



Dalmain Primary School **Recruitment and Selection Policy**

It is the policy of Dalmain School to ensure that recruitment and selection procedures focus on the abilities and aptitudes of all candidates for the post so that the school appoints the candidate who most closely meets the requirements of the job and is suitable to work at the school.

Lewisham Council's Equal Opportunities statement reflects the policy for recruitment practices which we at Dalmain wish to adopt. We want to ensure that every applicant is treated fairly. This means that we do not consider previous applications or personal knowledge of applicants when shortlisting.

We are committed to safeguarding and promoting the welfare of children, so at all stages of the recruitment and selection process the school will follow guidance as set out in the DfE document 'Keeping Children Safe in Education' (2024). Safer Recruitment practices will be followed and form an integral part of this policy.

The information provided on the application form is the only information we will use in deciding whether or not an applicant will be shortlisted for the selection process.

This policy should also be read in conjunction with the school's Safeguarding & Child Protection Policy.

Advertising

All vacancies are to be advertised to the widest possible audience. Where appropriate, they will target under-represented groups regarding gender, race and disability. The wording of the advertisement must not directly or indirectly discriminate.

The advertisement will always make specific reference to the school's commitment to promoting and safeguarding the welfare of children.

We will also make clear:

- › That safeguarding checks will be undertaken
- › The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- › Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

The job description and person specification

The job description must clearly meet the needs of the job whilst avoiding over-specification (i.e. asking for qualifications which are not required to perform the task). It must contain pre-determined job-related criteria so that the selection is objective and unbiased.

Every vacancy advertised is based on a person specification which describes the skills, experience and aptitudes we are looking for. It will describe what the job involves and the range of expertise required.

The job description and person specification will always make specific reference to a candidate's requirement to commit to promoting and safeguarding the welfare of children.

Shortlisting

A minimum of two people will be involved in the shortlisting process.

A minimum requirement for received applications will be decided, based on the requirements of the job description and person specification. The minimum requirement generally corresponds to the 'Essential Criteria' listed on the person specification. Shortlisting decisions are made based on the information provided in the application form, with particular attention to the candidate's personal statement. Applicants who meet the minimum requirements are normally shortlisted for interview.

All applications are scrutinised to ensure that they are fully and properly completed, to check that there are no discrepancies or inconsistencies and to identify any gaps in employment; the applicant should give reasons for these gaps and the form may be returned for completion. An online search will also be conducted as part of the schools due diligence: short-listed candidates will be informed of this. Anomalies will be considered as part of the shortlisting process.

Once we have shortlisted candidates, they will be required to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.

References

The school will ask each candidate for at least two references, the first of which must be from the most recent or current employer (the Headteacher of their most recent or current school, for example). The second should be from a previous employer or a training establishment. Personal references will be accepted where there is no other educational reference available. Two references will not be accepted from the same establishment. If the candidate has frequently moved schools or workplaces, further references may be requested.

The school will attempt to seek references before the interview, thus allowing any concerns to be addressed during the interview process. However we recognise that a candidate may not want their references to be sought from their current employer at the interview stage. In this instance, references from the current employer will be taken up if and when a conditional job offer has been made: fulfilment of this offer will be based on satisfactory references being received.

Reference requests will always make specific reference to the school's commitment to promoting and safeguarding the welfare of children, and will ask specific questions regarding the applicant's suitability to work with children.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees, especially if there are vague or insufficient details.

- Ensure any references are from the candidate's current or most recent employer and completed by a senior person. Where the referee is school based, we will ask for the reference from the Headteacher.
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

Any information about past disciplinary action or allegations will also be considered carefully when assessing the applicant's suitability for the post; including information obtained from the Database of Qualified Teachers (DQT). The DQT is maintained by the Teaching Regulation Agency (TRA) which is an executive agency of the Department for Education (DfE).

Interviews

The invitation to interview should stress that the identity of the candidate will be checked thoroughly, including DBS clearance and educational or professional qualifications. The shortlisting panel should reflect as far as possible a mix of race and gender.

At the interview, the panel will contain a minimum of two interviewers, with another person taking notes. At least one interviewer will have undertaken Safer Recruitment training.

The panel asks questions which are intended to allow the candidate to demonstrate the extent to which he/she meets the requirements of the post. The same questions will be asked to each candidate.

All candidates will be asked questions about their attitude to children and young people and their ability to support the school's agenda for safeguarding and promoting the welfare of children. They will be asked at least one question relating to equal opportunities.

The panel will probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this. They will explore any potential areas of concern to determine the candidate's suitability to work with children, and record all information considered and decisions made

Questions about an applicant's disability will not be asked at interview, except to establish what, if any, reasonable adjustments might be needed to enable the applicant to meet the job requirements. Questions about marital status, dependents and family plans will not be asked at interview.

Additional Selection Processes

Other assessment methods will also be used as part of the selection process to provide additional information about an applicant's knowledge, skills or aptitude. These may include one or more of the following:

- A presentation
- Group exercise
- In-tray exercise

- Written task/skills test
- Teaching a lesson
- Working with a group of children

This list is not exhaustive and other assessment methods may be included if considered necessary.

Selection of a candidate

The successful applicant will need to complete satisfactorily all pre-employment conditions and checks before an offer is confirmed.

The successful candidate will be telephoned within two working days. The school will write to unsuccessful candidates within five working days.

All personal information received by the school during the recruitment process is securely stored. Recruitment records and information will only be held for the statutory period in which a claim arising from the recruitment process may be brought.

Pre-appointment checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity (current photo ID and proof of address)
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities (through Lewisham's Occupational Health Services, for example)
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher (via the NCTL Teacher Services portal).

We will carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:

- For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
- For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more
- We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
- We believe the individual has engaged in [relevant conduct](#); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
- We will obtain the DBS check for self-employed contractors.

- We will not keep copies of such checks for longer than 6 months.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Governors

All governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

All checks should be confirmed in writing and kept in the personnel file. Any discrepancies should be followed up.

Additional checks on individuals who have lived or worked outside the UK:

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, we will make any further checks we think appropriate so that any relevant events that occurred outside the UK can be considered. For individuals who have worked outside of the UK for periods of 12 or more months in total in one place, we will conduct criminal records checks, where possible, for these members of staff, volunteers or governors.

We will verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, we will follow the council's guidance and the advice on the GOV.UK website.

We will use the DQT to provide restriction information about teachers from the European Economic Area (EEA) and these checks will be recorded for staff from these countries.

All schools have a statutory duty under the Home Office guidance issued on 6 April 2017, which states that:

“All Tier 2 (General) visa applicants who want to work in specified health, education or social care sectors must provide a criminal record certificate and so for all new appointments, schools must consider additional checks, including obtaining a Certificate of Good Conduct, where staff have ever lived or worked abroad”.

The requirement is applicable to **all** *Tier 2 (General) staff from any country (excluding the United Kingdom and Northern Ireland), where an individual has lived or worked for more than 12 months+ either in total or continuously as well as within the previous 10 years.

In Lewisham local authority, all new employees who declare that they have ever lived or worked outside the UK for more than 12 months+ either in total or continuously since the age of 18 years, will be risk assessed before making a decision as to whether further checks are appropriate in accordance with statutory guidance in Keeping Children Safe in Education 2024.

It is not a legal requirement for existing staff who have ever lived or worked abroad for 12 months+ in total or continuously since the age of 18 years, but the governing body and senior leadership at Dalmain School have made the decision that we will risk assess existing staff to make a decision whether or not we will pursue overseas criminal records checks for existing members of staff, volunteers or governors.

Fair recruitment

At Dalmain we put great importance on ensuring that every stage in our recruitment process is fair and properly carried out. We have a duty to ensure that everyone is treated in a non-discriminatory way.

We need to show our commitment to equal opportunities in practice. This means fair selection which recruits people according to their ability to do the job and leads to a workforce which has a good cross section of people and reflects the makeup of our local communities.

The manager interviewing should be prepared to give verbal feedback to candidates.

Induction

There is an induction programme for all staff and volunteers to support them in their new role. It includes provision of information about:

- School policies and procedures
- Safe practice and standards of conduct and behaviour
- Housekeeping (e.g. tour of premises, location of toilets, introduction to colleagues, fire safety)
- Personnel procedures
- Safeguarding training

Monitoring

The recruitment process is monitored on a biannual basis to ensure that it conforms to national and local guidelines and regulations.

Approval Level:	Resources Committee
Signed by Committee Chair (Charlotte Wright):	<i>Charlotte Wright</i>
Date approved:	March 2025
Next review date:	March 2026
Author:	Luisa Element/Peter Clarke
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Version:	002

HISTORY		
Policy review date	Reason for review	Description
September 2021	Two yearly review	No changes made
September 2023	Two yearly review	References to Safer Recruitment Practices, Safeguarding and CP Policy and online searches on short-listed candidates added in Line with KCSIE 2023 requirements. Additional selection processes added.
March 2025	Updating KCSIE 2024 requirements.	Full details of Safer Recruitment requirements added. Reference procedures clarified