



## Safer Recruitment and Selection Policy

September 2025

## **1.0 INTRODUCTION**

- 1.1 Rugby School Group is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

## **2.0 PURPOSE**

- 2.1 To provide Rugby School Group with a set of recruitment and selection practices which will aim to:

- ensure that the best possible staff are recruited on the basis of their merits, abilities, and suitability for the position.
- ensure that all job applicants are considered equally and consistently.
- ensure that no job applicant is treated unfairly on any grounds including race, religion, or religious belief, pregnancy or maternity, sex, or sexual orientation, marital or civil partner status, disability or age (Protected Characteristics). to ensure compliance with all relevant legislation, recommendations and guidance including the Education (Independent School Standards) Regulations 2014 (**ISSRs**), the statutory guidance published by the Department for Education (**DfE**), *Keeping children safe in education* (1 September 2025) (**KCSIE**), *Disqualification under the Childcare Act 2006* (**DUCA**), the Prevent duty guidance for England and Wales (**Prevent duty guidance**) and any guidance or code of practice published by the Disclosure and Barring Service (**DBS**); and to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

- 2.2 This policy must be consistently implemented in accordance with Rugby School Group policy Equal Opportunity Policy.

## **3.0 SCOPE**

- 3.1 This policy governs the recruitment and selection of all staff members either internally or externally to Rugby School Group. This policy must be followed by all staff members involved in the recruitment and selection decision-making process whether for established positions, fixed-term and / or other temporary contracts, both full-time and part-time, and includes positions advertised both internally and externally.
- 3.2 Staff members involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

#### **4.0 POLICY STATEMENT**

- 4.1 Rugby School Group is committed to enhancing the quality and efficiency of the Group by attracting and recruiting the best individuals for positions within the Group.
- 4.2 Equality of opportunity must be ensured during all stages of the recruitment and selection process. This includes the job description, person specification, advertisement, shortlisting, the interview itself and or/other selection activities, and selection decisions.
- 4.3 The time taken in ensuring a robust recruitment and selection process for all staff members is critical to the ongoing success of Rugby School Group. The Human Resources Department plays an important advisory role throughout the recruitment process; however, the Human Resources Department will also seek to ensure that any unlawful and/or unjustifiable practices do not occur. Where required, the Human Resources Department will offer assistance in the form of advice and guidance.

#### **5.0 PROCEDURE**

- 5.1 All staff members involved in recruitment decisions must follow these procedures to attract and select the best person for the vacant position.

#### **5.2 AUTHORISATION FOR RECRUITMENT**

- 5.2.1 The need to fill any job must be considered and clearly established before the recruitment process can commence. The Line Manager must submit a requisition via the Recruiting Manager module on iTrent to obtain the relevant signatory approvals.

#### **5.3 JOB DESCRIPTION AND PERSON SPECIFICATION**

- 5.3.1 An accurate and current job description and person specification must be produced by the Line Manager recruiting for the vacancy. These must fully detail the accountabilities and responsibilities of the job along with essential and desirable criteria, including the relevant knowledge (both experience and qualifications), skills and attributes necessary to perform the job. These may be classified as essential or desirable characteristics of the job holder. An organisational chart demonstrating reporting relationships should also be included. Once completed, the Line Manager must send to HR, together with a job advert (templates are available from HR) in order for a job advertisement to be created. The Line Manager will authorise all job advertisements prior to posting.

#### **5.4 THE ADVERTISEMENT**

- 5.4.1 All vacancies will be advertised (where appropriate to do so) internally and, only when necessary, externally. External advertisements will incorporate essential knowledge, skill and attributes taken from the person specification.

- 5.4.2 Advertisements will be placed by HR onto the Rugby School Group's website. Advertisements will be as specific as possible and will take into account Rugby School Group's commitment to diversity and equality.

## 5.5 **METHOD OF APPLICATION**

- 5.5.1 It is a requirement for all external applicants to complete the online application form for positions through Rugby School Group's recruitment pages.

## 5.6 **SHORTLISTING**

The School will then conduct a shortlisting exercise by reviewing all application forms received in order to determine which applicants will be invited for interview. The shortlisting exercise will usually be conducted by two members of staff. All shortlisted applicants will be required to complete a self-declaration form prior to interview in which they will be asked to provide information about their criminal records history and other factors relevant to their suitability to work with children. This information will be considered and discussed with applicants at interview.

- 5.6.1 Sufficient records should be kept which explain how the shortlist was compiled for a period of 6 months after the shortlisting has been completed. Unsuccessful applicants will be informed accordingly by a member of the selection/interview panel and feedback provided.

## 5.7 **REFERENCES**

- 5.7.1 References are taken up after interview and any employment offer will be made subject to references satisfactory to Rugby School Group and in accordance with the Pre-employment and Vetting Policy. For teaching appointments where possible references are taken up in advance of interview. Open references or references from family members will not be accepted. References will be sought by Rugby School Group, not the candidate. At least one reference will be from the current employer and will request the reason for the candidate leaving their current position. All offers of employment will be subject to receiving a minimum of 2 satisfactory references.

## 5.8 **THE SELECTION PROCESS**

- 5.8.1 All interviews must be structured around the selection criteria and must follow a consistent format. Questions asked should normally only relate to areas detailed in the application, the job description and person specification. Interviewers must be mindful of the importance of consistent questioning on job related areas only.
- 5.8.2 Other forms of assessment in addition to the interview may be used. These activities must be directly linked to the job description and person specification. These may include, for example presentations, work simulation exercises and psychometric tests.

- 5.8.3 Notes relating to each candidate should be made on an evaluation sheet provided by Human Resources to support each decision. These notes, together with any other notes made during the interview should then be forwarded to the Human Resources Department for record purposes.

## **5.9 SELECTION DECISION**

- 5.9.1 The recruitment objective is to appoint the best person for the job. The person to be appointed must normally meet all of the essential selection criteria. If the applicant is informed verbally that they have been successful they should be advised that this is a conditional offer, subject to satisfactory vetting checks in accordance with the Pre-Employment and Vetting checks.
- 5.9.2 Where none of the candidates interviewed fulfil all essential selection criteria, no appointment should normally be made. All candidates interviewed should be informed of the outcome of the selection process as soon as possible.

## **6.0 TRAINING**

- 6.1 The Recruiting Manager and any other staff members who regularly sit on interview selection panels will be expected to have attended Safer Recruitment Training from an approved provider and have certificated evidence that this has been completed and is current. In exceptional circumstances staff members who have not received training may sit on interview selection panels provided that one of the panel members has the relevant formal training as described previously.

## **7.0 DATA PROTECTION**

- 7.1 The School is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Staff Privacy Notice.
- 7.2 All recruitment and selection records will be retained by the Human Resources Department in accordance with the principles set out in the Data Protection Act 1998.

## **8.0 RECRUITMENT AND SELECTION PROCESS**

- 8.1 The recruitment process can be found in Appendix 1.
- 8.2 Rugby School Group is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". Rugby School Group is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be

engaging in regulated activity. However, Rugby School Group can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e., roles which would amount to regulated activity if carried out more frequently.

- 8.3 Whether a position amounts to "regulated activity" must therefore be considered by Rugby School Group in order to decide which checks are appropriate. It is however likely that in nearly all cases Rugby School Group will be able to carry out an enhanced DBS check and a Children's Barred List check.

## **9.0 PRE-EMPLOYMENT CHECKS**

- 9.1 In accordance with the recommendations set out in KCSIE, DUCA and the requirements of the Independent School Standards Regulations and the National Minimum Standards for Boarding Schools (September 2022) Rugby School Group carries out a number of pre-employment checks in respect of all prospective employees.
- 9.2 If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on subject to successful completion of the requirements within the Rugby School Group's Pre-Employment and Vetting Policy.
- 9.3 In addition to the checks set out in the Pre-Employment and Vetting Policy Rugby School Group reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work within the Group. This will include internet and social media searches.
- 9.4 In fulfilling its obligations Rugby School Group does not discriminate on the grounds of any Protected Characteristic.
- 9.5 No one will be allowed to commence employment or training within Rugby School Group without the conditions of the Pre-Employment and Vetting checks having been met and confirmed in writing from the Human Resources Department.

## **10.0 ARTIFICIAL INTELLIGENCE**

- 10.1 The Rugby School Group does not use artificial intelligence software as a decision-making tool at any stage of the recruitment process, including in respect of external and internal applications and promotion proposals.

## **11.0 ONLINE SEARCHES**

- 11.1 In addition to the checks set out below, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. In accordance with KCSIE this will include online searches on shortlisted candidates. The online searches the School carries out may include searches of internet search engines, websites and social media platforms. Applicants are asked in the application form to

provide details of their online profile, including account names, social media and professional networking site handles and details of websites on which the applicant is featured or named. This information will be used to carry out online searches. Applicants are not required to provide account passwords or to grant the School access to social media or professional networking account content that is not publicly available. However, if information (such as profile pictures and / or account bios) is publicly available when a social media or professional networking site account is locked and can therefore be viewed by the School, it may be taken into account as part of the online search.

- 11.2 Online searches will be carried out after an offer of employment has been made (but prior to work commencing). The School will not carry out online searches as part of its initial sift of applications. For successful candidates, the School will retain information generated through online searches for the duration of the individual's employment and in accordance with its Information and Records Retention Policy after employment ends.

## **12.0 BREACHES**

- 12.1 Breaches of this policy by any staff member will be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

## **13.0 RELATED POLICIES**

- 13.1 Equal Opportunity Policy  
Pre-employment and Vetting Policy  
Code of Conduct  
Discipline Policy and Procedure

## **14.0 FURTHER INFORMATION**

Further information and guidance regarding this policy or its application can be obtained from the HR Department; [hr@rugbyschool.net](mailto:hr@rugbyschool.net)

## Appendix 1 Rugby School Group Recruitment Process

