



## **The Lloyd Williamson Schools Foundation**

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### **RECRUITMENT POLICY**

**2025**

Updated by	Aaron Williams	9 <sup>th</sup> May 2025
Due for update	September 2025	

# Recruitment Policy

## Introduction

The Lloyd Williamson Schools Foundation (LWSF) is committed to fostering a safe, inclusive, and supportive environment for its employees, visitors, and students. In adherence to our Health and Safety, Safeguarding, and Child Protection Policies, we ensure that every recruitment decision aligns with statutory guidance, particularly Keeping Children Safe in Education (KCSIE) 2024.

Recognising the importance of employing dedicated and qualified individuals, we prioritise recruitment practices that safeguard children and promote professional excellence. LWSF is an equal opportunities employer, meaning all hiring decisions are made without discrimination, strictly following the Equality Act 2010. The recruitment process is designed to attract, assess, and appoint candidates who uphold the ethos and values of the school while reinforcing safeguarding best practices.

## Aims of Recruitment

The recruitment policy at LWSF is structured around key principles that ensure the integrity of the process and safeguard the interests of our pupils, staff, and the wider school community.

- 1. Safeguarding and Suitability** Every member of staff must be rigorously vetted to confirm that they are suitable to work with children and young people. This includes a thorough review of their qualifications, employment history, and any past safeguarding concerns.
- 2. Skills and Professional Development** Candidates must possess the necessary skills and expertise required for their roles, and we ensure that every new hire receives ongoing training and development to enhance their ability to contribute effectively to the school community.
- 3. Alignment with Ethos and Values** We seek individuals who understand and share the school's mission—those who will actively promote a nurturing, inclusive, and intellectually stimulating environment for pupils.
- 4. Compliance with Safeguarding Requirements** Every decision is made with the overarching goal of protecting students, staff, and stakeholders. All recruitment procedures are conducted in accordance with relevant child protection laws to ensure a safe and transparent process.

## **Guidelines for Implementation**

### **Identifying Vacancies and Advertisement**

**Vacancy Identification:** Posts will be identified by the Senior Management Team and ratified by the Headteacher as necessary—whether created due to a departure or as a new post.

**Job Advertisement:** All advertisements will clearly describe the school, the role, and its responsibilities. They will include:

- A commitment to safeguarding and promoting the welfare of children and young people.
- A statement that all candidates must successfully complete a Disclosure and Barring Service (DBS) check (enhanced, including the children's barred list) and any other prescribed checks before commencement.
- A clear reference to our adherence to KCSIE 2024, ensuring that every aspect of the recruitment process meets statutory safeguarding requirements.
- Information regarding the school's commitment to equal opportunities and diversity.

### **Application Process**

**Application Materials:** Applicants are required to submit a curriculum vitae (CV), a covering letter, and complete a detailed job application form if selected for an interview.

**Pre-Interview Screening:** Shortlisted candidates are informed that they may be subject to an online search (digital footprint check) as part of our due diligence process. All applicants' submissions will be treated in accordance with our GDPR and Data Protection policies.

### **Interview and Assessment**

**Interview Panel:** A minimum of two interviewers—often including members of the Senior Management Team (e.g. the Co-Principal, Nursery Manager, or their deputies) and, where appropriate, the Designated Safeguarding Lead—will participate in the interview. At least one member of the appointing interview panel will be trained in safer recruitment.

**Interview Process:** Shortlisted candidates will:

- Undergo a formal interview; for key posts (especially those involving teaching or supervision), a written task (such as a mock profile or report comment) may be required.
- Be observed during a practical session with a class or group of children, where relevant.

- Receive a tour of the school during which all staff involved will assess the candidate's demeanour, the nature of their enquiries, and their overall suitability.

**Feedback:** Unsuccessful candidates will be offered a debriefing session regarding their performance.

### **Pre-Offer and Conditional Checks**

Once a candidate has been provisionally offered a position, the following checks and training must be finalised prior to the commencement of employment:

### **Safe Recruitment Checks**

**Enhanced DBS Check:** An enhanced DBS check (including children's barred list information) is required for all staff and volunteers.

- **Temporary Working Arrangements:** If a candidate commences work prior to the receipt of a full DBS check, a separate children's barred list check will be obtained immediately if they will work with children.

**Self-Declaration of Criminal Records:** As part of the recruitment process, shortlisted candidates will complete a self-declaration regarding any criminal records, prohibitions, or disqualifications. Only non-protected cautions and convictions must be declared. Guidance will be provided on the nature of the required disclosures.

### **Identification and Address Verification:**

- Primary proof of identity (e.g. a birth certificate) and proof of any change of name will be required where applicable.
- Two recent proofs of address are also mandatory.

**Right to Work:** Evidence of the right to work in the UK must be provided.

- **UK Nationals:** A current passport is required.
- **EU Nationals and Others:** Verification through the EU Settlement Scheme (using the online checking service) or an appropriate visa is necessary, with follow-up checks scheduled for time-limited permissions.

**Qualifications Check (e.g. QTS):** Verification of all relevant academic and professional qualifications, including teaching qualifications (e.g. QTS), first aid certificates, etc.

### **Additional Prohibition Checks:**

- **TRA Check:** All candidates are checked against the Teachers' Regulations Agency (TRA) even if applying for a non-teaching position.

- **Section 128 Check:** All applicants are routinely checked under Section 128 to ensure that no individual barred from management of an independent school is employed.
- **Overseas Candidates:** If a candidate has lived or worked abroad for periods totalling between 3 and 6 months (in the last five to ten years while aged 18 or over), a police certificate or 'letter of good conduct' is required as per guidance on overseas criminal records.

**Verification of Fitness to Work:** A Post-Offer Health Questionnaire (POHQ) is administered to verify a candidate's mental and physical fitness to work. This is conducted only after a formal offer is made and is used solely to assess whether reasonable adjustments are required, in line with the Equality Act 2010. It must not be used to retract an offer unless there is a genuine necessity, in consultation with HR and the Designated Safeguarding Lead.

## **Offer Confirmation and Induction**

**Offer of Employment:** Following the satisfactory completion of all checks, the candidate will receive a confirmation letter that details the post title, salary, and any conditions (including the successful completion of all pre-employment checks, safeguarding clearances, and subsequent training).

**Contract and Probation:** A formal contract of employment will be issued, which includes a professional conduct agreement and any safeguarding-related declarations. Employment is subject to a probationary period of one term (or three months) and may be extended if necessary.

**Induction and Mandatory Training:** Before commencing work, candidates must undertake a Health and Safety induction and complete mandatory training programmes (EduCare) covering:

- Child Protection in Education
- Equality and Diversity
- GDPR in Education
- Safeguarding Young People
- Health and Safety in Education
- Fire Safety in Education
- Prevent Duty
- Cyber Security
- KCSiE

## Disqualification and Relevant Offences

### Disqualification Criteria

In accordance with the Childcare (Disqualifications) Regulations 2018 and subsequent updates:

**DBS Children's Barred List:** Any candidate included on the DBS Children's Barred List will be automatically disqualified.

**Relevant Offences:** A candidate will be disqualified if they have been:

- Convicted of a relevant offence,
- Given a caution (post-6 April 2007) for a relevant offence, or
- Given a youth caution (post-8 April 2013) for a relevant offence.

**Additional Orders:** Any other orders, particularly those related to the care of children as specified in the regulations, will lead to disqualification.

**Overseas Offences:** Offences committed overseas that would constitute a disqualifying offence if committed in the UK will also result in disqualification.

All reference checks will specifically request information on these matters. Open or unofficial references will not be accepted. Any discrepancies will be discussed with the candidate and further clarification will be sought from referees.

## Record-Keeping, Confidentiality, and Continuous Vigilance

- **Single Central Record (SCR):** All DBS and other pre-employment checks are recorded on the SCR to provide transparency to staff, pupils, and parents.
- **Data Protection and Confidentiality:** All personal data collected during the recruitment process will be processed in accordance with the GDPR, the Data Protection Act 2018, and our internal policies.
- **Ongoing Monitoring:** LWSF promotes a culture of continuous vigilance. Any concerns raised during or after recruitment are to be reported immediately to the Designated Safeguarding Lead. Regular internal audits and reviews ensure that recruitment practices remain fully compliant with KCSIE 2024 and other statutory requirements.
- **Whistleblowing and Reporting:** Staff are encouraged to report any safeguarding concerns or irregularities in the conduct of any employee, consistent with our whistleblowing procedures.

## **Review, Audit, and Updates**

- **Annual Review:** This Recruitment Policy is subject to an annual review. The Designated Safeguarding Lead, in consultation with the Senior Management Team, will ensure that any changes in legislation, guidance (including KCSIE 2024 updates), or best practices are incorporated promptly.
- **Continuous Improvement:** Regular audits of recruitment processes are undertaken to confirm that all procedures meet or exceed statutory and organisational standards. Feedback from candidates, staff, and interview panels is used to refine our recruitment process.

The Lloyd Williamson Schools Foundation is dedicated to the highest standards of safe recruitment. By integrating rigorous checks, comprehensive training, and continuous monitoring, we ensure that every member of staff not only meets the statutory safeguarding requirements but also contributes positively to our school's ethos. This Recruitment Policy reflects our commitment to safeguarding, clarity in our procedures, and our drive to employ the most capable candidates in an equitable manner.

**Updated May 2025**

**Next Review July 2026**