



Safeguarding – Staff Recruitment Policy (Safer Recruitment)

Policy Number: E25A

Responsibilities

Policy Owner: Headmaster

Policy Overview: Head of HR / Designated Safeguarding Lead

Governors Committee: External Relations & Pastoral Care Committee (EXPC)

Audit Control

Replaces: 1.0

Date of last review: September 2025

Date of next review: September 2027

Review cycle: Every 2 years or in accordance with legislation

Version: 1.1

Statutory Policy: Yes

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Document Control and Approval

Responsibilities	
Policy Owner	Headmaster
Approval	Staff Pay and Performance Committee
Audit Control	
Policy Created	November 2023
Replaces	1.1
Version	1.2
Statutory Policy	Yes
Review	Every 2 Years or in accordance with legislation
Next Review	September 2027
Last Review	September 2025

Version Control

Version	Author	Summary of Changes	Reviewed By	Date
1.1	HTh	Internal appointments. Social Media Checks. Volunteers checks.	CMo	November 2023
1.2	HTh	Updates to internal recruitment process. Update to external recruitment process.	CMo & LAy	September 2025

Linked Policies

Policy	Location
Reading School's Equal Opportunities Statement, Policies and Objectives.	Reading School Website
Data Policy	Reading School Website
Child Protection and Safeguarding Policy	Reading School Website

Relevant Forms

Job Title	Responsible for:
Application Forms	Via MyNewTerm (external provider)

Introduction

The Headmaster and Governors of Reading School are aware of their responsibility for appointing appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to work with children and young people.

Reading School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the guidelines outlined in the DfE 'Safeguarding children and safer recruitment in education' and the school's Child Protection Policy.

We believe that all pupils, regardless of age, gender, special educational needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse. This policy will operate in conjunction with other related policies and procedures, such as whole school policies on Bullying and Equal Opportunities.

Our approach to child protection is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about pupils likely to suffer significant harm to the child protection agencies.

We encourage the students in our care to raise any concerns that they might have and ensure that these are taken seriously.

We are committed to working in partnership with parents; child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our school.

Our robust approach to safeguarding and promoting the welfare of our pupils aims to help keep pupils safe and importantly equip them to tackle the challenges and opportunities of daily life with renewed confidence and vigour.

External Recruitment

In line with KCSIE we do not accept applications submitted as a Curriculum Vitae (CV). All candidates must apply via our external provider, MyNewTerm (MNT). Application forms are shared anonymously with recruiting managers reducing bias in the shortlisting process.

Pre-Employment Checks

All teaching and support staff are subject to the following pre-employment checks:

- Identity Check
- Enhanced DBS Clearance
- Overseas Criminal Records check (when applicable as outlined above)
- Qualifications Check (all Teachers, whether unqualified or qualified and any role that

requires formal professional qualifications, e.g. finance roles).

- References: Ideally two professional references, but character references will be considered when necessary. References are requested prior to interview where possible.
- Social Media and Online Checks.
- Occupational Health New Entrants Questionnaire.
- Safeguarding Training Module via our online learning platform.
- When relevant, overseas criminal record checks and/or statement of good conduct.
- Details checked on the DfE's Teacher Regulation Agency system for the following:
 - Prohibition Check / Teacher Check (Qualified Teachers only) – note this will also be undertaken for qualified teachers taking up an Associate Staff appointment
 - Section 128 barring directions

Social Media Checks

Social media checks will be completed for shortlisted candidates normally prior to interview. Where this is not possible, the check will be completed before a formal offer is made. This is in accordance with DfE guidance which suggests that schools should consider online searches as part of their due diligence checks. The purpose of these checks is to identify any information posted or engaged with by the candidate which might be deemed inappropriate (language and behaviour) or discriminatory. This information would not exclude an individual from being employed but will be used as part of the whole process for considering a candidate's suitability for employment.

Open source (public) online searches will be undertaken by the HR team. In addition, we use an external system to complete a social media check. This check is completed in accordance with the provider's terms, privacy and operation statement, details of which are shared with the candidate prior to completing the check. The system we use is automated and uses key words to identify posts which may indicate high risk online behaviour. The system is sensitive and can show behaviour risks that aren't relevant to Safer Recruitment in schools. The report is reviewed by the HR team to understand why the posts have been identified and where relevant look at the context of them. Our primary concern is the safety of children and this is the focus when we review the report.

This check is one part of our overall recruitment process to ascertain a person's suitability to work with young people. We may discuss the report with the candidate at interview (or, if not completed prior to interview, at the earliest opportunity) if we need clarity on the context of the post or if a safeguarding concern has been identified. Candidates receive a copy of the report at the same time as the HR department of Reading School.

Individuals who have lived or worked outside the UK

"Part three: Safer recruitment" of the Keeping Children Safe in Education states that individuals

who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered.

At Reading School, we seek to ensure that Overseas Criminal Checks are completed where available on all new starters who have worked or lived overseas for 12 months or more (whether continuous or in total) in the 10 years prior to appointment since the age of 18. Additionally, we may request a professional reference from the candidate's employer whilst they were overseas and/or request a statement of good conduct.

Volunteers

Whilst volunteers are not employed by Reading School, they will be required to undertake some or all of the same Safer Recruitment checks undertaken for employment. The extent of checks required will be assessed on a case-by-case basis depending on the volunteer role.

Internal Recruitment

The following checks may be completed for staff members appointed to an internal role, such as middle manager, senior leadership or boarding responsibilities:

- Details checked on the DfE's Teacher Regulation Agency system for the following:
 - Prohibition Check / Teacher Check (Qualified Teachers only)
 - Section 128 barring directions
- Low-level concerns check with the Designated Safeguarding Lead
- Line Manager / Departmental Manager Reference
- Internal Interview