



## Telford Court

### Recruitment Policy and Procedure

2026-2027

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## **1. Purpose**

To support The Greenhouse in providing a fair, consistent and effective approach to the recruitment of all employees, in accordance with employment law, best practice, and the statutory safeguarding requirements set out in Keeping Children Safe in Education (KCSIE).

To provide a framework for recruitment, onboarding and induction, and training within The Greenhouse. This policy dovetails with the Safeguarding and Child Protection Policy and the Training Policy and Procedure.

The recruitment policies of The Greenhouse fully align to the principles outlined within the Equality Act 2010 and reflect the commitment to safer recruitment as outlined in KCSIE and Working Together to Safeguard Children (2026).

## **2. Scope**

The following roles may be affected by this policy:

- All staff

The following Learners may be affected by this policy:

- All Learners

The following stakeholders may be affected by this policy:

- Employers
- Awarding Organisations
- Main Providers

## **3. Objectives**

To recruit and retain skilled people by use of safe processes that enable The Greenhouse to achieve and deliver its aims and values.

To set out the stages and process of recruitment as practised by The Greenhouse for all identified vacancies and roles.

To ensure that The Greenhouse demonstrates that all staff are 'fit and proper' to work with children and vulnerable adults, by carrying out all required pre-employment vetting checks in line with KCSIE. This policy covers additional recruitment processes for:

- Directors
- Volunteers
- Apprentices
- Contractors and visitors in regulated activity
- All staff

#### **4. Commitment to Safer Recruitment and KCSIE**

The Greenhouse is committed to safeguarding and promoting the welfare of children and young people, and to recruiting in line with the principles of safer recruitment as set out in Keeping Children Safe in Education (KCSIE) 2026. The Greenhouse expects all staff and volunteers to share this commitment.

All recruitment activity is undertaken in a manner consistent with KCSIE and the guidance set out in Working Together to Safeguard Children (2026). Safeguarding considerations are embedded at every stage of the recruitment process, from the advertisement of posts through to appointment and induction.

The Greenhouse follows the guidance in Keeping Children Safe in Education (KCSIE) 2026 for all recruitment and vetting activity. All staff in regulated activity are subject to enhanced DBS checks, and at least one member of every interview panel must hold a current Safer Recruitment qualification.

#### **5. Policy**

##### **Responsibilities of the Head of Education**

It is the responsibility of the Head of Education to:

- Comply with this policy and all related recruitment procedures at The Greenhouse
- Ensure that recruitment activity is carried out in line with KCSIE and safer recruitment principles at all times
- Ensure each and every employee, volunteer and contractor in regulated activity has a satisfactory enhanced DBS check, including a barred list check, before working with us
- Ensure every stage of the recruitment process is fair and complies with legislation

- Ensure that all necessary pre-employment checks are carried out, including where applicable for temporary, secondment and agency staff, as well as directors, volunteers and apprentices
- Maintain and update knowledge in relation to recruitment, safer recruitment and safeguarding procedures
- Ensure that recruitment is applied fairly to all, in line with the Equality Act 2010
- Seek advice if information comes to light at any stage of the process which may impact on the employment offer
- Ensure that at least one member of each interview panel has completed Safer Recruitment training in line with KCSIE requirements
- Ensure that any member of staff responsible for the recruitment of others has the appropriate skills, experience and knowledge to undertake this role competently
- Ensure any conditions of employment are made clear throughout the recruitment process and that successful applicants receive written terms and conditions of employment on commencement

The interview stage of the recruitment process at The Greenhouse will assess the applicant against agreed standards, including their suitability to work with children and young people, and the interview will be documented. Specific attention will be given to avoiding discrimination of any kind. The recruitment framework will be achieved through values-based recruitment, as per the philosophy of learning at The Greenhouse.

Recruitment will be carried out using the suite of recruitment records for The Greenhouse. These templates are available for the Senior Leadership Team to use throughout all stages of the recruitment process to ensure consistency and quality.

The Greenhouse will have due regard and compliance with UK GDPR and data protection legislation in relation to the archiving and retention of candidate application forms and associated documentation.

Staff at The Greenhouse are responsible for any aspect of recruitment and will have an awareness and current knowledge of the impact of the EU Settlement Scheme on immigration and the workforce.

## 6. Single Central Record (SCR)

The Greenhouse maintains a Single Central Record (SCR) of all pre-employment and vetting checks undertaken for staff, volunteers and others working in regulated activity. The SCR is the central record of evidence that The Greenhouse has met its safer recruitment obligations.

### What is recorded

The SCR records the following for each individual:

- Full name and role
- Date of appointment
- Date Left
- Identity Check – Date Completed
- Right to Work – Date Completed
- Enhanced DBS – Certificate No.
- Enhanced DBS – Date of Issue
- Barred List Included? (Yes/No)
- Prohibition from Teaching Check – Date Completed
- QTS Verified? (Date / N/A if unqualified teacher)
- Section 128 Check Date (if management role)
- Overseas Check Required? (Yes/No/N/A)
- Overseas Check – Date / Risk Assessment Date
- References – Date Received
- References Satisfactory? (Yes/No)
- DBS Update Service Registered? (Yes/No)
- DBS Update Service Last Checked (Date)
- Online Search Conducted (Date) *(For new staff from June 2026)*
- Check Completed By (Name)
- Notes / Actions

### Who maintains the SCR

The Headteacher has overall responsibility and accountability for maintaining, updating, securely holding, and ensuring the statutory compliance of the Single Central Record (SCR). Access to the SCR is restricted to those with a legitimate need as part of their role.

### Monitoring the SCR

The SCR is reviewed by the Headteacher at least termly to ensure all entries are complete, current and accurate. Any gaps or discrepancies are investigated and resolved promptly. The SCR is made available for inspection by authorised bodies upon request.

## **7. Procedure**

### **Identifying a Vacant Post**

When a vacancy arises, the Senior Leadership team will consider the most appropriate way to cover the work. They will review the staffing levels, skill mix and working patterns in their team to identify any potential redeployments.

The job description and person specification will be updated to reflect any additions or alterations of the role. All job descriptions and person specifications at The Greenhouse include the key safeguarding duties and responsibilities of the post, and a statement that the role is subject to an enhanced DBS check and, where applicable, barred list check.

### **Advertisement**

Alongside the job description and person specification, the advert for the role will be produced. This will include:

- A statement of The Greenhouse values and its commitment to safe recruitment and the safeguarding and welfare of children and young people
- The job title, salary, hours and location
- The contract type
- The closing date and potential interview dates (if known)
- Contact details for further information and guidance on how to apply
- That the role will be subject to an enhanced DBS check and, where applicable, a barred list check
- That the role is exempt from the Rehabilitation of Offenders Act 1974 and that candidates are required to declare all relevant convictions
- The role, skills and qualifications necessary
- The necessary standard of spoken English and Welsh required for the role

The advert will be placed in the preferred sources as agreed by The Greenhouse and a copy of the vacancy made accessible to staff, for example via staff notice boards.

### **Reasonable Adjustments**

Reasonable adjustments form part of the recruitment process and all applicants will be asked if they require any reasonable adjustments to ensure a fair experience.

The Greenhouse will consider making reasonable adjustments for the recruitment process if:

- The candidate asks for reasonable adjustments
- The candidate says they have a disability
- The employer knows, or could be expected to know, of the disability

It is against the law for The Greenhouse to ask applicants if they have a disability.

There is no limit on what may be deemed reasonable throughout the recruitment process, and The Greenhouse will support any reasonable requests to create a fair process for all candidates.

### **Shortlisting**

Candidates must complete an Application Form alongside their CV. Shortlisting of received application forms will involve a process of reviewing each application against the person specification, which will be carried out by two people.

Whilst shortlisting, staff will check that the Application Form is fully complete and highlight any inconsistencies (such as gaps in employment) that can be addressed during the interview stage.

All candidates who meet the criteria and who have indicated that they have a disability will be automatically shortlisted, and reasonable adjustments to the recruitment stages will be implemented.

### **Online Search**

As part of the shortlisting process, and in line with KCSIE, The Greenhouse will conduct an online search of all shortlisted candidates prior to interview. The purpose of the online search is to identify any publicly available information that may be relevant to the candidate's suitability to work with children.

The search will be carried out by the Headteacher and may include search engines, publicly available social media profiles, news or press coverage, and any other relevant publicly available online information. Findings will be documented and retained on the candidate's recruitment file. Where information is found that gives cause for concern, it will be discussed with the candidate at interview.

### **Invitation to Interview**

Sufficient notice will be given to the candidate invited to interview. When arranging the interview, staff must request that the candidate brings ID with them, a copy of which will be held on the candidate's personnel file if successful. Candidates will also be asked to bring original copies of any relevant qualification certificates.

For unsuccessful candidates, information will be retained and destroyed in line with the Archiving, Disposal and Storing of Records Policy and Procedure.

## **The Interview Process**

Before the interview day, staff must set time aside to review the shortlisted application forms. Staff will:

- Check that educational qualifications are appropriate and adequate
- Check work history, note and investigate all periods of no work and reasons for leaving previous positions
- Note any declared requirements for adjustments for disability
- Check the suitability of the supplied references
- Check the applicant's DBS disclosure status
- Review the outcome of the online search and note any areas for further discussion

If any areas for further discussion are identified, these will be incorporated into the interview questions. On the interview day, the Interview Pack should be used to guide the process. Staff will also:

- Check that identity has been clearly established and that recent photographs have been supplied
- Check that all claimed relevant qualifications are accompanied by documentary evidence

## **Safer Recruitment at Interview**

In line with KCSIE, at least one member of each interview panel must have completed Safer Recruitment training. Where possible, a minimum of two people should conduct interviews, one of whom will be the immediate supervisor or manager of the post being advertised. Interview questions will be agreed in advance and will be standard for all candidates.

Interviews will include safeguarding-based questions designed to assess the candidate's values, attitudes and awareness of child protection and safeguarding.

Areas to be explored include:

- The candidate's understanding of safeguarding and child protection responsibilities
- How the candidate would respond to a safeguarding concern or disclosure
- The candidate's commitment to maintaining appropriate professional boundaries

- Any experience of, or training in, safeguarding or working with children and young people

NB: If the interview is carried out by only one person as a result of staff resource issues on the day, the interviewer will be the immediate supervisor or manager of the post advertised and the interview will be preceded by a tour of The Greenhouse accompanied by a member of the staff team on duty. That team member will report their personal impressions of the candidate to the interviewer before the interview and will be consulted about the employment decision.

### **Interview Environment**

An interview room will be prepared that enables the candidate to feel relaxed, whilst ensuring that interviews will be private and uninterrupted. Where possible, arrangements will be made for someone to receive candidates at the door and to deliver them to a waiting area, making them feel welcome. All members of staff will have been made aware that interviews are taking place, so that candidates are welcomed appropriately, and the interviewer is informed of their arrival. The candidate will be offered refreshments and supported to feel as comfortable as possible.

### **During the Interview**

At the start of the interview, the interviewer will provide a brief outline of the philosophy and culture of The Greenhouse, including its commitment to safeguarding and the welfare of children and young people.

All set questions will be asked, with answers noted on the sheets provided within the interview pack. The candidate will be informed that if they are successful in their application, the job offer will be subject to:

- The receipt of two satisfactory references, one of which must be from the most recent employer, and that they cannot start work until those references have been received and verified in writing
- Satisfactory completion of an enhanced DBS check, including barred list check where applicable
- All other required pre-employment vetting checks being satisfactorily completed

On completion of interview questions, the candidate will be provided with the opportunity to ask any questions. The candidate will be thanked for attending and informed of when the decision will be made and how they will be notified. Once the candidate has left, the score sheet will be completed and recorded on the Interview Pack provided.

## **Internal Candidate Interviews**

In the case of internal candidates, the full procedure detailed above will be carried out, but the completion of forms and interview questions will be adjusted to take account of prior employment with The Greenhouse.

If an internal candidate is successful and is promoted or given a new role, they may be subject to a new probationary period. If the role represents a complete change with a new probationary period, it is best practice to issue a new employment contract. A new DBS check may also be required where the new role brings a different level of regulated activity.

## **Remote Interviews**

Where face-to-face interviews cannot be held, a remote interview will be used as part of the recruitment process. The candidate will be provided with an invitation to attend a remote interview, which could take the form of a telephone interview or a remote platform such as Microsoft Teams or Zoom. Before the interview takes place, the interviewer will undertake the same pre-interview review as described above.

Initial document checks may be completed remotely; however, original copies must be taken to the office and verified prior to the staff member starting at The Greenhouse. A remote debrief session will take place with all interviewers to discuss the candidate.

## **Post Interview**

Following each interview, all candidates will be reviewed and all reasons for rejection or acceptance must be critically examined, with no discrimination. If the interviewer is unsure of their proposed decision, they **MUST** consult senior management for further guidance.

It is important that particularly comprehensive notes are made if the person offered the post is not the highest scoring candidate. The crossing out of notes is not permitted; any alteration must allow the original to remain legible and must be signed by the person making the alteration.

For all accepted candidates, they will be contacted offering them the post. All employment checks will be conducted by The Greenhouse and in line with this policy. Upon successful completion of all employment checks, the conditions of employment, including the contract relevant to the position, will be issued. A rejection or holding letter must be completed for every unsuccessful candidate, as appropriate.

## **8. Pre-Employment Vetting Checks**

All offers of employment at The Greenhouse are conditional upon the satisfactory completion of the vetting checks listed below. No member of staff will commence work at The Greenhouse until all required checks have been completed and found to be satisfactory.

### **Full Vetting Checklist:**

#### **Enhanced DBS Check**

An enhanced DBS check, including a children's barred list check where the role involves regulated activity with children, is required for all staff before they commence employment. The Headteacher will review the content of any DBS certificate before making a decision to proceed with an appointment. Where an individual is subscribed to the DBS Update Service, the school will verify their status online before employment and may carry out periodic status checks during employment to ensure the certificate remains current. The school's Single Central Record records whether an individual is registered with the DBS Update Service and the date the most recent status check was completed.

#### **Barred List Check**

The Greenhouse will check the DBS Children's Barred List for all staff who will be working in regulated activity with children. This check is carried out as part of the enhanced DBS check application. A barred list check must not be circumvented or deferred; no individual on the Barred List may be employed in a regulated activity role.

#### **Prohibition from Teaching Check**

Where a member of staff will be undertaking teaching work (with or without Qualified Teacher Status). This is a separate check from the DBS barred list check and must be completed before the individual commences work in a teaching capacity. This check is carried out by Access Personal Checking Services (APCS) Ltd: 46 Seaview Road, Wallasey, Merseyside, CH45 4LA.

#### **Section 128 Direction Check**

For posts involving management of the provision (including governance roles), The Greenhouse will check whether an individual is subject to a Section 128 direction, which prohibits them from taking part in the management of the provision. This check is carried out by Access Personal Checking Services (APCS) Ltd: 46 Seaview Road, Wallasey, Merseyside, CH45 4LA.

## **Qualified Teacher Status (QTS) Check**

Where a role requires Qualified Teacher Status (QTS), The Greenhouse verifies the individual's QTS before employment commences. The date of verification is recorded on the Single Central Record (SCR). Where a member of staff is employed in a role that does not require QTS, this is recorded as "N/A" on the SCR. This check is carried out by Access Personal Checking Services (APCS) Ltd: 46 Seaview Road, Wallasey, Merseyside, CH45 4LA.

## **Overseas Checks**

Where a candidate has lived or worked outside of the United Kingdom, The Greenhouse will carry out additional checks appropriate to the country or countries involved. This may include a certificate of good conduct from the relevant overseas authority or professional regulatory body. The Headteacher will seek guidance on the appropriate check for the relevant country.

## **References**

The Greenhouse requires two satisfactory references for all candidates. One reference must be from the most recent employer. References must:

- Be obtained before interview wherever possible, and always before an offer of employment is confirmed
- Be sought directly from the referee rather than relying solely on the reference supplied by the candidate
- Be verified by the Headteacher, who will contact the referee directly to confirm the reference's authenticity where there is any doubt
- Include specific questions about the candidate's suitability to work with children and young people
- Include specific questions about any safeguarding concerns, allegations or investigations involving the candidate, whether in their most recent role or any previous role involving children or vulnerable adults
- Confirm whether the referee is aware of any reason why the candidate should not be employed to work with children

Applicants must provide details of all previous roles involving health and social care or work with children or vulnerable adults, regardless of when those roles were held. This requirement is not limited to a specific number of years

Open references or character references will not be accepted as a substitute for employment references. No candidate may commence employment until satisfactory references have been received.

## **Eligibility to Work in the UK and Identity Checks**

The Greenhouse will ensure that all staff have the right to work in the UK by collecting and retaining copies of the required documentation in line with current Home Office guidance. Staff can refer to [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) for current information and support. Documentation will be verified before the staff member commences work.

## **English Competency Checks**

The Greenhouse will ensure that all staff have the required level of English language competence for their role, enabling them to deliver a high standard of training, assessment and safeguarding practice to all Learners. Competency will be measured through the application process and at interview and may be demonstrated by evidence including:

- A passed English language competency test
- A degree or relevant qualification in English from a recognised institution
- Having lived in a multilingual household where English was the primary form of communication
- Being a national of a majority English-speaking country
- Having worked in an organisation or institution where English was the primary language
- Having pursued part of their education in the UK

## **Qualifications**

The Greenhouse will ensure that where applicable to the role, candidates hold the necessary qualifications. All applicants are required to provide, at interview, original evidence of any qualification required for the role. This evidence must be photocopied and retained within the new employee's personnel record. Registered body registration checks will be made accordingly when employing professionally registered individuals.

## **9. Contractor and Visitor Checks**

The Greenhouse has a duty to ensure that all contractors and visitors on site are appropriate and safe to be in the presence of children and young people, in line with KCSIE.

## **Contractors**

Where contractors are engaged to work on The Greenhouse premises, the following applies:

- Contractors who will be undertaking work that amounts to regulated activity with children must be subject to an enhanced DBS check with barred list check before commencing work. The Greenhouse will seek written confirmation from the contracting organisation that all appropriate checks have been completed and are satisfactory, and will check the identity of the contractor on arrival.
- Where a contractor will not be in regulated activity but may come into contact with children, The Greenhouse will carry out a risk assessment to determine the level of supervision required and the appropriate checks needed.
- All contractors are required to sign in on arrival and sign out on departure, and to wear visible identification at all times whilst on site.
- Contractors must be accompanied by a member of staff at all times unless the Head of Education is satisfied that a full DBS check has been completed and is recorded on the SCR.

## **Visitors**

All visitors to The Greenhouse must sign in and out of the building and wear identification provided by the organisation. No visitor will be left unsupervised with children and young people unless they are verified as having an enhanced DBS check, confirmed with the Head of Education or DSL in advance of the visit. Arrangements for the regulation and vetting of visitors are set out further in the Safeguarding and Child Protection Policy.

## **10. Managing Conflicts of Interest**

Where there is a potential conflict of interest during the recruitment process, such as a candidate having a personal relationship with a member of staff, the Head of Education and Jon Simpson will refer to the Relationships at Work Policy and Procedure. As a minimum:

- Job applicants will be required to declare on their application any personal or working relationship with a member of The Greenhouse staff
- The prospective member of staff will not be interviewed by the person with whom they have a personal relationship

- The prospective member of staff will not be appointed into a post that results in a line management relationship with someone with whom they have a personal relationship

## **11. Withdrawal of Offers**

If, after careful consideration, it is decided to withdraw the conditional offer of employment, the grounds for withdrawal must be very clear – for example, due to unsatisfactory references, a failed DBS check or other employment checks – and the offer must be rescinded in writing. This decision must be made in conjunction with senior management.

## **12. Complaints**

Where an applicant, either internal or external, has a complaint about the recruitment process, they can direct their complaint in writing to the Head of Education. The Head of Education will follow the Complaints, Suggestions and Compliments Policy and Procedure.

## **13. Apprentices**

The Greenhouse recognises that apprenticeships are an effective way of meeting needs and developing employees of The Greenhouse to meet the future requirements of the workplace. The Head of Education will ensure that the recruitment of apprentices is robust, safe, and in keeping with this recruitment policy and with KCSIE requirements.

## **14. Related Policies**

This policy must be read in conjunction with the following related policies, which together form The Greenhouse's overarching safer recruitment and safeguarding framework:

- Safeguarding and Child Protection Policy
- Training Policy and Procedure
- Supervision Policy
- UK GDPR Policy and Procedure

**This policy has been written by Fiona Conde (Headteacher) and approved by Jonathon Simpson (Business Director).**

*Jonathon Simpson*

**Approval Date: June 2026**

**Review Date: June 2027**