head or Bursar and recorded, and appropriate supervision arrangements which are reviewed until the certificate is received.

This arrangement must not be used for any appointment in the early years. See Section 9.

7.8 Agency and supply staff, contractors and third parties

For agency workers, supply staff, contract workers, external tutors, alternative provision providers and third-party services, the School obtains written confirmation from the agency or company that the appropriate checks have been carried out. In the case of agency workers, including supply staff, the School must be provided with a copy of the DBS certificate.

The checks confirmed with the agency cover identity, enhanced DBS disclosure, right to work in the UK, barred list, prohibition, qualifications, overseas checks where applicable, two references in line with Keeping Children Safe in Education, declaration of medical fitness and a check of previous employment history.

The School carries out its own identity check on every agency worker, contractor, external tutor, alternative provision provider and third-party worker on arrival at School, and records that it has seen a copy of the disclosure, whether or not it discloses any information. These checks are recorded on the Single Central Register.

Unchecked contractors must not, in any circumstances, work unsupervised at School. The School determines the appropriate level of supervision according to the circumstances and the risk.

7.9 TUPE transfers

Any staff who transfer to the School under TUPE are required to meet the statutory requirements for safer recruitment checks. Where staff transfer under TUPE with a gap of three months or less and the information is complete, that information is passed to the new employer and a note is made on the Single Central Register that the details have been accepted under TUPE.

7.10 Charity Commission disqualification

Certain individuals are automatically disqualified from acting in a senior management position within a charity. A senior management position is judged using the following criteria:

a person accountable only to the Governors who carries overall responsibility for the day-to-day management and control of the charity – at the School, the Head;

a person accountable only to the Head or the Governors who is responsible for the overall management and control of the charity's finances – at the School, the Bursar.

A disqualified person cannot take on, or remain in, a senior manager position, even on an interim basis, unless the Charity Commission has removed or waived the disqualification. The School obtains a declaration from anyone appointed to such a position.

8. Volunteers and Regulated Activity

Volunteers make an important contribution to School life, and we want to continue to welcome them. We also want the arrangements around volunteering to be clear, so that volunteers know what is expected of them and our pupils are properly protected.

From 1 September 2026 the supervision exemption from regulated activity is removed by the Crime and Policing Act 2026. This is a material change. A volunteer who would previously have been treated as outside regulated activity because they were supervised may now be in regulated activity and require an enhanced DBS check including a children's barred list check.

8.1 When a volunteer is in regulated activity

A volunteer is in regulated activity where they undertake a specified activity with children — such as teaching, training, instruction, care, supervision, advice, guidance or transport — and either:

they do so on more than three days in any period of 30 days; or

they do so at any time between 2am and 6am with the opportunity for face-to-face contact with children.

Days spent volunteering in different settings count together towards the three-days-in-30 threshold. All volunteers on overnight trips or residential activities are in regulated activity by virtue of the overnight condition.

8.2 What the School requires

A volunteer in regulated activity must hold a satisfactory enhanced DBS certificate including a check of the children's barred list, obtained or seen by the School, before they begin volunteering. Enhanced DBS checks are free of charge for volunteers.

A volunteer who is not in regulated activity must still be subject to a written risk assessment. The School will consider whether an enhanced DBS check without a barred list check is appropriate. Occasional helpers — for example a parent assisting on a single day trip, or helping at a one-off PTA event — are not normally in regulated activity, but must be supervised and must never be left in sole charge of pupils.

All volunteers are approved by the Head before they begin. The Head of HR records the approval, the checks undertaken and the risk assessment, and enters the volunteer on the Single Central Register where required.

Volunteers receive an induction proportionate to their role, including the School's safeguarding arrangements, how to raise a concern, the Staff Behaviour Policy and Part one of Keeping Children Safe in Education.

It is an offence for a person barred from working with children to seek or undertake regulated activity, and an offence for the School knowingly to permit them to do so.

Volunteers are encouraged to join the DBS Update Service, which is free of charge for volunteers.

Volunteer activity is tracked against the three-days-in-30 threshold by the Head of HR, who also owns the record. Volunteers and the member of staff they are working with are both required to let the Head of HR know, in advance, the proposed date/s for the volunteer to work and the specific hours of working. The volunteer is also required to confirm, in writing to the Head of HR, any days spent volunteering in different settings during the previous 30 days. The volunteer and the member of staff that they are working with must receive written approval from HR for the volunteer work to go ahead on the specified date/s before commencing the activity.

9. Early Years Foundation Stage and Childcare Disqualification

9.1 Checks before starting work

Where a role involves working in the early years, no person — whether employed or volunteering — may commence work until both the enhanced DBS disclosure and the children's barred list result have been received by the School and are satisfactory. The arrangement in Section 7.7 for a delayed DBS certificate must not be applied to an early years appointment.

Volunteers in early years settings require an enhanced DBS check including a barred list check.

9.2 Ofsted notification

The School must notify Ofsted of any allegation of harm made against a person who works in the early years, and of the action taken, within 14 days of the allegation being made. This notification duty sits alongside, and does not replace, the School's duties under the Safeguarding and Child Protection Policy and Procedures.

9.3 Disqualification under the Childcare Act 2006

Anyone appointed to a role engaging the Childcare Act 2006 must sign a Staff Suitability Declaration confirming that they are not disqualified from providing childcare. Staff have a continuing obligation to inform the Head of HR without delay if their circumstances change so that they may become disqualified. Where a person is or may be disqualified, they must not work in the relevant provision unless and until a waiver has been obtained from Ofsted. The School follows the Department for Education guidance Disqualification under the Childcare Act 2006.

10. Single Central Register

The Single Central Register is the School's record that safer recruitment checks have been carried out. Keeping it accurate and current is a regulatory requirement and one of the clearest indicators of the effectiveness of our arrangements.

The Head of HR maintains the Single Central Register and records each check on or before the person's first day.

The register records, for each person within its scope: identity; a barred list check; an enhanced DBS certificate (including the certificate number and date, and the date on which the certificate was seen and by whom); a prohibition from teaching check where applicable; a section 128 direction check where applicable; the right to work in the UK; further overseas checks where the person has lived or worked outside the UK; and professional qualifications where required for the role.

The register covers staff, Governors, volunteers where required, agency and supply staff, contractors and others as required by Keeping Children Safe in Education Part three.

Where a person has transferred under TUPE, the register records that the details have been accepted under TUPE (see Section 7.9).

The register is audited by a governor at least termly. In addition, it is checked regularly by a member of SLT on a rota. The auditing is reported to the Governors at least annually.

11. Where a Check Discloses Information

A criminal record does not automatically prevent appointment. What matters is whether the information disclosed is relevant to the role and to the person's suitability to work with children.

Where a DBS certificate or any other check discloses information, or where information comes to light during the process, the Head of HR must not make or confirm an appointment until a written assessment has been carried out.

The assessment must be undertaken by the Head or Bursar as appropriate, in consultation with the Designated Safeguarding Lead, and must consider the nature and seriousness of the matter,

how long ago and at what age it occurred, whether it forms part of a pattern, its relevance to the role, and any explanation offered by the candidate.

The candidate must be given the opportunity to comment before a decision is taken.

The assessment, the decision and the reasons for it must be recorded and retained on the personnel file.

The School complies with the DBS Code of Practice and treats disclosure information in the strictest confidence.

The School's Policy on the Recruitment of Ex-Offenders provides further details.

12. Induction, Training and the Ongoing Duty to Disclose

12.1 Induction

Every new member of staff and every volunteer completes an induction proportionate to their role. For staff this includes child protection and safeguarding training, health and safety training, the Staff Behaviour Policy, the low-level concerns process and the School's online safety arrangements.

All staff must read Part one of Keeping Children Safe in Education in full. Note that the condensed version for staff who do not work directly with children (formerly Annex A) has been removed. The School records and retains evidence that each member of staff has read and understood Part one.

The DBS certificate must be seen and recorded as seen on the Single Central Register on or before the first day of employment.

New starters provide a current photograph for their lanyard and their HR record, and are issued with the staff handbook, the Safeguarding and Child Protection Policy and the relevant privacy notices.

The Designated Safeguarding Lead is responsible for delivering safeguarding induction. The Head of HR coordinates health and safety induction arrangements, and the induction is delivered via Heads of Department and/or appropriate member of SLT, depending on role.

12.2 Ongoing duty to disclose

The trust placed in adults who work with children is continuing, and so is the duty of candour that goes with it.

Every member of staff, volunteer, governor and contractor must inform the Head of HR without delay of anything that may affect their suitability to work with children. This includes any conviction, caution, court order, reprimand, warning, charge, police investigation, referral to the DBS, prohibition, section 128 direction, or any matter that would make them disqualified from providing childcare. It also includes relevant conduct outside School, whether online or otherwise.

Failure to disclose may result in disciplinary action, including dismissal.

12.3 Ongoing training

Safeguarding training is refreshed for all staff at the intervals set out in the Safeguarding and Child Protection Policy and Procedures. Safer recruitment training is refreshed for those who sit on interview panels in accordance with the School's training schedule.

13. Low-Level Concerns

An open culture, in which any adult feels able to raise a concern about the conduct of another adult, is one of the strongest protections we have. Concerns raised early can be addressed early, and most are resolved through support, clarification or additional training.

All low-level concerns about staff, volunteers, contractors or any adult working in or on behalf of the School – including concerns arising during recruitment, induction or subsequent employment – must be reported to the Designated Safeguarding Lead or to the Head.

Low-level concerns are recorded in the School's low-level concerns log, maintained in accordance with the Safeguarding and Child Protection Policy and Procedures. The record includes the date, a summary of the concern, the action taken and the rationale for closure.

Records are stored securely and confidentially, and are accessible to the Head and the Designated Safeguarding Lead.

Records are reviewed periodically to identify any pattern of behaviour. Where a pattern emerges or a concern meets the harm threshold, it is dealt with under the allegations procedure in the Safeguarding and Child Protection Policy and Procedures, which includes referral to the local authority designated officer.

Where a person leaves the School in circumstances in which they would have been dismissed or considered for dismissal had they not resigned, the School must make a referral to the Disclosure and Barring Service. A settlement agreement must never be used to avoid that duty.

This section should be read with Keeping Children Safe in Education 2026 Part four, Section two, and with the Staff Behaviour Policy.

14. Recruitment Procedure

This section sets out the operational steps that support the policy (HR Procedure).

14.1 Resourcing, planning and advertising

After consultation with the Head, the Head of HR provides information on advertisements, job descriptions and person specifications, and on resourcing and where the role will be advertised, for the Head of Department to amend or update.

The Head of HR provides information for the vacancies section of the School website to the Communications Team.

All advertisements and job descriptions include the School's statement of commitment to safeguarding and promoting the welfare of children, the requirement for pre-appointment checks, and the School's commitment to equal opportunities.

The Head of HR liaises with the Head of Department on the interview schedule, dates and application deadline. The Head or Bursar approves.

14.2 Selection, interviewing, referencing and identity

The Head of HR administers replies, provides confidential access to application forms to relevant senior staff, checks application forms for gaps and arranges follow-up at interview where needed.

After the application deadline, the Head of HR creates the shortlist and arranges the interview schedule with the Head of Department and the Head or Bursar, and issues invitations to interview.

Candidates are asked to bring original identity documents, educational and professional qualification certificates and visa information where applicable, and to sign the application form if it was submitted electronically. The invitation asks candidates about any reasonable adjustments or arrangements they need in order to attend.

References are requested for shortlisted candidates. Rejection letters are sent to unsuccessful candidates.

14.3 Appointment and offer

Following the decision, the Head, Bursar or a member of the Senior Leadership Team telephones the successful candidate with a conditional offer.

The Head of HR prepares the conditional offer letter and the associated forms (medical and employee details), and the rejection letters.

Following acceptance, the Head of HR prepares the contract pack for the approval of the Head or Bursar, enclosing the staff handbook, the Safeguarding and Child Protection Policy and the relevant privacy notices.

References are obtained if not already received. The DBS check is processed, either remotely or by inviting the candidate back with their documents.

The new employee is entered on the Single Central Register and the HR system. All documents are uploaded to the employee's HR record and personnel file. The file checklist is completed in full before the file is stored. All personnel files are stored securely and confidentially.

14.4 Further checks to complete before starting

Identity, qualifications and permission to work in the UK, if not verified at interview.

Overseas checks where the person has lived abroad within the last ten years.

Enhanced DBS check, with barred list check where the role is in regulated activity.

For teachers, and any member of staff whose role involves teaching, a prohibition check via Check a teacher's record (formerly the Teacher Regulation Agency Employer Access Service).

Section 128 direction check for members of the Senior Leadership Team, Governors and Heads of Department.

Online and digital searches.

14.5 New arrival and induction

Notify the role responsible for safeguarding and health and safety training, and the Bursary for payroll.

Complete the induction programme, including child protection and health and safety training and the required online training.

View and record the DBS certificate on the Single Central Register on or before the first day of employment.

Obtain a current photograph for the lanyard and the HR record.

14.6 Visiting speakers

A nominated member of the academic staff coordinates safeguarding checks for all external speakers, to ensure that they are suitable and that the visit falls within the scope of the Prevent duty and the promotion of fundamental British values. A log is kept of all visits. This process is overseen by the DSL.

Residential provision

Although Cokethorpe is a day school, residential educational visits involve overnight supervision. It is regulated activity for a volunteer to be involved in an overnight school trip (activity between 2am and 6am with the opportunity for face-to-face contact with children). A volunteer in regulated activity must hold a satisfactory enhanced DBS certificate including a check of the children's barred list, obtained or seen by the School, before they begin volunteering. Enhanced DBS checks are free of charge for volunteers. See sections 8.1 and 8.2 for details.

15. Records, Retention and Data Protection

We handle recruitment information carefully because it is personal, often sensitive, and given to us in confidence.

The School complies with its obligations on the retention and security of records under the DBS Code of Practice, the UK GDPR, the Data Protection Act 2018, the Data (Use and Access) Act 2025 and the School's privacy notices.

Personnel files of leavers are archived and the leaver is recorded on the Single Central Register and the HR system.

Leaver files are retained for seven years from the termination date and then securely destroyed.

Unsuccessful application forms are retained for a minimum of three months and no longer than one year, so that the School can respond to any challenge, and are then securely destroyed.

Interview notes and recruitment records are retained for a minimum of three months and no more than one year from the date of interview, and are then securely destroyed.

DBS certificate information is not retained beyond the period necessary; the School records the certificate number, date of issue and the fact that the certificate was seen.

16. Monitoring and Assurance

The Head of HR reviews compliance with this policy on a continuing basis and reports to the Head and Bursar.

The Single Central Register is audited as set out in Section 10 and reported to the Governors at least annually.

The Governors review this policy at least annually and receive assurance on the effectiveness of the School's safer recruitment arrangements.

Any breach of this policy is reported to the Head and, where it engages safeguarding, to the Designated Safeguarding Lead.

17. Equality Impact

The School has considered the impact of this policy on people with protected characteristics under the Equality Act 2010. Recruitment decisions are made on merit. Reasonable adjustments are offered at every stage of the process, and candidates are invited to request them when invited to interview or at any other point. Information disclosed through a criminal record check is assessed individually and fairly, in recognition that a criminal record does not automatically make a person unsuitable. The School monitors recruitment through its Equal Opportunities Monitoring Form.

18. Documents Published on the School Website

The following are published in the vacancies section of the School website:

Application Forms

Safeguarding and Child Protection Policy and Procedures

Equal Opportunities Policy (Staff)

Policy on the Recruitment of Ex-Offenders

Equal Opportunities Monitoring Form

Recruitment and application procedure explanatory note

Staff and Recruitment Privacy Notice

DBS Code of Practice

19. Related School Policies and Procedures

This policy should be read in conjunction with the following School policies and procedures:

Safeguarding and Child Protection Policy and Procedures

Staff Behaviour Policy

Employee Handbook

Staff Privacy Notice

Access, Security and Visitors Policy

Risk Assessment Policy

Guidelines on the Storage and Retention of Records

Equal Opportunities Policy (Staff)

Policy on the Recruitment of Ex-Offenders

20. Legislation, Regulation and Guidance

The School has regard to the current version of the following. Where a link is given it is to the authoritative publication page rather than to a specific historical document.

Keeping Children Safe in Education (Department for Education) — <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>. Keeping Children Safe in Education 2026 comes into force on 1 September 2026 and is the framework for which this draft has been prepared. Keeping Children Safe in Education 2025 remains in force until 31 August 2026.

Education (Independent School Standards) Regulations 2014

Safeguarding Vulnerable Groups Act 2006

Crime and Policing Act 2026 — removes the supervision exemption from regulated activity with effect from 1 September 2026

Education and Skills Act 2008, section 128 (prohibition from participation in the management of an independent school)

Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 — see Disqualification under the Childcare Act 2006 (Department for Education), <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Statutory framework for the Early Years Foundation Stage (Department for Education)

Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

DBS Code of Practice — <https://www.gov.uk/government/publications/dbs-code-of-practice>

Counter-Terrorism and Security Act 2015, section 26 (the Prevent duty), and the Prevent duty guidance

Equality Act 2010

Immigration, Asylum and Nationality Act 2006 and the right to work checks guidance

UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025

Transfer of Undertakings (Protection of Employment) Regulations 2006

Charities Act 2011 (automatic disqualification from senior management positions) and Charity Commission guidance

Working Together to Safeguard Children (Department for Education)

Independent Schools Inspectorate Framework for the inspection of association independent schools, including residential (boarding) schools and early years settings.