



ST. ANDREW'S COLLEGE

Cambridge

SAFER RECRUITMENT POLICY

TO BE REVIEWED: August 2026	RESPONSIBILITY: HR
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RECRUITMENT, SELECTION AND DISCLOSURES POLICY AND PROCEDURE

Introduction

St Andrews College is committed to ensuring the best possible environment for the young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The College is also committed to providing a supportive and flexible working environment to all its members of staff.

Aim of policy

- To deter, reject, or identify people who might pose a risk to children.
- To ensure a consistent and rigorous approach to recruitment and selection.
- To ensure compliance with all relevant legislation and guidance.
- To uphold the ethos, values, and safeguarding culture of the College.

The College recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. The aims of the College's recruitment policy are as follows:

- to ensure that the best possible staff are recruited based on their merits, abilities and suitability for the position.
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- to ensure compliance with all relevant legislation, recommendations and guidance including the Education (Independent School Standards) Regulations 2014 (ISSRs), the statutory guidance published by the Department for Education (DfE), **Keeping Children Safe in Education (1 September 2025) (KCSIE)**, Disqualification Under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales (2015 updated on 1 April 2021) (the Prevent Duty



ST. ANDREW'S COLLEGE Cambridge

Guidance), **Working Together to Improve School Attendance 2024 (statutory guidance)**, and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

- to ensure that the College meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

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

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Advertising

When advertising roles, we will make clear:

- All adverts will clearly state the College's commitment to safeguarding and promoting the welfare of children.
- 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
- Applicants will receive a job description, person specification and standard application form for the role applied for. The Safeguarding Policy is available on the college's website.

Application forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided.
- CVs will not be accepted in isolation.

Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:



ST. ANDREW'S COLLEGE Cambridge

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. The information we will ask for includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information

Sign a declaration confirming the information they have provided is true.

Online Searches

We will also conduct online searches on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process when invited in for interview.

Our online search procedures will:

- Focus on publicly available information that may be relevant to safeguarding concerns
- Be documented appropriately with evidence retained where relevant
- Be conducted in a fair and proportionate manner
- Consider any information found in the context of the role and potential safeguarding implications
- Include searches of social media platforms, news articles, and other publicly accessible online content
- Be carried out at an appropriate stage in the recruitment process after shortlisting

Any concerns identified through online searches will be:

- Explored further with the candidate at interview
- Documented with clear rationale for decisions made
- Considered alongside all other recruitment information

Seeking references and checking employment history

Where possible we will obtain references before interview when permission is granted by applicant. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed



ST. ANDREW'S COLLEGE Cambridge

- 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

Interview and selection

When interviewing candidates, we will:

- Conduct a panel interview with at least 2 senior members of staff (at one will be safer recruitment trained).
- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this.
- Explore any potential areas of concern to determine the candidate's suitability to work with children.
- Record all information considered and decisions made

Pre-appointment vetting 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
- 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, but 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 by asking the staff member to complete a medical questionnaire.
- 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
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK in the last 10 years.



ST. ANDREW'S COLLEGE Cambridge

- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state using the GOV.UK "Check if a person is prohibited from managing an independent school" service

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:



ST. ANDREW'S COLLEGE Cambridge

- 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
- 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. The college must see the contractors' DBS certificate before they can commence work at the College.

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

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.

The chair of the board will have their DBS check countersigned by the secretary of state.

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008) using the GOV.UK "Check if a person is prohibited from managing an independent school" service.
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

All governors will also have the following checks:

- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Induction and Training

All new staff will:

- Receive a safeguarding induction
- Be given a copy of the Child Protection Policy, Code of Conduct, and KCSIE Part 1



ST. ANDREW'S COLLEGE Cambridge

- Complete safeguarding training appropriate to their role

Monitoring and Review

- The policy will be reviewed **annually** or in line with updates to KCSIE or legal requirements.
- Compliance with safer recruitment practices will be monitored through audits of personnel files and the Single Central Record.

Next review: September 2026