



# PRIOR'S FIELD SCHOOL

## RECRUITMENT POLICY

### 1. Recruitment

Appointments to posts at Prior's Field are made based on the candidate's suitability for the post, as demonstrated in the application form and interview. Wherever possible, applicants will be interviewed by at least two people one of whom will be accredited for Safer Recruitment in Education. Every effort will be made to respond to a request from an unsuccessful candidate who wishes to receive feedback on their application.

### 2. Equal Treatment

- a. Prior's Field has an Equal Opportunities Policy a copy of which is available on request. The school is committed to ensuring equality of opportunity through the creation of an environment in which individuals are treated on the basis of their relevant merits and abilities. The School respects all its members and values the harmonious relationships between them. As a community, we are committed to the active promotion of equality and diversity.
- b. In its recruitment procedures, as in all other aspects of its work, the School will oppose all forms of unlawful or unfair discrimination on the grounds of race, colour, nationality, ethnic origin, age, gender, marriage or civil partnership status, sexual orientation, trade union membership, disability, political views, religion and belief. In line with the Equality Act 2010, discrimination on the grounds of gender reassignment, pregnancy and maternity are also unacceptable.
- c. The School aims to ensure equal treatment for all, based solely on merit and suitability for the job.
- d. Job applicants are invited to let the school know if any positive action is needed to assist them if they are invited to interview.

### 3. Child Protection

- a. Prior's Field School uses the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust. The school complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure based on conviction or other information revealed, but to take into account the level of risk to pupils and staff presented by any applicant's criminal record. Posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. All shortlisted applicants will therefore be asked to complete a self-declaration form before attending an interview.
- b. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matters that an applicant has declared that might be relevant to the position. Failure to reveal

information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

- c. Having a criminal record will not necessarily bar an individual from employment at the school. This will depend on the nature of the position and the nature and background of the offences, and each case will be considered individually. However, the safety of pupils will always be the most important factor when deciding on whether to offer employment to a person with a criminal record. Prior's Field has a Recruitment of Ex-Offenders Policy, a copy of which is available on request.
- d. All offers of employment are conditional on satisfactory clearance by the Disclosure and Barring Service and all those who are employed by the School are subject to enhanced level criminal records and Children's Barred List checks. In addition, teachers and senior managers will be checked to ensure that they are not the subject of a prohibition order issued by the Secretary of State using the Employer Access Online service. The School positively promotes the DBS Update Service and encourages staff to sign up for this.
- e. The School has due regard to the Counter-Terrorism and Security Act 2015 and recognises the need to prevent people from being drawn into terrorism and the need to protect children who may be vulnerable to radicalism and extremism. Checks for the existence of a section 128 "Prevent Direction" will be made through the Disclosure and Barring Service before an offer of employment is confirmed.
- f. We undertake to discuss any matter revealed in a DBS Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- g. Applicants who are new to the UK will be subject to a check with the authorities in the country they have come from.
- h. If a DBS certificate has not been issued prior to the employees start date, a Risk Assessment will be undertaken. The Risk Assessment will state that the employee will sign in and out of school and will be accompanied by a member of staff at all times. The Risk Assessment will be signed by the incoming staff member, their line manager and a 'safer recruiter' confirming that they understand the importance of following the Risk Assessment until such time that the employee's DBS certificate has been issued and seen.

#### **4. Recruitment Records**

The Head, DSL Governor and DSL are responsible for ensuring that appropriate checks are made on the suitability of staff appointed in accordance with the Education (Independent School Standards) (England) Regulations 2014. The HR Manager is responsible for maintaining records as required by the Regulations.

#### **5. Right to Work in the UK**

Where appropriate, the School will facilitate applications for work permits; however, it is the responsibility of the individual to ensure that they comply with the terms of their visa and arrange for its renewal as required. The school is registered with the UK Border Agency and can process applicants from outside the UK.

#### **6. References**

Applicants will be asked to provide the details of three referees (including their current employer and someone who has known them professionally for several years). Of these three, only two may be from their current employer, the third should be from elsewhere. The referees should not be members of their own or their partner's families. The referees may be contacted immediately, unless requested otherwise. Referees will be asked, among other questions, whether they have any reason to believe that the applicant should not work with children. References will be followed up and verified.

#### **7. Online searches**

As part of the shortlisting process, the School will consider carrying out an online search on shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

#### **8. Medical**

- a. Guidance under the Health Standards (England) Regulations 2003 require schools to establish fitness to carry out the relevant duties. Candidates who are offered a position are asked to complete a post job offer medical questionnaire which will assist the school to ascertain whether any reasonable adjustments will be required to enable them to safely carry out your duties.
- b. If the outcome of the post job offer medical questionnaire is that the individual's health issues might affect their ability to do their job safely and effectively, the school will consider very carefully what reasonable adjustments can be made. There will be no automatic presumption that a disabled candidate is less fit to take up a post. If, after consultation with the candidate, it is not possible to make the job safe through reasonable adjustments, then the job offer may be withdrawn.

#### **9. Data Protection**

The Bursar is responsible for the school's compliance with data protection legislation. Personal data provided in an application form or as part of the recruitment process is obtained for the specific purpose of recruitment and will be kept securely and processed fairly and lawfully in accordance with the prevailing legislation, most recently updated in 2018 by GDPR.

#### **10. Related Documents**

- a. Application Form
- b. Equal Opportunities Policy
- c. Disability Policy and Accessibility Plan
- d. Post Job Offer Medical Questionnaire
- e. Self Declaration Form
- f. Recruitment of Ex-Offenders Policy

#### **11. The Recruitment Process**

- a. Stage 1: Establishing the Requirement.  
The Head and Bursar will meet to agree a requirement and appropriate financial and other relevant parameters for the post to be created or filled.
- b. Stage 2: Advertising the Role.

The HR team will co-ordinate the drafting of appropriate Job Description / Person Specification / Advertisement for approval by the Head (teaching staff) or Bursar (support staff). o The Bursar (as budget-holder) is to approve the placement of any advertisement for roles.

c. Stage 3: Identifying the Preferred Candidate.

The HR team will deal with all enquiries once an advertisement has been placed, and coordinate the sifting of applications, manage the short-listing and interview process, up to and including the point at which a verbal offer is made to the preferred candidate.

d. Stage 4: The Pre-employment Process.

The HR team will co-ordinate all steps of the pre-employment process once a verbal offer has been made, including the written offer; pre-employment checks; contracts; induction.

Reviewed by:	HR Manager
Date of next review:	August 2026
Governors review:	E&W Summer 2026
Location:	isi/website
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