



Recruitment and Vetting Policy

(Safeguarding - Safer Recruitment)

The FusionHR model policy (August 2026) has been adopted and adapted for this policy.

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School Business Manager:		Date:	08/09/2026
Headteacher		Date:	09/09/2026

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1. Introduction

- 1.1. Recruitment and vetting are among the most important human resources functions Amwell View School carries out. Attracting the right people, with the right skills and experience, into the right role, in a way that keeps children safe, is central to Amwell View School's success and to its safeguarding responsibilities.
- 1.2. This policy applies to all staff at Amwell View School, including Governors, volunteers, and others engaged to work with pupils, whether directly employed, supplied by an agency, engaged as a contractor or sub-contractor, or self-employed.

2. Purpose of this policy

- 2.1. This policy ensures Amwell View School follows a robust, rigorous and fair process when recruiting and vetting staff, minimising the risk of appointing a person who may pose a risk of harm to children. Safer recruitment is one strand of safeguarding and promoting the welfare of children, alongside the wider requirements of Keeping Children Safe in Education.
- 2.2. Working Together to Safeguard Children requires Amwell View School to have arrangements in place to fulfil its duty to safeguard and promote the welfare of children, including safer recruitment practices for individuals permitted to work regularly with children. This policy is designed to promote consistency, transparency and compliance with these duties.

3. Planning the recruitment process

- 3.1. When a vacancy arises, the Headteacher and HR Manager will consider Amwell View School's current needs, staffing structure and budget, and give reasonable consideration to changes in physical conditions, supervision, training or job design that could create better opportunities for candidates such as those with disabilities, maternity returners, young people or those with other particular needs. All teaching and appropriate support posts are eligible for consideration as a job share, subject to Governing Body agreement.

Job Description and Person Specification

- 3.2. A Job Description and Person Specification, including the safeguarding responsibilities of the role, will be prepared for every recruitment and selection process. The Job Description should be clear, concise and a fair representation of the post. The Person Specification should accurately distinguish between essential and desirable requirements.

Selection Panel

- 3.3. The selection panel is responsible for appointing the candidate who best matches the Person Specification, while ensuring compliance with employment legislation and Amwell View School policy, and managing the process equitably. Each panel will have a chair acting as the appointing officer.
- 3.4. Panels will normally have at least three selectors (a minimum of two) for appointments below senior leadership level, chosen to be as diverse as possible, and every panel will include at least one member with recent, accredited safer recruitment training. Where possible, panel members should be involved from the Job Description and Person Specification stage through to shortlisting and interview; where this is not practical, at least one member should be involved throughout, to ensure no safeguarding aspect is overlooked. Where a candidate is personally known to a panel member, this will be declared before shortlisting, and the panel changed if necessary to avoid a conflict of interest.

Temporary, Fixed-Term, Casual and Agency Appointments

- 3.5. The same high standards of selection, including assessment against the Person Specification, apply to temporary and fixed-term appointments as to permanent ones. Under the Fixed-term



Employees (Prevention of Less Favourable Treatment) Regulations 2002, a fixed-term employee will not be treated less favourably than a comparable permanent employee doing the same, or largely the same, job, unless there is objective justification for the difference.

Casual and agency staff will be subject to some form of assessment to determine their suitability, and Amwell View School will clarify with any partner agency what recruitment and vetting checks it has undertaken.

4. Attracting candidates

- 4.1. Amwell View School's recruitment advertising aims to attract the right candidates, deter unsuitable applicants, and present Amwell View School as an attractive employer. Vacancies will be advertised on Amwell View School's website and, where appropriate, externally.
- 4.2. Recruitment information provided to candidates will, as a minimum, include: a copy of the advertisement; the Job Description and Person Specification; further information about the role and Amwell View School; the Equal Opportunities and Dignity at Work Policy; the Child Protection Policy, Safeguarding Policy; and confirmation of whether the post is exempt from the Rehabilitation of Offenders Act 1974, in line with KCSIE.

5. The screening and selection process

- 5.1. An application form will always be used, so that a common set of core information is obtained from every candidate; CVs will not be accepted, for safeguarding reasons. All application forms, whether complete or incomplete, will be considered.
- 5.2. Closing dates and next steps will be clearly stated on the advertisement, so applicants understand what will happen after their application is received.

Shortlisting

- 5.3. All panel members should be equally involved in shortlisting; a structured scoring matrix will assist an objective, systematic approach. Any concern arising from the application, including a gap in employment history, will be identified so it can be explored at interview.

Requirements for Shortlisted Candidates

- 5.4. Before interview, shortlisted candidates will be asked to: complete a self-disclosure form, disclosing any unspent conviction, caution or bind-over, and any other information relevant to the role, in line with the Rehabilitation of Offenders Act 1974 (as amended), with any positive disclosure discussed at interview; provide references, sought as set out below (unless the candidate expressly asks that referees not be contacted at this stage, in which case references will be obtained, and the offer made conditional on them being satisfactory, before appointment); and be subject to an online search for any publicly available information relevant to their suitability for the role, to be explored at interview if needed.

Interview and Assessment

- 5.5. The interview is the most commonly used method of assessing candidates, though some job requirements cannot be fully tested this way. Interviewers will approach the process fairly and objectively: listening, probing and assessing consistently across all candidates; focusing only on a candidate's ability to do the job, measured against the Person Specification; and upholding Amwell View School's reputation as a good employer. Every interview will include a question relating to safeguarding and child protection, appropriate to the level and type of post.



Disabled Applicants

- 5.6. Disabled candidates may submit an application in an alternative format. A candidate who discloses a disability and meets the essential criteria on the Person Specification will be shortlisted, and will be invited to contact Amwell View School regarding any adjustment needed to attend interview or take part in the selection process.

Rejecting Candidates and Decision-Making

- 5.7. Candidates who are not shortlisted will be told in writing, with an indication of how to request feedback; where application volumes make individual contact impractical, this will be stated in the original application information, along with a timescale after which an applicant should assume they have not been shortlisted. A record of the reason for rejecting each unsuccessful candidate, referenced to the Person Specification, will be made and retained.
- 5.8. The final decision will be based on the Job Description and Person Specification, using agreed and accurately recorded criteria, so that the reasoning for the decision is clear. The selection panel will formally record its final decision, and all selection records will be handed to the chair and treated as confidential.

6. Vetting and pre-employment checks

Regulated Activity and Regular Contact

- 6.1. A person is engaged in regulated activity with children if they are responsible for teaching, training, instructing, caring for or supervising children, providing advice or guidance on their well-being, or driving a vehicle solely for children, and this is done regularly. For the full definition, including what counts as regular contact, see the Department for Education's guidance 'Working or volunteering in regulated activity with children' on GOV.UK.

Enhanced DBS Checks

- 6.2. An Enhanced DBS check (or Update Service check) is required for all staff and volunteers employed by Amwell View School; a Barred List check will also be obtained for anyone undertaking regulated activity. Where a successful applicant is registered with the DBS Update Service, Amwell View School will seek their consent to check the certificate's status online, and will check the original certificate to confirm it is appropriate to the role, rather than relying on the Update Service check alone.
- 6.3. Amwell View School will recheck the DBS and Barred List status of an existing employee who moves into a role newly involving regulated activity. Where an employee moves to a different role within Amwell View School without any change in the level of contact with children or personal details, a new DBS check is not required, though a section 128 management prohibition check may be needed if the new role involves a management position.

Medical Fitness

- 6.4. As part of its pre-employment checks, Amwell View School will verify a successful candidate's mental and physical fitness to carry out the responsibilities of the role, in line with Keeping Children Safe in Education and the Education (Health Standards) (England) Regulations 2003. Any questions asked about disability or health during recruitment will be limited to establishing whether the candidate has the physical and mental capacity to carry out the specific role, in accordance with section 60 of the Equality Act 2010.

Overseas Applicants and Checks

- 6.5. A candidate who has lived or worked outside the UK is subject to the same checks as any other applicant, including a standard DBS check, which alone will not disclose an overseas criminal record. Amwell View School will seek any further check it considers appropriate to establish the person's suitability, which may include an overseas criminal record certificate



obtained by the applicant from the relevant country or embassy, and, for teachers, evidence of professional conduct from the regulatory authority in the country where they worked, considered alongside other pre-appointment checks.

Volunteers

- 6.6. Volunteers are subject to the same recruitment process as employees, including pre-employment checks and, where relevant, an Enhanced DBS check. A Barred List check can only be requested for a volunteer engaged in regulated activity; for other volunteers, Amwell View School will carry out a risk assessment, having regard to the nature of the work, and what is known about the individual, to decide whether an Enhanced DBS check (with or without a Barred List check) is appropriate.

Supply Teachers and Agency Staff

- 6.7. A DBS check is required for every supply teacher, whether engaged directly or through an agency. Where Amwell View School engages supply staff directly, it is responsible for carrying out all necessary pre-employment checks itself. Where supply staff are provided by an agency, Amwell View School will obtain written confirmation from the agency that all necessary checks have been satisfactorily completed and will see the DBS certificate itself where it discloses any information; the individual will not undertake unsupervised work until a satisfactory disclosure has been confirmed. If Amwell View School subsequently engages the individual directly, it will carry out its own repeat check.

Contractors and Sub-Contractors

- 6.8. Amwell View School will ensure that any contractor or sub-contractor providing staff or services has clear vetting procedures, evidenced before work begins, written into the relevant service level agreement or contract, and including overseas checks for each country the individual has lived in. The contractor will provide a list of its direct employees and any sub-contractor's employees at least 20 days before work begins on site, and identity checks will be carried out before work commences. The nature of the work and the level of access to children will determine the supervision arrangements while contractors are on site.

Governors

- 6.9. All Governors, in any type of school, academy or trust, will have an Enhanced DBS check (with a Barred List check where they are in regulated activity), a section 128 management prohibition check, and will complete a DBS self-declaration form annually.

The Designated Safeguarding Lead

- 6.10. Any individual taking up the role of Designated Safeguarding Lead, including an existing member of staff, will be subject to an Enhanced DBS check, unless they have already had such a check within the previous three months.

Teacher Trainees

- 6.11. A student teacher or teaching trainee placed at Amwell View School should have an Enhanced DBS check with a Barred List check, normally arranged by their Initial Teacher Training provider and confirmed as in place before the placement begins.

Self-Employed Individuals

- 6.12. A self-employed individual, such as a peripatetic music tutor, working in circumstances likely to involve unsupervised access to children should be subject to an Enhanced DBS check, paid for by the individual, as they are not able to obtain their own check directly; Amwell View School can arrange this provided it is used to assess their suitability for the role, alongside the



usual identity and other vetting checks. Whether a re-check is needed will be considered case by case, having regard to the duration of the work and the level of pupil contact.

7. Right to work checks

- 7.1. Before a person starts work, in whatever capacity, Amwell View School will carry out a right to work check, using one of the following methods:
- a manual check against acceptable original documents from the Home Office's List A or List B;
 - a Home Office online check using a share code, for a person with a digital immigration status, such as an eVisa or Biometric Residence Permit/Card (an expired physical BRP is not, by itself, acceptable evidence of the right to work); or
 - a Digital Verification Service check, carried out through a certified Identity Service Provider, for a British or Irish citizen holding a valid passport.
- Where a person cannot produce an acceptable document or digital status but has an outstanding application, appeal, or administrative review with the Home Office, Amwell View School will use the Home Office Employer Checking Service instead. Amwell View School will keep a copy of the documents checked, or the outcome of a digital or online check, for the duration of the person's employment and for two years afterwards and will carry out a follow-up check before any time-limited immigration permission expires.
- 7.2. Amwell View School recognises that right to work checks may extend beyond its own direct employees to other working arrangements, such as staff supplied by an agency, contractors, sub-contractors, and individuals engaged through a labour supply chain. Amwell View School will review its arrangements with any recruitment agency, supply staff provider, contractor or sub-contractor (see paragraphs 7 and 8 of section 6 of this policy) to confirm who is responsible for carrying out each check and will update its contracts and service level agreements accordingly.
- 7.3. Failure to carry out the required check correctly, for any person to whom this duty applies, may result in a civil penalty, and in some circumstances may be a criminal offence.

8. Commencement of employment before DBS clearance

- 8.1. Amwell View School will not routinely allow a person to start work before their DBS check is received. Exceptionally, where a check has been applied for but remains outstanding, the Headteacher may, at their discretion, allow the individual to start, provided: a risk assessment has been carried out and raises no concern, having reviewed the individual's employment history, explored any gaps in it, and confirmed that satisfactory references matching that history have been received (advice on the risk assessment can be sought from HR); all other pre-employment checks are complete; and the individual is fully supervised until DBS clearance is received, meaning they are not given duties that leave them unsupervised with pupils, are accompanied by a DBS-cleared colleague, have their whereabouts known to a senior member of staff when not working, and understand their responsibility never to be alone with a pupil, and what to do if this occurs.
- 8.2. Where the Headteacher has any doubt about a person's background, such as an unexplained gap in employment, the risk will be addressed - for example by arranging alternative duties, or asking the individual not to start until clearance is received. A written record of the decision to allow an individual to work pending DBS clearance, and the reasoning for it, will be made and retained.
- 8.3. Where an employee's role is within the Early Years Setting, appointment will not start until the DBS check is received and barred list check undertaken where appropriate.



9. Positive disclosures and criminal convictions

- 9.1. A positive disclosure means the DBS check is not clear. The candidate, not Amwell View School, will be given the details of any conviction, caution or warning, and will be asked to share these, together with their certificate, which will be cross-referenced against their self-declaration form. Before any decision is made on the offer of employment, the individual will be given the opportunity to discuss the disclosure with the Headteacher. It is a criminal offence for a person on the relevant Barred List to apply for a role working with children, and for Amwell View School to knowingly employ them in such a role.
- 9.2. A criminal record does not automatically bar a person from employment. Amwell View School will reach a balanced decision having regard to: whether the person is barred from the role; whether the conviction is relevant to the position; the circumstances of the offence and any explanation or mitigation offered; the seriousness of the offence and the time elapsed since it occurred; whether there is a pattern of offending, or it was a single incident; whether the person's circumstances have changed; their attitude to the conviction; whether they disclosed it themselves; the level of supervision the role attracts; and whether the role involves responsibility for finance or valuable items.
- 9.3. The Headteacher will make the final decision on whether to proceed with an appointment; any disclosure raising a child protection concern will be discussed with Amwell View School's DSL, and the decision recorded and kept on the individual's personal file. A false declaration during recruitment may render any resulting contract of employment void, and failure to disclose a relevant conviction for a post exempt from the Rehabilitation of Offenders Act 1974 could lead to withdrawal of an offer, or dismissal if employment has already begun.
- 9.4. Information about a candidate's criminal history will be treated in strictest confidence, disclosed to the panel only so far as necessary to discuss it with the candidate (including, if appropriate, at a separate interview with a suitable person). Candidates should be given the opportunity to seek legal advice, or impartial advice from an organisation such as Nacro or Unlock, before answering questions about their criminal history, and are entitled to be informed of the contents of any police report about them.

Where medical screening takes place, clinical information is confidential and will not be shared with management without the applicant's consent, unless there is a specific need, and any screening arrangements will comply with the Equality Act 2010.

10. The Single Central Record

- 10.1. Under the Education (School Staffing) (England) Regulations 2009 (SI 2009/2680), Amwell View School will maintain a single central record of recruitment and vetting checks. This will cover: all staff employed to work at Amwell View School; supply staff, whether engaged directly or through an agency; other adults in regular contact with children, such as volunteers or specialist instructors; and Governors. If Amwell View School was part of a multi-academy trust, the trust would need to maintain the record across the trust, in a form that allows the position for each individual academy to be produced separately and without delay.
- 10.2. The record will show whether the following have taken place, the date each was completed or the certificate obtained, and who carried it out: an identity check; a check of any qualification legally required for the role (for example, QTS or NPQH), and, for teaching posts, registration with the Teaching Regulation Agency where relevant; a right-to-work check; a check against the relevant Barred List; the Enhanced DBS check and its certificate number; any further overseas checks; qualified/unqualified teacher or HLTA prohibition checks; and section 128 management prohibition checks for relevant post-holders, including governors and trustees.

It is not mandatory to record Childcare Act 2006 disqualification checks on the single central record itself, but Amwell View School will separately keep a record of staff employed to work in or manage relevant childcare provision, including the date on which disqualification information was obtained from them.



11. Retention of disclosure information and records

- 11.1. Information disclosed during recruitment, self-declaration, or a DBS check will be treated as highly confidential; it is a criminal offence to pass disclosure information to anyone who does not need it for their duties. Amwell View School will manage disclosure information in line with current DBS guidance on the security and retention of disclosures, which provides that a disclosure certificate should not be retained for longer than necessary (typically no more than six months), should be destroyed securely at the end of that period, and will never be photocopied.
- 11.2. Before a disclosure certificate is destroyed, Amwell View School will record on the single central record: the date the disclosure and any Barred List check were obtained; who obtained it; and the certificate's unique reference number. Amwell View School will also keep a note of any other information used to assess suitability, any letter confirming clearance, and a copy of any risk assessment carried out following a positive disclosure. Where a disclosure reveals relevant information, a record of the check (but not the detail of the offence disclosed) will be kept on the individual's personal file for the length of appointment + 6 years.
- 11.3. The single central record is often the first document an Ofsted inspector will ask to see, and failure to produce one evidencing that all appropriate checks have been made can have an immediate and serious effect on an inspection outcome.

12. References

- 12.1. References are sought to obtain objective, factual information supporting an appointment decision and providing safeguarding assurance. In line with Keeping Children Safe in Education (confirm the edition in force at the time this policy is used - KCSIE 2026 takes effect from 1 September 2026), references will be sought on all shortlisted candidates before interview, so any concern can be raised with the referee and explored with the candidate at interview.
- 12.2. Where a candidate has previously worked with children, a reference will be sought covering that role; otherwise, a reference will be sought from their current, or most recent, employer. References will be requested directly, in writing, from the named referee; Amwell View School does not accept a reference or testimonial supplied by the candidate, or an open reference addressed 'to whom it may concern'. Where an employer states it is not their policy to provide references, the candidate will be asked to nominate an alternative referee, and Amwell View School will keep a record of the attempts made. An offer of employment will not be confirmed until satisfactory references have been received.

13. Notification, feedback and outcome

- 13.1. Shortlisted candidates will be informed of the outcome as quickly as possible and offered constructive feedback on request; one panel member will normally be designated to give feedback, or the panel will reconvene to meet the candidate. Any difference in salary or terms offered between candidates appointed from the same process will be objectively justifiable and documented.

14. Review, monitoring and induction

- 14.1. At the end of each recruitment process, those involved should review the decisions made and the process followed, to be satisfied it reflected Amwell View School's commitment to equal opportunity and be able to justify each decision taken. The recruitment file for each process, including all interviewers' notes, will be retained for at least six months.
- 14.2. Where a probationary period applies, the candidate will be informed of this before appointment. Every new appointment will be supported by a structured induction programme,



which will include ensuring Amwell View School's safeguarding requirements and relevant policies are understood and embedded in the individual's practice from the outset.

15. Related policies and documentation

This policy should be read alongside the Amwell View School's policies which can be found on the school website: [Statutory School Policies](#)

- 15.1. Child Protection Policy
- 15.2. Safeguarding Policy
- 15.3. Allegations of Abuse Against Staff Policy
- 15.4. Equal Opportunities and Dignity at Work Policy
- 15.5. Data Protection Policy