



Recruitment and Selection Policy

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Reviewed by	Georgios Chatzakis, Executive Headteacher
Approved by	Julie Smith, Chair of Governors

RECRUITMENT AND SELECTION POLICY

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Introduction

Conifers House School is committed to safeguarding and promoting the welfare of every pupil. Safe recruitment is a key part of this commitment. The school will take appropriate steps throughout recruitment and selection to deter, identify and prevent the appointment or engagement of anyone who may pose a risk to children or who is otherwise unsuitable to work with them.

This policy sets out how the school recruits and selects staff and other adults who work in or for the school. It applies to employees and, as relevant to their role, volunteers, agency and supply staff, contractors, visiting professionals, trainees and placement students. The checks required will depend on the person's role, duties and the applicable legal requirements.

As a specialist school for children and young people with special educational needs and disabilities, Conifers House School recognises that pupils may have individual communication, learning, sensory, health and care needs. Recruitment decisions will therefore consider both safeguarding and the skills, conduct and suitability required to support pupils safely and effectively.

The school will conduct recruitment fairly and consistently, make reasonable adjustments for disabled applicants, and handle recruitment information lawfully. All appointments and engagements will be subject to the checks and safeguards required by current legislation, the Independent School Standards and statutory guidance.

Policy Aims

Recruiting and retaining suitable, skilled and committed staff is fundamental to Conifers House School's ability to safeguard pupils and provide high-quality education, care and support.

The school is committed to safer recruitment practices that help deter, reject and identify people who may pose a risk of harm to children or who are otherwise unsuitable to work with them.

This policy aims to ensure that Conifers House School:

- places safeguarding and the welfare of children at the centre of recruitment and selection;
- recruits people who demonstrate the values, professional standards, knowledge, skills and suitability required for their role;
- appoints staff who understand and are able to meet the needs of children and young people with SEND and contribute positively to Conifers House School's culture and high expectations;
- operates fair, transparent, consistent and proportionate recruitment and selection procedures;
- complies with relevant safer recruitment requirements, employment legislation, equality legislation, the Independent School Standards and current statutory safeguarding guidance;
- makes recruitment decisions objectively against the requirements of the role, including the job description and person specification;
- undertakes all required pre-employment safeguarding and suitability checks before an individual commences work, except where commencement is lawfully permitted subject to appropriate safeguards and risk assessment;

- promotes equality of opportunity and does not unlawfully discriminate against applicants because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation;
- makes reasonable adjustments for disabled applicants where required by the Equality Act 2010;
- maintains appropriate records of recruitment decisions and statutory pre-employment checks; and
- ensures that recruitment information is handled lawfully, securely and confidentially in accordance with applicable data protection legislation.

Recruitment and selection will be based on an applicant's suitability and merit against the requirements of the role. Qualifications, experience, knowledge, skills and other relevant criteria will be assessed objectively and proportionately.

Where an occupational requirement relating to a protected characteristic is considered necessary for a particular role, it will only be applied where lawful, objectively justified and proportionate. Appropriate professional advice should be obtained where necessary.

The Executive Headteacher is responsible for ensuring appropriate arrangements are in place for recruitment to school posts and that safer recruitment requirements are followed. Recruitment to the post of the Executive Headteacher will be overseen by the Governing Body in accordance with its governance responsibilities.

All those involved in recruitment and selection must understand that safer recruitment is an essential part of Conifers House School's safeguarding culture and that the welfare of pupils is paramount throughout the process.

Scope and Purpose

This policy sets out Conifers House School's arrangements for safer recruitment, selection and appointment and forms part of the school's wider safeguarding framework.

It applies, as relevant, to the recruitment, appointment, engagement or use of:

- employees, including teaching, support, leadership, administrative, premises and therapeutic staff;
- volunteers;
- supply and agency staff;
- contractors and self-employed individuals where relevant to their work at the school;
- trainee teachers, apprentices, students and others undertaking placements;
- members of the Governing Body or proprietor body where statutory suitability requirements apply; and
- any other person for whom Conifers House School is responsible for undertaking or confirming safeguarding or suitability checks.

The precise recruitment process and checks required will depend upon the individual's role, employment or engagement status, whether the work constitutes regulated activity with children, and the applicable statutory requirements.

Safer Recruitment

Conifers House School is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and others working on behalf of the school to share this commitment.

Safer recruitment is an essential part of the school's safeguarding culture. Recruitment and selection procedures are designed to help deter, reject or identify individuals who may pose a risk of harm to children or who are otherwise unsuitable to work with them.

The school will:

- follow the safer recruitment requirements and recommendations in Keeping Children Safe in Education 2026;
- comply with the suitability requirements of the Education (Independent School Standards) Regulations 2014, as amended;
- undertake or obtain confirmation of the statutory pre-employment and suitability checks applicable to each role;
- assess whether a role constitutes regulated activity with children and undertake the checks permitted and required for that role;
- ensure that safeguarding and suitability are considered throughout the recruitment process rather than solely at the pre-employment checking stage;
- maintain the Single Central Record in accordance with statutory requirements;
- ensure that individuals involved in recruitment understand their safeguarding responsibilities; and
- ensure that no individual is permitted to undertake work for which the required safeguarding checks have not been completed unless commencement is lawfully permissible and any necessary safeguards, supervision and documented risk assessment are in place.

From 1 September 2026, Conifers House School will apply the amended legal definition of regulated activity with children, including the removal of the previous supervision exemption, when determining the appropriate checks for relevant workers and volunteers.

Where an individual is supplied or employed by another organisation, including an employment business or agency, Conifers House School will obtain the required assurances and undertake any checks for which the school remains responsible before the individual begins work.

Nothing in this policy removes the responsibility of the Executive Headteacher, Governing Body, DSL or other relevant leaders to act where information obtained during or after recruitment raises a safeguarding or suitability concern.

Online Searches of Shortlisted Candidates

As part of its safer recruitment due diligence, Conifers House School will consider carrying out an online search on shortlisted candidates in accordance with *Keeping Children Safe in Education 2026*.

The purpose of an online search is to identify any publicly available information concerning a shortlisted candidate that may indicate a safeguarding concern, call into question their suitability to work with children, or identify an issue that the school may wish to explore with the candidate at interview.

Online searches are not intended to provide a comprehensive investigation of a candidate's private life and must be undertaken lawfully, fairly, consistently and proportionately.

Where an online search is undertaken:

- it will normally take place after shortlisting and before interview;
- searches will be limited to information that is publicly available;
- the search will focus on information relevant to safeguarding and the candidate's suitability to work with children;
- the school will not seek to gain access to private social media accounts or circumvent privacy settings;
- irrelevant personal information will not be taken into account in the selection process;
- particular care will be taken to avoid unlawful discrimination or decisions influenced by protected characteristics;
- reasonable steps will be taken to ensure that information identified relates to the correct individual;
- any potentially relevant information will be considered in context rather than assumptions being made solely on the basis of online material; and
- where appropriate, relevant concerns or issues identified through the search will be explored with the candidate at interview before any recruitment decision is made.

Where practicable, the online search should be undertaken by a person who is not making the final selection decision. Only information that is relevant to safeguarding or suitability for the role should be provided to the interview panel.

The school will not apply an arbitrary historical time limit to online searches or restrict searches to specified search engines. The nature and extent of the search will be reasonable and proportionate to its safeguarding purpose.

Information obtained through an online search will be handled confidentially and in accordance with applicable data protection legislation and the school's data protection arrangements.

A candidate will not be rejected solely because potentially concerning information has been identified online without the school first considering its relevance, reliability and context and, where appropriate, giving the candidate an opportunity to provide an explanation.

Online searches form only one element of Conifers House School's safer recruitment arrangements and do not replace references, interviews, statutory pre-employment checks or professional judgement.

Advertising

Conifers House School will use appropriate recruitment channels to attract a suitable and diverse field of applicants. Vacancies may be advertised externally through appropriate recruitment platforms, the school's website, recruitment agencies or other suitable channels and, where appropriate, internally.

Recruitment advertising will be clear, accurate and consistent with the requirements of the relevant job description and person specification.

All advertisements for roles involving work with children will make clear Conifers House School's commitment to safeguarding and promoting the welfare of children and that appropriate safeguarding and pre-employment checks will be undertaken.

Advertisements will include, or direct applicants to, appropriate information concerning:

- the role and its principal responsibilities;
- the qualifications, experience, knowledge and skills required;
- Conifers House School's commitment to safeguarding and promoting the welfare of children;
- the requirement for appropriate pre-employment safeguarding and suitability checks;
- the requirement for the successful applicant to demonstrate the right to work in the UK;
- the school's commitment to equality of opportunity and reasonable adjustments for disabled applicants; and
- where applicable, that the post is exempt from the Rehabilitation of Offenders Act 1974 and that certain convictions, cautions, reprimands or warnings may need to be disclosed in accordance with the applicable legal framework.

Where a role is eligible for a Disclosure and Barring Service check, recruitment information will make clear that the successful applicant will be subject to the appropriate level of DBS check and, where the role constitutes regulated activity with children, a children's barred-list check.

Advertisements must not state or imply that an applicant requires a particular level of DBS check unless that level of check is legally available and appropriate for the role.

The school will seek to ensure that recruitment materials do not unlawfully discriminate or create unnecessary barriers to suitable applicants. Applicants will be informed that reasonable adjustments are available throughout the recruitment and selection process.

Where a recruitment agency or other third party is used, Conifers House School will ensure that the organisation understands the school's safer recruitment expectations. The use of an agency or other recruitment provider does not remove Conifers House School's responsibility to satisfy itself that the applicable safeguarding and suitability requirements have been met.

Job Description and Person Specification

An up-to-date job description and person specification will be prepared for each post before recruitment begins.

The job description will clearly describe:

- the purpose of the role;
- the principal duties and responsibilities;
- accountability and reporting arrangements;
- the individual's responsibility for safeguarding and promoting the welfare of children;
- any specific responsibilities arising from working within a specialist SEND setting; and
- any other requirements that are fundamental to the role.

The person specification will identify the qualifications, knowledge, experience, skills, competencies and other attributes required to perform the role effectively.

For roles involving contact with pupils, the person specification will include the individual's suitability to work with children and their ability to understand and contribute to Conifers House School's safeguarding culture.

Where relevant to the role, criteria will also reflect the knowledge, skills, values and professional behaviours required to work effectively with children and young people with SEND, including the ability to support individual communication, learning, sensory, emotional and behavioural needs appropriately.

Selection criteria must be relevant, necessary and proportionate to the role and must not unlawfully discriminate against applicants.

The job description and person specification will form the basis for shortlisting and selection so that applicants are assessed consistently and objectively against the requirements of the post.

Reasonable adjustments will be considered where required to ensure that disabled applicants are not placed at a substantial disadvantage during the recruitment and selection process.

Application Form

All applicants for employment at Conifers House School are required to complete the school's application form. A curriculum vitae (CV) may be submitted as additional information but will not be accepted as a substitute for a completed application form.

The application form and supporting recruitment documentation will require applicants to provide sufficient information to enable the school to assess their suitability for the role and undertake appropriate safer recruitment checks.

Applicants will be required to provide a full and accurate employment history, including relevant education, training and qualifications, and to explain any gaps in employment or other periods that are not otherwise accounted for.

The school will scrutinise application information for gaps, inconsistencies, discrepancies or other matters that may require clarification. Relevant issues will be explored with the applicant during the recruitment process and, where appropriate, at interview.

Applicants are responsible for ensuring that information provided as part of their application is complete and accurate. The deliberate provision of false information, the omission of material information or a material misrepresentation may result in an application being rejected or an offer of employment being withdrawn. Where such information comes to light after appointment, the matter may be considered under the school's

applicable employment procedures and may result in disciplinary action, including dismissal where appropriate.

Information obtained through the application process will be used only for legitimate recruitment, safeguarding and employment purposes and will be handled in accordance with applicable data protection legislation and the school's data protection arrangements.

References

References are an important part of Conifers House School's safer recruitment process and are used to obtain factual information to support decisions about an applicant's suitability for appointment and suitability to work with children.

Conifers House School will normally seek at least two satisfactory references. References should be obtained before interview where possible so that any concerns or discrepancies can be explored with the referee and, where appropriate, with the candidate during interview.

The school will:

- obtain a reference from the candidate's current employer, where they are currently employed;
- where the candidate is not currently employed, obtain verification of their most recent relevant period of employment;
- where the candidate is not currently working with children but has done so previously, obtain a reference from the relevant employer from the last time they worked with children;
- where the candidate has never worked with children, obtain a reference from their current employer or, where they are not currently employed, an appropriate previous employer or other suitable professional referee;
- ensure that references are provided by an appropriately senior person with authority to provide the reference;
- where a referee is from a school or college, seek appropriate confirmation from the Headteacher or Principal regarding the accuracy of relevant information concerning disciplinary investigations;
- not accept open references or testimonials addressed "to whom it may concern" as a substitute for references obtained directly by the school;
- not rely upon the applicant to obtain references on the school's behalf;
- verify references with the person who provided them;
- take reasonable steps to ensure that electronic references originate from a legitimate source;
- contact the referee where information is vague, incomplete or requires clarification;
- compare references with the information provided in the application form and explore any discrepancies or inconsistencies;
- establish, where relevant, the reason why the candidate left or is leaving their current or most recent employment; and
- ensure that any concerns arising from references are satisfactorily resolved before an appointment is confirmed.

References should seek appropriate factual information about the applicant's employment, conduct, suitability for the role and suitability to work with children.

Where relevant safeguarding information is provided, references should include factual information about substantiated safeguarding concerns or allegations that meet the harm threshold. Information about allegations or concerns that have been found to be false, unfounded, unsubstantiated or malicious must not be included.

Low-level concerns will be dealt with in accordance with *Keeping Children Safe in Education 2026* and Conifers House School's Safeguarding and Child Protection Policy and will not automatically be included in a reference.

Where a reference raises a safeguarding or suitability concern, Conifers House School will consider the information carefully and obtain further information where necessary. The candidate should normally be given an opportunity to respond to relevant concerns, unless doing so would be inappropriate because of safeguarding, legal or external-agency considerations.

No appointment will be confirmed until the school is satisfied that the references and any issues arising from them have been appropriately considered and resolved.

References received will be retained and handled securely in accordance with the school's data protection and record-retention arrangements.

Short-listing

All applicants will be assessed consistently and objectively against the criteria set out in the job description and person specification.

At least two people will undertake the shortlisting exercise. Wherever practicable, the individuals responsible for shortlisting should also participate in the interview process to provide consistency throughout the selection process.

Those undertaking shortlisting will:

- assess each applicant against the agreed selection criteria;
- scrutinise the application form and supporting information carefully;
- identify and consider any inconsistencies, discrepancies or anomalies;
- identify gaps in employment or other periods that require explanation;
- consider the reasons provided for employment gaps or changes of employment;
- identify any information relevant to the applicant's suitability to work with children;
- identify matters requiring further clarification or exploration at interview; and
- record the reasons for shortlisting decisions.

Selection criteria must be applied consistently and must not unlawfully discriminate against applicants.

Information collected solely for equality monitoring purposes will not be made available to those making shortlisting decisions.

Self-Declaration by Shortlisted Candidates

Once candidates have been shortlisted, Conifers House School will obtain an appropriate self-declaration of relevant information in accordance with *Keeping Children Safe in Education 2026* and applicable legislation.

The self-declaration may seek relevant information concerning:

- criminal offences that the applicant is legally required to disclose;
- whether the applicant is included on the children's barred list or otherwise prohibited from engaging in regulated activity with children;
- whether the applicant is prohibited from teaching, where relevant;
- whether the applicant is known to the police or children's social care in circumstances relevant to their suitability to work with children;
- whether the applicant is disqualified from providing childcare where the statutory requirements apply; and
- relevant overseas information where applicable.

Information that applicants are not legally required to disclose must not be requested or taken into account.

The self-declaration will be requested only after the applicant has been shortlisted and will not be used to determine who should be shortlisted.

Candidates will be required to confirm that the information they provide is true and complete. Relevant information disclosed will be considered fairly, lawfully and proportionately and, where appropriate, explored with the candidate at interview.

A disclosure will not automatically prevent appointment. The school will consider the nature and relevance of the information, the requirements of the role, safeguarding considerations and the applicable legal framework before reaching a decision.

Due Diligence Before Interview

Shortlisted candidates will be informed that Conifers House School may undertake an online search as part of its safer recruitment due diligence, in accordance with the *Online Searches of Shortlisted Candidates* section of this policy.

Where references have been obtained before interview, relevant discrepancies, safeguarding information or concerns arising from those references should also be identified for appropriate exploration during the interview.

Any safeguarding or suitability concerns identified during shortlisting must be clearly recorded and appropriately explored before an appointment decision is made.

Shortlisting records will be retained securely in accordance with the school's recruitment record-retention and data protection arrangements.

Interviews

Interviews form an essential part of Conifers House School's safer recruitment and selection process. They are used to assess both the candidate's ability to meet the requirements of the role and their suitability to work with children and young people.

Interviews will normally be conducted by a panel of at least two people. At least one member of the panel must have completed appropriate safer recruitment training.

Wherever practicable, those who conducted the shortlisting should also participate in the interview process.

Interviews will normally take place in person. Where there is a legitimate reason for conducting an interview remotely, an appropriate secure video-conferencing platform may be used. The school must still ensure that the recruitment

process enables appropriate assessment of the candidate's identity, suitability, safeguarding understanding and competence for the role.

Before interview, the panel will:

- review the job description, person specification and agreed assessment criteria;
- review the candidate's application and identify any areas requiring clarification;
- consider any gaps or inconsistencies in the candidate's employment history;
- consider relevant information arising from references received before interview;
- consider any relevant information disclosed through the candidate's self-declaration;
- identify any relevant matters arising from an online search undertaken as part of safer recruitment due diligence;
- prepare appropriate questions to assess the candidate's suitability for the role and suitability to work with children;
- agree how safeguarding will be explored during the interview;
- determine which panel member will lead particular areas of questioning; and
- ensure that any reasonable adjustments required by the candidate have been identified and put in place.

Conduct of the Interview

Candidates will be assessed consistently against the requirements of the role and the agreed selection criteria.

A common core of questions will normally be asked of all candidates for the same role, with appropriate supplementary questions used to explore individual responses or matters specific to a candidate.

The interview will explore, as appropriate:

- the candidate's motivation for applying for the role and for working with children and young people;
- their relevant knowledge, skills, experience and qualifications;
- their understanding of safeguarding and their responsibility to protect children from harm;
- their professional values, attitudes and boundaries;
- their ability to recognise and respond appropriately to safeguarding concerns;
- their understanding of professional conduct and appropriate relationships with pupils;
- their suitability to work within Conifers House School's specialist SEND context;
- their ability to respond appropriately to pupils' individual communication, learning, sensory, emotional and behavioural needs, where relevant to the role;
- any gaps, inconsistencies or discrepancies in their employment or education history;
- the reasons for leaving previous employment where relevant;
- relevant matters arising from references, self-declaration or online due-diligence checks; and
- any other matter relevant to their suitability for the post or to work with children.

Safeguarding questions should enable the panel to explore the candidate's attitudes, values and judgement, rather than relying solely on rehearsed knowledge of safeguarding procedures.

Any relevant concern identified during the recruitment process must be explored sufficiently before an appointment decision is made.

Identity and Qualifications

The school will verify the successful candidate's identity and required qualifications as part of the pre-employment checking process.

Original documents should be examined where required and practicable. Where recruitment takes place remotely, appropriate arrangements must be made to verify original documentation or otherwise complete the required checks before employment commences.

Where a qualification is an essential requirement of the role, the school will verify that the candidate holds that qualification.

Recording and Decision-Making

Panel members will maintain appropriate written records of the interview and assessment process.

Selection decisions will be based on evidence gathered through the recruitment process and measured against the requirements of the role. Decisions must be objective, fair and free from unlawful discrimination.

Where information raises a safeguarding or suitability concern, the panel must not disregard the concern simply because the candidate otherwise performs strongly during the selection process.

Any offer of employment will remain conditional upon completion of the required pre-employment and safer recruitment checks.

Interview records will be retained securely in accordance with the school's data protection and record-retention arrangements.

Additional Selection Methods

In addition to a formal interview, Conifers House School may use other selection activities where these will provide relevant evidence of a candidate's suitability for the role.

Depending on the post, selection methods may include:

- observation of teaching or another relevant professional activity;
- a lesson, learning activity or practical task;
- a presentation on a specified topic;
- a written, administrative or role-related exercise;
- a scenario-based safeguarding or professional judgement exercise;
- an additional interview or professional discussion; and
- appropriately structured involvement of pupils.

Selection methods will be determined according to the requirements of the particular role and must be relevant and proportionate to the criteria contained within the job description and person specification.

Candidates undertaking comparable selection activities will be assessed against consistent criteria.

Involvement of Pupils

Conifers House School values pupil voice and, where appropriate, pupils may contribute to the recruitment process.

Pupil involvement must be carefully planned and appropriate to the pupils' age, understanding, SEND and communication needs. Pupils should be prepared and supported to participate meaningfully and should not be placed under pressure to contribute.

Pupils may, for example, participate in an appropriately supported pupil panel, meet candidates as part of a supervised activity or provide feedback following a teaching or other relevant exercise.

The views of pupils may inform the overall assessment of a candidate but pupils will not carry responsibility for making the appointment decision.

Safeguarding During Selection Activities

Where a selection activity involves contact with pupils, appropriate safeguarding arrangements must be in place.

A candidate who has not completed the required pre-employment safeguarding checks must not be left unsupervised with pupils or placed in a position in which they have unsupervised responsibility for them.

School staff must remain responsible for pupils' supervision, safety and welfare throughout any recruitment activity.

Any safeguarding concern arising from a candidate's interaction with a pupil during the selection process must be taken seriously, recorded appropriately and considered before any appointment decision is made.

Fairness and Reasonable Adjustments

Additional selection methods must be applied fairly and must not unlawfully discriminate against candidates.

The school will consider and make reasonable adjustments for disabled candidates where required so that they are not placed at a substantial disadvantage during a selection exercise.

Where specialist assessment methods are proposed, the school must be satisfied that they are appropriate, relevant and capable of producing meaningful evidence about the requirements of the role.

Information obtained through selection activities will be handled confidentially and retained in accordance with the school's recruitment record-retention and data protection arrangements.

Pre-Appointment and Safer Recruitment Checks

Any offer of employment or engagement at Conifers House School will be conditional upon the school being satisfied that the individual is suitable for the role and that all applicable statutory and safer recruitment requirements have been met.

The precise checks required will depend upon the role, the individual's employment or engagement status, whether the work constitutes regulated activity with children and any other applicable statutory requirements.

Before appointment, Conifers House School will undertake or obtain appropriate confirmation of the following, where applicable:

- the individual's identity;
- their right to work in the United Kingdom;
- the appropriate Disclosure and Barring Service (DBS) check;
- children's barred-list information where the role constitutes regulated activity with children;
- prohibition from teaching checks for individuals carrying out teaching work where required;
- a section 128 direction check where the individual will undertake a management position to which the prohibition applies;

- relevant qualifications and professional status where these are required for the role;
- appropriate checks or information relating to periods of residence or work outside the United Kingdom;
- childcare disqualification checks where the Childcare Act 2006 and associated regulations apply;
- satisfactory references in accordance with this policy;
- the individual's employment history and satisfactory explanation of relevant gaps or discrepancies;
- medical fitness in accordance with applicable requirements; and
- any other check required by legislation, the Independent School Standards or statutory safeguarding guidance for the particular appointment.

Identity

The school will verify the identity of the successful candidate using appropriate original or otherwise lawfully verifiable documentation.

Where there has been a change of name or other discrepancy in identity documentation, appropriate evidence will be obtained to establish the individual's identity and previous names where necessary for safeguarding checks.

Right to Work

Conifers House School will verify that every person employed by the school has the legal right to work in the United Kingdom before employment commences.

Checks will be undertaken in accordance with current Home Office requirements and appropriate evidence will be retained as required by law.

Where an individual's right to work is time-limited, the school will undertake any required follow-up checks.

Qualifications and Professional Status

Where qualifications or professional status are essential requirements of a role, Conifers House School will verify them before appointment.

Original certificates or other reliable evidence should be examined where appropriate.

For teaching roles, the school will undertake the applicable checks through the Department for Education's teacher services to verify relevant professional information and determine whether the individual is subject to a prohibition from teaching order.

Prohibition from Management

Where an individual is to be appointed to a management position in an independent school, Conifers House School will determine whether a section 128 direction check is required and will undertake the appropriate check before appointment.

Management positions may include relevant senior leadership, departmental leadership and other roles falling within the statutory definition, as well as membership of the proprietor body where applicable.

A person subject to a section 128 direction must not be appointed to a management position from which they are prohibited.

Overseas Checks

Where an applicant has lived or worked outside the United Kingdom, Conifers House School will consider what additional checks are appropriate so that relevant events occurring outside the UK can be taken into account.

The nature and extent of additional checks will be determined according to the circumstances, including the countries in which the applicant has lived or worked, the duration of residence and the availability of reliable information.

Where appropriate, the school may obtain criminal-record information or other evidence from the relevant country, professional regulatory information, references or letters of professional standing.

The school will follow current Department for Education and Home Office guidance when determining appropriate overseas checks.

The absence or unavailability of an overseas criminal-record certificate will not automatically determine whether an appointment can proceed. The school will undertake an appropriate assessment of the information available and must be satisfied that sufficient evidence has been obtained to establish the individual's suitability before appointment.

Childcare Disqualification

Where a role falls within the scope of the childcare disqualification requirements, Conifers House School will undertake the checks required under the Childcare Act 2006 and associated regulations and statutory guidance.

The school will not apply disqualification by association to school-based childcare where that requirement does not apply under current legislation.

Medical Fitness

The school will satisfy itself that an individual has the appropriate health and physical capacity to undertake the role, in accordance with applicable education and employment requirements.

Health-related enquiries will be undertaken at the appropriate stage of recruitment and in accordance with the Equality Act 2010. Nothing in this requirement removes Conifers House School's duty to consider reasonable adjustments for disabled employees.

Completion of Checks

The school will ensure that required pre-appointment checks are completed before the individual commences work, subject only to circumstances in which commencement before completion of a particular check is lawfully permitted.

Where the law permits an individual to commence work while a particular check remains outstanding, this must be exceptional. The Executive Headteacher must be satisfied that appropriate safeguards are in place, including any necessary supervision and a written risk assessment, and the outstanding check must be completed as soon as practicable.

No person may undertake regulated activity with children where Conifers House School has not obtained the barred-list information required for that activity.

From 1 September 2026, the school will apply the amended definition of regulated activity with children, including the removal of the previous supervision exemption, when determining whether children's barred-list information is required.

Recording Checks

Conifers House School will maintain a Single Central Record (SCR) containing the information required by the Education (Independent School Standards) Regulations 2014, as amended, and *Keeping Children Safe in Education 2026*.

The SCR will cover the categories of people required by the Independent School Standards, including relevant staff, supply staff and members of the proprietor body.

The school will record the date on which applicable checks were completed and the information required by the statutory framework.

Supporting recruitment and safeguarding records will be retained securely and only for as long as there is a lawful and legitimate reason to retain them, in accordance with applicable data protection legislation and the school's record-retention arrangements.

Disclosure and Barring Service (DBS) Checks

Conifers House School will undertake Disclosure and Barring Service checks in accordance with the level of check legally available and appropriate to the individual's role.

The school will not request a Standard, Enhanced or barred-list check unless the role is eligible for that level of check.

Where a role constitutes regulated activity with children, the school will obtain an enhanced DBS check with children's barred-list information, unless a lawful exception applies.

It is a criminal offence for a person who is barred from regulated activity with children to engage in that activity. It is also an offence for Conifers House School knowingly to permit a barred person to engage in regulated activity with children.

New Employees

For new members of staff who will engage in regulated activity with children, Conifers House School will obtain the appropriate enhanced DBS certificate with children's barred-list information before the individual begins regulated activity.

Where statutory provisions permit reliance on an existing DBS certificate or a separate barred-list check in particular circumstances, the school will follow the requirements of *Keeping Children Safe in Education 2026* and the Independent School Standards and will document the basis on which the check was accepted.

The school will inspect the original DBS certificate where required and will satisfy itself that the certificate:

- relates to the correct individual;
- is at the appropriate level for the role;
- covers the relevant workforce;
- contains children's barred-list information where required; and
- does not contain information that makes the individual unsuitable for appointment.

The date on which the relevant DBS certificate was obtained will be recorded on the Single Central Record in accordance with statutory requirements. The school may also record the DBS certificate number as part of its safer recruitment records.

A criminal record or other information contained on a DBS certificate will not automatically prevent appointment unless it creates a statutory bar or prohibition. Information will be considered fairly and proportionately, taking account of its relevance to the role, safeguarding implications and the applicable legal framework.

Volunteers

Before a volunteer begins work, Conifers House School will assess the duties they will undertake, how often and for how long they will undertake them, whether they include overnight activities, and the arrangements for supervision. This assessment will determine which checks are legally available and required.

What “regulated activity with children” means

In a school, regulated activity includes paid or unpaid work involving teaching, training, instructing, caring for or supervising pupils; providing advice or guidance about their physical, emotional or educational wellbeing; or driving a vehicle only for children, where the activity is carried out frequently, on more than three days in any 30-day period, or overnight.

From 1 September 2026, qualifying volunteer activities may be regulated activity even when the volunteer is supervised. Relevant personal care and healthcare are regulated activity regardless of frequency. Personal care includes helping a child with eating or drinking because of illness or disability, or with toileting, washing, bathing or dressing because of age, illness or disability. Healthcare means care provided by, or under the direction or supervision of, a regulated healthcare professional.

This is a summary. The school will assess the actual duties and arrangements against the current legal definition before deciding which checks are required.

Checks for volunteers

Where a volunteer will undertake regulated activity with children, the school will obtain an enhanced DBS check with children’s barred-list information before the volunteer begins that activity. A barred-list check will only be requested where the role is legally eligible for it.

Examples may include a volunteer who regularly helps pupils with learning, coaches or instructs them, supervises them on trips or during school activities, or provides advice or guidance about their wellbeing. Relevant personal care or healthcare may constitute regulated activity even if provided on a one-off basis. These examples are not exhaustive; the actual duties and legal criteria determine whether the activity is regulated.

Where a volunteer’s role does not meet the legal definition of regulated activity, the school will not request a barred-list check. It will consider whether an enhanced DBS check without children’s barred-list information, a basic DBS check or another check is legally available and appropriate for the role.

A parent who accompanies a trip or activity solely to support their own child, and is not given responsibility for supervising or caring for other pupils, will not be asked to undergo a children’s barred-list check on that basis alone. The parent’s role and boundaries will be agreed in advance. They must follow staff instructions and must not be left responsible for other pupils. If the school proposes to give the parent duties involving other pupils, it will assess the activity and determine the checks required before those duties begin.

No volunteer on whom the school has obtained no checks will be left unsupervised with pupils or allowed to undertake regulated activity. The school will complete and record a written risk assessment, using professional judgement and considering the nature of the work with pupils, relevant information about the volunteer, and whether another level of DBS check is appropriate.

The school will review its assessment if the volunteer's duties or arrangements change and will apply the current legal definition of regulated activity and current Department for Education and Disclosure and Barring Service guidance when deciding which checks are required.

DBS Update Service

Where an applicant is subscribed to the DBS Update Service and presents an existing DBS certificate, Conifers House School may use the Update Service where the existing certificate is at the appropriate level and type for the proposed role.

The school will:

- inspect the original DBS certificate;
- verify the identity of the certificate holder;
- ensure that the certificate is for the correct workforce and level of check;
- obtain the individual's consent before carrying out an Update Service status check; and
- undertake a new DBS application where the Update Service result indicates that new information may be available or where the existing certificate is not appropriate for the role.

Conifers House School may require or encourage employees to maintain membership of the DBS Update Service where this forms part of the school's safer recruitment arrangements.

Where the school undertakes periodic Update Service status checks, these will be carried out consistently and lawfully and will not replace the school's continuing responsibility to respond to safeguarding or suitability concerns arising during employment.

Information Disclosed on a DBS Certificate

Information contained on a DBS certificate will be handled confidentially and shared only with those who need the information to make an informed safeguarding or employment decision.

Where information is disclosed, the school will consider:

- the nature and seriousness of the matter;
- how long ago it occurred;
- whether it is relevant to the role;
- whether there is evidence of a pattern of behaviour;
- the individual's explanation and circumstances;
- the level of responsibility and contact with pupils involved in the role; and
- the potential safeguarding risk.

Where appropriate, the applicant will be given an opportunity to explain relevant information before a final appointment decision is made.

Existing Employees and Volunteers

Conifers House School may undertake a new DBS check or barred-list check for an existing employee or volunteer where:

- their role changes and the new role requires a different level of check;
- their duties change so that they begin to engage in regulated activity;
- information comes to the school's attention that raises concerns about their suitability to work with children;
- the school is required to do so by law or statutory guidance; or
- another legitimate safeguarding reason makes a further check appropriate.

From 1 September 2026, the school will review existing volunteer arrangements where necessary to determine whether a role has become regulated activity as a result of the removal of the supervision exemption.

All employees and volunteers must inform the school promptly of any matter that may affect their suitability to work with children or their ability lawfully to undertake their role.

Record Keeping

Conifers House School will record the information required by the Independent School Standards and *Keeping Children Safe in Education 2026* on the Single Central Record.

DBS certificates and criminal-record information will be handled and retained in accordance with applicable data protection legislation, the DBS Code of Practice and the school's record-retention arrangements.

The school will not retain copies of DBS certificates for longer than permitted or necessary.

Safeguarding Concerns and Ongoing Suitability

Safer recruitment does not end when an individual is appointed. Conifers House School has a continuing responsibility to ensure that staff, volunteers and others working on behalf of the school remain suitable to work with children.

All staff and volunteers must conduct themselves in accordance with Conifers House School's Safeguarding and Child Protection Policy, Staff Code of Conduct and other applicable professional expectations.

Concerns about the conduct of an adult working in or on behalf of the school, including allegations that may meet the harm threshold and low-level concerns that do not meet that threshold, must be reported and managed in accordance with the school's Safeguarding and Child Protection Policy and *Keeping Children Safe in Education 2026*.

A low-level concern is any concern, however small and even if no more than causing a sense of unease or a "nagging doubt", that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the Staff Code of Conduct, including inappropriate conduct outside work; and
- does not meet the harm threshold or is otherwise not considered sufficiently serious to consider a referral to the Local Authority Designated Officer (LADO).

Examples may include, but are not limited to:

- being over-friendly with pupils;
- having favourites;
- taking photographs of pupils on a personal device contrary to school policy;
- engaging with a pupil one-to-one in a secluded area or behind a closed door where this is contrary to expected practice; or
- humiliating pupils.

Low-level concerns must be shared, recorded and reviewed in accordance with Conifers House School's safeguarding procedures so that potential patterns of concerning, problematic or inappropriate behaviour can be identified and responded to.

Where a concern relates to a supply worker, contractor or other person employed by an external organisation, Conifers House School will liaise with the individual's employer or supplying organisation as required by statutory safeguarding guidance.

Where information arising during employment raises concerns about an individual's suitability to work with children, the school will consider whether further safeguarding checks, disciplinary action, referral to the LADO, Disclosure and Barring Service, Teaching Regulation Agency or another relevant body is required.

Whistleblowing

All staff must be able to raise concerns about unsafe practice, wrongdoing or failures in the school's safeguarding arrangements without fear of inappropriate retaliation.

Concerns should be raised in accordance with Conifers House School's Whistleblowing Policy and Safeguarding and Child Protection Policy.

Where a member of staff feels unable to raise a safeguarding concern internally, or believes that genuine concerns are not being addressed, they should be aware of the external whistleblowing routes identified in *Keeping Children Safe in Education 2026*.

Safeguarding information relevant to recruitment, references or an individual's continuing suitability will be handled lawfully, fairly and confidentially and shared only where there is a legitimate safeguarding, employment or legal reason to do so.

Agency and Supply Staff

Where Conifers House School uses staff supplied by an employment business or agency, the school will ensure that all applicable safeguarding and suitability requirements have been completed before the individual begins work.

The use of an employment business or agency does not remove Conifers House School's responsibility to safeguard pupils and satisfy itself that the individual is suitable to work at the school.

Before an agency or supply worker begins work, Conifers House School must obtain written confirmation specific to that individual that the employment business or agency has carried out the checks that the school would otherwise be required to undertake, including, where applicable:

- identity checks;

- the appropriate DBS check;
- children's barred-list information where the role constitutes regulated activity;
- right to work in the United Kingdom;
- prohibition from teaching checks where relevant;
- section 128 prohibition from management checks where relevant;
- verification of relevant qualifications or professional status;
- appropriate checks relating to periods of residence or work outside the United Kingdom; and
- any other check required by legislation, the Independent School Standards or *Keeping Children Safe in Education 2026*.

The written confirmation must relate specifically to the individual being supplied and must confirm that the applicable checks have been completed and that the employment business or agency considers the individual suitable for the role.

Where the applicable statutory requirements require information concerning an enhanced DBS certificate, Conifers House School must obtain the required information before the individual begins work.

Where the agency or employment business has obtained an enhanced DBS certificate that discloses any matter or information, or where any information was provided to the agency or employment business, Conifers House School must obtain a copy of the certificate from the agency or employment business before the individual begins work. The school must consider the information before confirming that the individual is suitable to work at the school.

Identity Verification

When an agency or supply worker first attends Conifers House School, the school must verify their identity and ensure that the person presenting for work is the same individual for whom the agency has supplied safeguarding assurances.

Appropriate photographic identification should be checked before the individual is permitted to begin work.

Overseas Checks

Where an agency or supply worker is living or has lived outside the United Kingdom and an enhanced DBS certificate is insufficient to establish their suitability, Conifers House School must obtain written confirmation from the employment business or agency that appropriate additional checks have been undertaken having regard to current statutory guidance.

The individual must not begin work until the school is satisfied that the applicable requirements have been met.

Single Central Record

Agency and supply staff working at Conifers House School must be included on the Single Central Record in accordance with the Independent School Standards and *Keeping Children Safe in Education 2026*.

The SCR must include the required information, including confirmation that written assurance has been received from the employment business or agency and the date on which that confirmation was received.

Safeguarding Concerns

Agency and supply staff are subject to the same safeguarding expectations and professional standards as other adults working at Conifers House School.

Any safeguarding concern or allegation concerning an agency or supply worker must be managed in accordance with Conifers House School's Safeguarding and Child Protection Policy and *Keeping Children Safe in Education 2026*.

The school will liaise with the individual's employment business or agency as required, but safeguarding action will not be delayed simply because the individual is not directly employed by Conifers House School.

Where Conifers House School is not satisfied that the required checks or assurances have been completed, the individual must not be permitted to begin work.

Alternative Provision — Safeguarding and Due Diligence

Where Conifers House School commissions or arranges alternative provision for a pupil, the school remains responsible for safeguarding the pupil and for assuring itself that the provision is safe, suitable and appropriate to the pupil's needs.

Alternative provision must only be commissioned where it is considered to be in the pupil's best interests and capable of contributing positively to their education, wellbeing, personal development or agreed intervention objectives.

Before a placement begins, Conifers House School will undertake proportionate due diligence on the provider and proposed placement.

This will include consideration, as appropriate, of:

- the provider's registration status and whether the provision is operating lawfully;
- the provider's safeguarding and child protection arrangements;
- the suitability and safety of the premises and activities;
- the qualifications, experience and suitability of relevant staff;
- the provider's arrangements for safer recruitment;
- the provider's ability to meet the pupil's identified SEND, communication, sensory, educational, pastoral and therapeutic needs;
- arrangements for managing behaviour, risk and emergencies;
- attendance and absence procedures;
- arrangements for reporting safeguarding concerns to Conifers House School;
- arrangements for travel to and from the provision;
- the objectives, intended duration and expected outcomes of the placement; and
- any other matter relevant to the individual pupil's safety, welfare or education.

Safeguarding Checks

Before a pupil attends an alternative provision, Conifers House School will obtain written confirmation from the provider that appropriate safeguarding and safer recruitment checks have been carried out on individuals

working at the provision, including the checks that would otherwise be required for relevant staff working at Conifers House School.

The provider must inform Conifers House School promptly of any change or arrangement that may affect the pupil's safety or the school's safeguarding assurance, including relevant changes in staffing or the use of different premises, subcontractors or satellite provision.

Where circumstances change, Conifers House School will satisfy itself that appropriate safeguarding checks and risk-management arrangements remain in place.

Written assurance from a provider does not remove Conifers House School's responsibility to consider whether the overall safeguarding arrangements are sufficient for the individual pupil.

Individual Pupil Considerations

Before the placement begins, Conifers House School will consider the pupil's individual needs and vulnerabilities and determine what information must be shared with the provider to enable the pupil to be supported safely and effectively.

This may include relevant information concerning:

- the pupil's Education, Health and Care Plan;
- communication needs and preferred communication approaches;
- medical or healthcare needs;
- sensory needs;
- known safeguarding vulnerabilities;
- behaviour support and risk-management arrangements;
- reasonable adjustments;
- therapeutic or pastoral needs; and
- emergency contacts and procedures.

Information will be shared lawfully and proportionately, with safeguarding and the pupil's best interests taking priority.

Where appropriate, the pupil and their parents or carers will be involved in planning and reviewing the placement.

Monitoring the Placement

Conifers House School's responsibility continues throughout the placement.

The school will maintain regular contact with the provider and pupil and will monitor:

- the pupil's attendance and punctuality;
- their safety and welfare;
- progress against the agreed objectives of the placement;
- educational progress and engagement;
- behaviour and any significant incidents;
- safeguarding concerns;
- whether the provision continues to meet the pupil's SEND and other individual needs; and
- whether the placement remains in the pupil's best interests.

Formal reviews will take place at appropriate intervals and at least half-termly, with follow-up action taken where concerns or changes are identified.

Conifers House School will maintain accurate information about where the pupil is expected to be during school hours, including the address of the commissioned provision and details of any other site, subcontracted provision or satellite location the pupil may attend.

Attendance arrangements must enable Conifers House School to identify promptly where a pupil has not arrived as expected and to take appropriate safeguarding action.

Safeguarding Concerns

Any safeguarding concern relating to a pupil attending alternative provision must be reported and managed in accordance with Conifers House School's Safeguarding and Child Protection Policy.

The provider must know how and when to contact Conifers House School's Designated Safeguarding Lead or deputy.

Where Conifers House School has concerns about the safety, suitability or quality of a placement, it will take prompt action. This may include seeking further assurances, carrying out additional checks, reviewing or suspending the placement, or terminating the arrangement where necessary to protect the pupil.

Governance and Records

Appropriate records of due diligence, safeguarding assurances, risk assessments, placement objectives, reviews and significant concerns will be retained by Conifers House School.

Leaders will maintain appropriate oversight of the use of alternative provision, and the Governing Body will receive sufficient information to assure itself that alternative provision is commissioned, monitored and reviewed safely and effectively.

Breaches of the Policy

Conifers House School expects all individuals involved in recruitment, selection and appointment to comply with this policy and with the school's safer recruitment procedures.

Any failure to follow required recruitment or safeguarding procedures must be reported promptly to the Executive Headteacher or other appropriate senior leader so that the implications can be assessed and corrective action taken.

Where a breach relates to safeguarding or means that a required pre-employment or suitability check has not been completed, the school will take immediate steps to determine whether the individual may continue to work or have contact with pupils and what safeguards are required.

The safety and welfare of pupils will take priority in determining the school's response.

Depending on the nature and seriousness of the breach, action may include:

- completing or repeating an omitted or defective check;
- undertaking and recording a safeguarding risk assessment;
- introducing additional supervision or temporarily restricting duties where lawful and appropriate;
- suspending or withdrawing a recruitment or appointment process;
- withdrawing a conditional offer of employment;
- taking action under the school's disciplinary procedures;

- reviewing recruitment systems, responsibilities or training; and
- making a referral to the Local Authority Designated Officer (LADO), Disclosure and Barring Service, Teaching Regulation Agency, police or another relevant body where required.

Deliberately falsifying recruitment records, knowingly circumventing statutory safeguarding checks, knowingly permitting a barred or prohibited person to undertake work from which they are barred or prohibited, or deliberately concealing information relevant to safeguarding may constitute serious misconduct and may result in disciplinary action, including dismissal where appropriate.

Applicants, employees and volunteers are expected to provide complete and accurate information during recruitment and in relation to matters affecting their continuing suitability. Material dishonesty, deliberate omission or misrepresentation may result in an application being rejected, a conditional offer being withdrawn or action being taken under the school's applicable employment procedures.

Any significant breach of safer recruitment arrangements will be reviewed by senior leadership to establish how it occurred and whether changes to procedures, training, oversight or internal controls are required to prevent recurrence.

Where appropriate, significant safeguarding or compliance failures will be reported to the Governing Body so that it can exercise effective oversight and assurance.

Record Keeping, Single Central Record and Data Protection

Conifers House School will maintain accurate and appropriate records of recruitment, selection and pre-appointment checks in accordance with applicable legislation, the Independent School Standards, *Keeping Children Safe in Education 2026* and the school's data protection and record-retention arrangements.

Recruitment information will be processed lawfully, fairly, transparently and securely in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

Information will only be collected, used, shared and retained where there is a lawful and legitimate reason to do so.

Single Central Record

Conifers House School will maintain a Single Central Record (SCR) containing the information required by the Education (Independent School Standards) Regulations 2014, as amended, and *Keeping Children Safe in Education 2026*.

The SCR will include the categories of individuals and checks required by the applicable statutory framework, including relevant staff, supply staff and members of the proprietor body.

The school will ensure that:

- required checks are accurately recorded;
- the date on which each applicable check was completed is recorded where required;
- appropriate written assurances relating to supply and agency staff are recorded;
- overseas checks and other additional checks are recorded where required;
- entries are updated promptly when relevant information changes; and
- the SCR is subject to appropriate internal monitoring and quality assurance.

The SCR provides evidence that required checks have been undertaken but does not replace the school's responsibility to maintain appropriate supporting recruitment and personnel records.

Recruitment Records

For the successful candidate, the school will retain appropriate recruitment documentation in accordance with its record-retention arrangements.

This may include, where appropriate:

- the application form;
- recruitment correspondence;
- references;
- shortlisting and interview records;
- evidence relating to identity and right-to-work checks;
- evidence of qualifications and professional status;
- records confirming that required safeguarding and suitability checks were completed;
- records relating to overseas checks where applicable;
- relevant risk assessments;
- the conditional offer and confirmation of appointment; and
- other information necessary to demonstrate a lawful and robust recruitment process.

Records must be factual, relevant and limited to what is necessary.

Unsuccessful Applicants

Records relating to unsuccessful applicants will be retained only for an appropriate period having regard to the purpose for which they may reasonably be required, including responding to recruitment queries, complaints or legal claims.

At the end of the applicable retention period, records will be securely destroyed or deleted unless there is a lawful reason for continued retention.

DBS and Criminal-Record Information

DBS certificates and criminal-record information require particularly careful handling.

Access will be restricted to individuals who require the information for legitimate safeguarding, recruitment or employment purposes.

The school will record the information permitted or required for safer recruitment purposes, including relevant details on the Single Central Record.

Copies of DBS certificates will not normally be retained for longer than necessary. Where a copy is retained following a recruitment or suitability decision, it will normally be destroyed securely within six months unless there is a lawful and documented reason for retaining it for longer.

The school will not retain information from a DBS certificate merely because it may potentially be useful in the future.

Criminal-offence data will be processed only where the school has an appropriate lawful basis and satisfies the additional requirements applying to the processing of such information.

Accuracy and Confidentiality

Recruitment records must be accurate and, where necessary, kept up to date.

Information obtained during recruitment will be treated confidentially and will only be accessible to those who require it for recruitment, safeguarding, employment, governance or legal purposes.

Information will not be disclosed to third parties unless there is a lawful basis for doing so or disclosure is required for safeguarding or legal purposes.

Applicant Rights

Applicants have rights in relation to their personal information under data protection legislation.

Information about how Conifers House School processes recruitment information will be provided through the school's applicable privacy notice.

Requests by applicants to exercise their data protection rights will be handled in accordance with the school's data protection arrangements and applicable legislation.

Secure Disposal

Recruitment and safeguarding records that have reached the end of their applicable retention period will be securely destroyed or deleted in a manner appropriate to the sensitivity of the information.

Paper records containing confidential information will be disposed of securely, and electronic records will be deleted in accordance with the school's information-governance arrangements.

Any actual or suspected loss, unauthorised disclosure or other personal-data breach involving recruitment information must be reported and managed in accordance with Conifers House School's data protection procedures.

Appendix 1 – Risk Assessment: Pending Pre-Employment Checks

Conifers House School expects all required pre-employment and safer recruitment checks to be completed satisfactorily before an individual begins work. Allowing an individual to commence work while an applicable check remains outstanding will be exceptional and will only occur where this is legally permissible and the school is satisfied that pupils can be safeguarded effectively.

A risk assessment must not be used to circumvent a statutory prohibition or a check that must legally be completed before the individual undertakes particular duties.

1. Employee Details

Information	Details
Name of individual	
Role / Position	
Campus / Location	
Proposed start date	
Line Manager	
Date risk assessment completed	

2. Outstanding Pre-Employment Checks

Outstanding Check	Date Requested	Reason Outstanding / Current Position

3. Mandatory Checks and Recruitment Requirements

Check / Requirement	Completed?	Date / Evidence / Comments
Identity verified	☐ Yes ☐ No	
Right to work in the UK verified	☐ Yes ☐ No	
Children's barred-list check, where required	☐ Yes ☐ No ☐ N/A	
Enhanced DBS application submitted, where required	☐ Yes ☐ No ☐ N/A	
References satisfactorily completed	☐ Yes ☐ No	
Employment history checked and gaps satisfactorily explained	☐ Yes ☐ No	
Prohibition from teaching check, where required	☐ Yes ☐ No ☐ N/A	
Section 128 check, where required	☐ Yes ☐ No ☐ N/A	
Qualifications / professional status verified, where required	☐ Yes ☐ No ☐ N/A	

Overseas checks, where required	☐ Yes ☐ No ☐ N/A	
Childcare disqualification requirements considered, where applicable	☐ Yes ☐ No ☐ N/A	
Other applicable checks completed	☐ Yes ☐ No ☐ N/A	

Important: An individual must not undertake duties where doing so would be unlawful. In particular, a person must not undertake regulated activity with children unless Conifers House School has established through the appropriate lawful check that the individual is not barred from that activity.

4. Risk Assessment

Risk Factor	Assessment / Comments
Nature of the role and duties	
Does the role involve regulated activity with children?	☐ Yes ☐ No
Level and nature of contact with pupils	
Age, SEND, communication needs and vulnerabilities of pupils	
Will the individual work one-to-one with pupils?	☐ Yes ☐ No
Safeguarding checks already completed	
References and employment history	
Any safeguarding or suitability concerns identified during recruitment	
Nature of outstanding check(s) and reason for delay	
Previous relevant employment and safeguarding history	
Availability and effectiveness of supervision	
Can duties be temporarily restricted?	☐ Yes ☐ No
Other relevant safeguarding considerations	

5. Safeguards and Restrictions

Safeguard / Restriction	Required?	Details / Arrangements
Enhanced supervision	☐ Yes ☐ No	
No unsupervised one-to-one working with pupils	☐ Yes ☐ No	
No intimate / personal care	☐ Yes ☐ No	
No transporting pupils	☐ Yes ☐ No	
No unsupervised off-site activities / educational visits	☐ Yes ☐ No	
Restricted access to particular information, systems or areas	☐ Yes ☐ No	
Increased management oversight	☐ Yes ☐ No	
Regular review of outstanding check(s)	☐ Yes ☐ No	
Other safeguards / restrictions	☐ Yes ☐ No	

Supervision must be meaningful and capable of reducing the identified safeguarding risks. It must not simply be recorded as a control where it cannot reasonably be delivered in practice.

6. Final Decision

Decision	Response
Is commencement legally permissible?	☐ Yes ☐ No
Has the children's barred-list check been completed where required for regulated activity?	☐ Yes ☐ No ☐ N/A
Have identity and right-to-work checks been completed?	☐ Yes ☐ No
Have all checks that must legally precede the proposed duties been completed?	☐ Yes ☐ No ☐ N/A
Is the individual authorised to commence work pending the outstanding check(s)?	☐ Yes ☐ No
Overall assessed risk	☐ Low ☐ Medium ☐ High
Review date	

7. Executive Headteacher Authorisation

Authorisation	Details
Executive Headteacher	Georgios Chatzakis
Decision / Additional Conditions	
Signature	
Date	

Commencement before completion of all normal pre-employment checks must be authorised by the Executive Headteacher.

8. Review and Completion

Review / Completion	Details
Outstanding check(s) received	☐ Yes ☐ No
Date received / completed	
Outcome satisfactory	☐ Yes ☐ No
SCR updated where required	☐ Yes ☐ No ☐ N/A
Temporary restrictions removed	☐ Yes ☐ No ☐ N/A
Further action required	
Reviewed by	
Date	

If information subsequently received raises a safeguarding or suitability concern, the individual's continued attendance at work must be reconsidered immediately and appropriate safeguarding and employment action taken.

Where all outstanding checks have been completed satisfactorily, the Single Central Record must be updated where required and temporary restrictions may be removed.

If an outstanding check is not satisfactory, Conifers House School will take immediate appropriate action, which may include withdrawing the offer of employment, terminating employment in accordance with applicable procedures, removing the individual from particular duties and/or making appropriate safeguarding referrals.