Recruitment Policy

Last revised: September 2026 **Policy Owner:** School Bursar

Recruitment, Selection and Disclosures Policy and Procedure

Lyndhurst School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At our school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Lyndhurst School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Safer Recruitment – Recruitment & Selection Training

The School Staffing (England) Regulations 2010 require governing bodies to ensure that at least one person on any appointment panel has undertaken safer recruitment training. Lyndhurst School will advise which training package is to be used. The training should cover, as a minimum, the content of the guidance in the current document 'Keeping Children Safe in Education'.

Advertisement of jobs

Lyndhurst School will adopt a consistent approach when considering whether to advertise internally or externally for vacancies.

Lyndhurst School must also give careful consideration before advertising externally to avoid a situation where recruitment of external candidate would potentially lead to a redundancy situation due to staff budget restrictions. However, if resignation deadlines are looming, it may concurrently advertise the post both internally and externally.

In certain circumstances there may be a need to safeguard the interests of employees who might otherwise face redundancy. Lyndhurst School will seek to cooperate wherever possible, on the advice of its HR Function, to offer re-deployment opportunities to affected staff. The location of posts in relation to employees at risk will also be taken into consideration.

All advertisements for posts, paid or unpaid, will include the following statements:

"Lyndhurst School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment"

"The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references."

General

Lyndhurst School (subsequently referred to as 'the School') is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promotion the welfare of children and young people is our highest priority.

The School aims to recruit staff and share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined with the Equality Act 2010.

All queries on the School's Application Form and recruitment process must be directed to the Head, Miss Morgan.

Scope of this Policy

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2010, staff are defined as: *Any person working at the School whether under a contract of employment, under a contract for services or supply staff/volunteer.*

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that is has carried out the appropriate checks.

Procedures

Vacancy arises:

- Bursar and
- Member of SLT, and/or
- Head of Governors and/or
- Director

Meet to discuss vacancy and a date is set for SLT to hold an Exit Interview, if relevant for staff member leaving. The following templates are discussed and agreed:

- Job Description
- Person Specification
- Advert

If the Head decides that an advertisement is necessary then the Head/Bursar and Head of Department to meet and discuss the method of advertising vacancy i.e. Internal Advert, Agency and/or School Website and/or Publication – Bursar to place advert.

Timescales are set for the interviewing process as follows:

- Notice period
- Date vacancy to be advertised (if applicable)
- Length of time for advert
- Interviewing date
- Induction and Checks
- Start date
- Training

Information for Applicants

All applicants will be provided with:

- A job description, outlining the duties of the post, and a person specification
- An application form (CVs will not be accepted)
- A description of the school, relevant to the vacant post
- Reference to the Child Protection Policy, Safeguarding Policy, Safer Recruitment and Selection Policy, DBS and other pre-employment requirements
- An outline of terms of employment, including salary
- The closing date for the receipt of applications

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed. Candidates submitting an application form completed online will be asked to sign the form if invited to interview.

Once applications have been received:

Interviewees to be decided
Unsuccessful applicants advised via email
Applicants advised of process and requirements as follows:

Lyndhurst School requests that all candidates invited to interview must bring with them:

a) A current driving licence including a photograph or a passport or a full birth certificate;
b) A utility bill or financial statement issued within the last three (3) months showing the candidate's current name and address;
c) Where appropriate any documentation evidencing a change of name;
d) Where the candidate is not a citizen of a country within the EU or Switzerland, proof of entitlement to work and reside in the UK.
e) All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

   Non-academic applicants can be advised at this stage the financial package.

Online checks, including social media

As part of the shortlisting process Lyndhurst School will undertake it's own online checks including social media searches (via an online search engine) as part of it's due diligence on shortlisted candidates. These searches will be undertaken by the Head to help identify any incidents or issues that have happened, and are publicly available online, which the selection panel might want to explore with the applicant at interview.

Interviewing Panel:

- **SLT vacancy** –Head, Director and/or Governor level
- **Head of Early Years vacancy** -Head, SLT and Bursar
- **Teaching post** – Head, SLT and Head of Early Years
- **Classroom Assistants** – Head & SLT
- **Administration role** – Head, SLT and Bursar
- **Maintenance role** – Head, Bursar and Administrator.

As per recruitment Policy "*All formal interviews will have a panel of at least three people chaired by the Head or Member of the Senior Management Team. At least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors' will chair the panel for the Bursar or Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the remaining Governors shall decide whether the Chair should withdraw from the panel."*

If applicants are coming through an Agency, Bursar to obtain clarification as to which of the following checks have been undertaken on those chosen for an interview:

- References x 2
- Overseas reference (if applicable)
- Overseas EEA check

Interview Questions:

All questions asked at the interview must be identical for each applicant and records kept on file: *Head to produce academic, Bursar to produce non-academic.*

Panel can at this point advise financial package (if academic) but must also ascertain present salary and hours of work.

Offer:

Any offer is conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity and qualifications including, evidence of the right to work in the UK (Passport or N.I. Number);

- A satisfactory enhanced DBS check;
- For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;
- Verification of professional qualifications, where appropriate;
- Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTSD after 7 May 1999);
- Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant event that occurred outside the UK can be considered; and
- Satisfactory medical fitness:

It is the School's practice that a successful candidate must complete declaration of fitness to work form. The information contained in the form will then be held by the school in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e proposed workload, extra-curricular activities, layout of the School.

The following documents will need to be sent out by email as soon as the applicant has accepted the position:

- Offer Letter (pending pre-employment checks)
- New Starter Details
- Contract of Employment
- Medical Declaration
- Confirmation of Job Specification

Management Posts:

The following management positions are subject to a Section 128 direction:

- Director
- Governor
- Head
- Bursar
- Deputy Head
- Head of Early Years Department
- Head of Games
- Head of Music
- SENCO
- Head of French
- Head of Science
- Head of R.E.
- Head of Drama and Art
- Head of Maths
- Head of English

Sign-Off:

The DSL will check the Single Central Record (SCR) and the Head will sign off each entry of the SRC before commencement date. The Governor responsible for Safeguarding will audit all required documents in relation to the SRC.

Information for staff:

A notification should then go out via email to all staff informing them as to the successful applicants name, their post, their commencement date and responsibilities, if relevant.

Application form

The School will only accept applications from candidates completing the relevant Applicant Form in full. CVs will not be accepted in substitution for completed Application Forms.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Head for advice.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (DBS) for the position.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

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

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current or previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

Invitation to Interview

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities for the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least three people chaired by the Head or Member of the Senior Management Team. At least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors' will chair the panel for the Bursar or Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the remaining Governors' shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

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

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

i. A current driving licence including a photograph or a passport or a full birth certificate;
ii. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
iii. Where appropriate any documentation evidencing a change of name;
iv. Where the candidate is not a citizen of a country within the EU or Switzerland, proof of entitlement to work and reside in the UK.

Originals of the above documents must be provided. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

i. Receipt of at least two satisfactory references (if these have not already been received);
ii. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
iii. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
iv. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;
v. Verification of professional qualifications, where appropriate;
vi. Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTSD after 7 May 1999);
vii. Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant event that occurred outside the UK can be considered; and
viii. Satisfactory medical fitness.

It is the School's practice that a successful candidate must complete declaration of fitness to work form. The information contained in the form will then be held by the school in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e proposed workload, extra-curricular activities, layout of the School.

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

References

The School will seek the references referred to in section 5 above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

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

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

Criminal Records Policy

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

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here:

https://www.gov.uk/governement/publications/dbs-code-of-practice

Retention and Security of Records

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy.

Prohibition from Management

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As from 12th August 2015, Lyndhurst check that staff appointed to the following management positions are subject to a Section 128 direction:

- Director
- Governor
- Head
- Bursar
- Deputy Head
- Head of Early Years Department
- Senior Leadership Team (SLT) Teachers
- Head of Games
- Head of Music
- SENCO

Adults working with children who are not employed directly by the school

Supply Staff

We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives for work.

Peripatetic staff

We only use staff employed by organisations who ensure and confirm that necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff. If a peripatetic member of staff is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

Volunteers

We carry out DBS and pre-start vetting checks appropriate to the post and require regular volunteers to provide details of two referees. References are taken up as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised in accordance with legislation.

Students on placement

When volunteers are working as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives. We will also require students to complete the Childcare Disqualification Declaration form if they are working within the EYFS.

Students on work experience

Students on work experience will always be supervised.

Contractors

We will ensure that contractors, or any employee of the contractor, have been subject to the appropriate level of DBS check, if any such check is required. Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children. If a contractor is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. We will check the identity of contractors and their staff on arrival.

Governors

It is policy that we should obtain an enhanced DBS check on all governors. However, if the governor is not working in regulated activity, DBS regulations stipulate that only an enhanced check without a barred list check can be obtained. In addition, a Section 128 check must be obtained.

Appendix

Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate 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 individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or the DBS 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
- The school has serious concerns about an applicant's suitability to work with children.

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 a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, 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.

SUPPLEMENTARY INFORMATION ON THE EQUALITY ACT 2010

EQUALITY OF OPPORTUNITY IN EMPLOYMENT

1. Background

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

1.1 **Equality Act provisions include:**

- the basic framework of protection against direct and indirect discrimination, harassment and victimisation in services and public functions, work, education, associations and transport;
- changing the definition of gender reassignment, by removing the requirement for medical supervision;
- providing protection for people discriminated against because they are perceived to have, or are associated with someone who has, a protected characteristic;
- clearer protection for breastfeeding mothers;
- applying a uniform definition of indirect discrimination to all protected characteristics;
- harmonising provisions allowing voluntary positive action.

1.2 **Equality Act provisions which came into force in April 2011 include:**

- positive action - recruitment and promotion
- avoiding discrimination of any sort in recruitment and selection, it is important that all the decisions made during the process are based on the genuine needs of the job as defined in the person specification and job description.

1.3 **Protected Characteristics**

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

2. Types of Discrimination: Definitions

2.1 **Direct Discrimination**

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have, or because they associate with someone who has a protected characteristic.

2.2 **Discrimination by Association**

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

2.3 **Perception Discrimination**

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if that person does not possess that characteristic.

2.4 **Indirect Discrimination**

Indirect discrimination can occur when the employer has a condition, rule, policy or even a practice that applies to everyone but particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified if the Lyndhurst School can show that they have acted reasonably, i.e. that it is a 'proportionate means of achieving a legitimate aim'. A legitimate aim might be any lawful decision the Lyndhurst School may make in its running, but if there is a discriminatory effect, the sole aim of reducing costs is likely to be unlawful.

Being proportionate really means being fair and reasonable, including showing that less discriminatory alternatives to any decision made have been looked at.

3. Sex and Race Discrimination

Representatives of the Lyndhurst School must not discriminate against anyone on the basis of sex or marital status. In the selection process a person should not be offered a contract that is less favourable than that offered to another applicant of a different sex or status where the work is of equal value. (Paying a higher salary to someone of greater experience where his or her work could be said to be of higher value would be allowable.)

Discrimination on the grounds of race includes discrimination based on colour, nationality or citizenship, ethnic or national origin.

4. Religious Belief, Sexual Orientation and Gender Re-assignment

Representatives of the Lyndhurst School must not discriminate against candidates on the basis of their religion (which may require them to observe specific religious practices such as the wearing of a turban by a Sikh.)

People must not be discriminated against on the basis of sexual orientation (e.g. homosexuality) or gender re-assignment (whether the re-assignment is intended, being undergoing or has been undergone).

5. Disability Discrimination

Under the Act, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities, which would include things like using a telephone, reading a book or using public transport.

The Act puts a duty on the Lyndhurst School to make reasonable adjustments for staff to help them overcome disadvantage resulting from an impairment (e.g. by providing assistive technologies to help visually impaired staff use computers effectively).

The Act includes a new protection from discrimination arising from disability. This states that it is discrimination to treat a disabled person unfavourably because of something connected with their disability (e.g. a tendency to make spelling mistakes arising from dyslexia). This type of discrimination is unlawful where the Lyndhurst School knows, or could reasonably be expected to know, that the person has a disability. This type of discrimination is only justifiable if an employer can show that it is a proportionate means of achieving a legitimate aim.

Additionally, indirect discrimination covers disabled people. This means that a job applicant or employee could claim that a particular rule or requirement in place disadvantages people with the same disability. Unless this can be justified, it would be unlawful.

The Act also includes a provision which makes it unlawful, except in certain circumstances, for employers to ask about a candidate's health before offering them work.

Where, for example, an intrinsic part of the job requires a significant amount of manual handling it would be legitimate for the panel to ask applicants about their health in relation to this particular aspect of the job. However, general checks on potential levels of attendance should not be carried out until after the successful applicant has been offered the position, on a conditional or unconditional basis.

Potential applicants should be provided with full information on the assessment process to be used and asked if, for reasons concerned with their health or a disability, they require an adjustment to the assessment process to be made.

It is also unlawful for an employer to fail to make a reasonable adjustment when a person with a disability is placed at a substantial disadvantage. Where an applicant with a disability meets the essential criteria specified on the person specification, the applicant is to be interviewed in accordance with the guaranteed interview scheme.

6. Age Discrimination

In line with Equalities Act 2010, this policy requires that no one should be discriminated against on the grounds of age. Care must be taken when compiling person specifications and advertisements in order to avoid any inference of age discrimination.

7. Pre-employment Health-related Checks

The Equality Act limits the circumstances when health-related questions can be asked before an individual has been offered a job. Before an offer is made, health-related questions can only be asked to help the panel:

- Decide whether any reasonable adjustments need to be made for the individual for the selection process
- Decide whether an applicant can carry out a function that is essential ('intrinsic') to the job
- Monitor diversity among people making applications for jobs

- Take positive action to assist disabled people
- Assure themselves that a candidate has the disability where the job genuinely requires the jobholder to have a disability.