



BRADFIELD COLLEGE

RECRUITMENT POLICY

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RECRUITMENT POLICY

Introduction

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For the recruitment of staff, it adheres to the guidance issued in Part three, Safer Recruitment, within Keeping Children Safe in Education (September 2025).

It is the College's policy to recruit the most suitable person for each vacancy on the basis of their qualifications, skills and experience relevant to the job, regardless of their sex, race, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or beliefs, age or perceived age, sexual orientation or disability. Where possible, reasonable adjustments will be made where a candidate has made known a disability.

Existing employees will be invited to apply for internal roles when a suitable opportunity arises.

Recruitment will be conducted as an evidence-based process and candidates will be assessed against criteria that are centred on relevant knowledge, skills, competencies, experience and qualifications that are required to perform the job as specified in the job description and person specification.

Prior to Advertising

Prior to advertising, a review of the need to recruit for a vacancy will take place, for example: -

- Are there opportunities for internal promotion or secondment of existing staff into the role.
- Is re-distribution of work possible amongst existing departments/team members.
- Would restructuring remove the need for the role.
- Is there an opportunity to streamline working practices and processes, which could remove the need for the role.

Vacancy Authorisation

Teaching and Graduate Posts

Vacancies may only be placed once authorisation has been received from the relevant senior manager. The HR Team will then advertise the role once they have received the advert and job description approval from the relevant department. Approval to recruit is made via the HRIS.

Operational Posts

Recruitment authorisation forms are to be completed for vacancies by the manager and agreement obtained from the relevant senior manager. The HR Team will then advertise the role once they have received the advert and job description approval from the relevant department. Approval to recruit is made via the HRIS.

Job Descriptions

In addition to the detail of a role, all Job Descriptions will make reference to DBS checks, the responsibility for safeguarding and promoting the welfare of children.

Advertising

All employment advertisements will promote commitment to safeguarding and supporting the welfare of children, advising that Candidates must be willing to undergo child protection screening as part of their application, including checks with past employers and the Disclosure and Barring Service. Applicants will be advised that their interest will only be progressed following receipt of a fully completed employment application form.

Vacancies may be advertised internally only, or internally and externally. Internal vacancies will be placed on the Internal Employment Opportunities page in the HR section on firefly, and interested parties must complete an

internal application form for these opportunities. The College will occasionally decide not to advertise roles where for practical solutions this is not a requirement.

Applications

All candidates must fully complete the College employment application form. CVs may accompany applications but will not be accepted in place of them. All candidates will be responded to.

The application form is to be completed fully, with any gaps in the career history explained. The career history will be considered alongside the candidate's references. It is the College's policy to request at least two written references for each new recruit and to make all offers of employment conditional upon those references being satisfactory to the College.

This policy also outlines the College's procedure on providing professional references which bear the College's name and represent an official statement of the College's assessment of a former or existing employee.

When giving a reference, the College is under a duty of care to ensure the written content is accurate, factual and not misleading.

All candidates will be signposted to the College's GDPR Privacy Notice at [Bradfield College Privacy Notices](#)

The Candidate will be made aware that they must declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (updated 2023).

Application forms are submitted to line managers via the HRIS portal.

Short Listing

Applications will be assessed against the criteria listed on the job description/person specification.

The candidate will be advised that, where required, interviews will consist of questions about the candidate's suitability to work with children.

At least one member of the short-listing and interview panel will be the line manager or someone at the level of the line manager of the vacant post.

Invite to interview will include:

- Advice about necessary compliance documentation, which should be brought to the interview.
- Reasonable adjustments should the candidate require them due to a disability.
- Who the interview will be with, where it will take place and the schedule of timings as appropriate.
- Information about any additional activity e.g. a presentation or test where appropriate.
- How to get to the College.

Candidates who are not shortlisted will be informed as soon as possible and advised that their details will be kept on file for six months and then confidentially destroyed.

Prevent Agenda

The HR Team will look at application forms which are submitted by candidates and will be mindful of any possibility that a candidate may have spent time in circumstances where they may have become radicalised.

Interviewing

Interviews will be conducted by a panel of no less than two people. At least one member of the panel will have received training in safer recruitment prior to conducting interviews. A list of questions will be drawn up in advance, which must also incorporate questions that will explore the candidate's suitability to work with children.

Reception staff will be advised of the date and arrival time of the candidates.

Following the interview, all copies of the application form and associated paperwork must be returned to the HR Team. Interviewers' notes will be kept with the candidate's application form.

Details of those not selected for employment will be kept for six months and then confidentially destroyed. The successful candidate's application form and interviewers' notes will be kept within the relevant electronic file, in accordance with GDPR.

Verbal Offer of Employment

If a verbal offer is made by the appropriate and relevant manager, HR will follow up with a formal contract of employment. Please note that all contracts are subject to the receipt of satisfactory references and completion of all compliance activity.

For Academic roles an offer of appointment will be issued, which will include information such as:

- Job title
- Hours of work (if appropriate)
- Contract type
- Salary details
- Benefits and accommodation (if appropriate)
- Re-confirmation that an offer of employment is conditional upon the College's compliance, listing the requirements and the compulsory proof required to work in the UK.

The cover email which will accompany your contract of employment will advise that our Occupational Health provider will be in contact to complete an online medical questionnaire. Your contract of employment will provide details on the requirement to complete a satisfactory period of probation in post.

The new employee's progress will be monitored closely by the line manager. A probation review will be provided during the first 3 to 12 months. A recommendation will be discussed and agreed at the performance review as to whether the probationary period of employment should be confirmed, extended, or terminated.

In the case of internal promotions or transfers, the employee will be sent a letter confirming the variation to terms and conditions.

Compliance Checks

Once the HR Team has received details from the hiring manager of the successful candidate, HR will then begin the compliance process and new starter checks.

DBS (Disclosure & Barring Service)

All appointments at the College (teachers, peripatetic teachers, coaches, part-time staff, operational and medical staff) are subject to satisfactory Enhanced clearance by the Disclosure and Barring Service (DBS). The HR Team are responsible for the disclosure process including all other compliance checks.

The HR Team aims to follow best practice and undertake checks within the 3 months prior to appointment and in all cases, this must be an enhanced disclosure check.

The HR Team is responsible for seeing and verifying all original proofs of identity (birth certificate, photographic identity (passport, driving licence (photographic card and paper document)), evidence of current address (such as a utility bill) and taking copies as required. Copies of the documents will be retained on the HR file. The candidate must submit the original DBS Certificate to the HR Team prior to employment commencing.

Should a request be made to commence a person's employment prior to receipt of an Enhanced Certificate, a Risk Assessment will be completed by the Head of Department and submitted to the following: Second Master/Designated Safeguarding Lead and Head of HR. Before employment begins, the HR Team will also carry out a Barred List check.

Individuals who have subscribed to the Update Service must present the original DBS Certificate in advance of their start date.

Social media

In accordance with the latest ISBA guidelines and KCSIE we are required to carry out an online search of shortlisted candidates as part of our safeguarding due diligence to prevent and deter individuals who may be unsuitable to work with children. A Google search will be conducted and recorded by a member of the HR Team.

Requesting References

Teaching Posts

For those candidates selected for interview, references will be requested in advance by the HR Team and/or the Head in accordance with the References section of the College's Application Form.

In any event, at least two written references, including the most recent employer and most recent previous employer, should be sought in a reference request that specifically asks all referees to state that they know of no reason why the person should not be employed to work with children, and that there should be no material mis-statement or omission relevant to the suitability of the applicant.

All references received for teaching posts are reviewed by the Head.

Operational Posts

Where necessary references may be taken up in advance of an interview by the HR Team, in accordance with the references section of the College's Application Form. At least two written references, including the most recent employer and most recent previous employer, should be sought in a reference request that specifically asks all referees to state that they know of no reason why the person should not be employed to work with children, and that there should be no material mis-statement or omission relevant to the suitability of the applicant.

References will be sought from all previous posts held at schools. If the candidate is seeking a role that requires them to work or be in a boarding house, any previous employer will be contacted.

When issuing the reference request for Teaching and Operational posts the HR Team will ask the referee to complete and return the reference within 5 working days. Should HR not receive a completed reference within 5 working days, they will contact the referee again and, in these circumstances, the relevant candidate will also be communicated with and will be asked to contact the referee.

The College does not accept open or verbal references. References will be verified with the author and recorded by the HR Team.

Prohibition Orders

Prior to appointment to the teaching staff, candidates will be checked to ensure they are not subject to a prohibition order issued by the Secretary of State.

Section 128

Teaching staff, including Governors, Heads, SMT members and Heads of Departments who can impact upon the principles and ethos of the College who are appointed into managerial positions, and staff who have direct participation in the management of pupils, will receive an additional check through Section 128. This will be

incorporated within the DBS application process and the results will be printed on the DBS Certificate when it is released.

Candidates living or having lived outside the UK

Where a DBS check is insufficient because, within the last five years, a candidate has been resident overseas for some period of time (in excess of three months), the HR Team will request a certificate of good conduct or equivalent.

The HR Team will aim to submit a DBS application for candidates overseas when seeking appointment to the College. Following the provision of the required identity documents, HR will require assurances from a reputable source, for example an overseas school, where the individual is currently working or studying. For candidates that will be taking up residence in boarding houses, this process is initiated in advance of their intended start at the College.

In addition to the prohibition checks, EEA checks will be made for teachers who have trained or worked in the European Economic Area (EEA), plus Iceland, Liechtenstein and Norway, to establish if any restrictions on their teaching have been recorded.

Barred List Check

A Barred List check is required on all persons (unless a supervised volunteer) working within the College and will be done prior to the appointment starting. A separate Barred List check will be done in the event that an enhanced certificate is not received in advance of a member of staff starting work or where a 'portable' certificate is used.

Right to work documentation

Under the Immigration Asylum and Nationality Act 2006, checks to ensure a person's right to work in the UK will be undertaken prior to employment, whereby all original documentation such as a relevant passport and visas must be presented to HR and photocopied.

Qualifications

Where relevant, the interviewee will be requested to submit original and applicable qualifications at interview. These will be photocopied by the HR Team and recorded. Documents will be returned to the interviewee directly and will be checked in advance of appointment.

For teaching roles, the HR Team will verify all qualifications with the relevant Universities.

For nursing roles, the HR Team will check that the candidate is a practising nurse, by checking their record on the Nursing and Midwifery Council (NMC). The candidate will also need to provide the HR Team with their PIN number and written permission to check their NMC record.

Medical Fitness

As part of the medical questionnaire process and after an offer has been accepted, candidates will sign a declaration stating that they know of no reason, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.

The College reserves the right to seek a full medical at the College's expense once an offer has been made.

Commencement of Employment

In normal circumstances commencement of new staff may only take place once all compliance checks have been made and recorded to the satisfaction of the College.

Once compliance is cleared for a prospective member of staff to commence employment, the HR Team will advise the appropriate Head of Department/line manager that employment can begin. Staff are not permitted to commence employment until confirmation has been received from the HR Team.

In exceptional cases a line manager may submit a request for an individual to work prior to some or all compliance checks being completed, if the DBS checks are in place.

The Head of Department/line manager via HR should make a request to the Second Master/Designated Safeguarding Lead. In such cases, where the Second Master agrees to the request, a risk assessment will be issued by HR to the Head of Department/line manager.

The process for this contingency is as follows:

- The Head of Department/line manager to submit a request to HR who will carry out a Barred List check.
- The HR team will advise the Second Master/Designated Safeguarding Lead of the request who will confirm agreement or otherwise to HR, who in turn will advise the Head of Department/line manager of the decision.
- If the recruitment is sanctioned, HR will send a risk assessment to the Head of Department/line manager, outlining the supervision required for the employee.
- On completion of the form by the Head of Department, it should be sent directly to the Second Master/Designated Safeguarding Lead who will evaluate the request and content of the risk assessment.
- If the decision is that the prospective employee may not commence employment prior to compliance checks, HR will advise the Head of Department/line manager.
- Should the Second Master/Designated Safeguarding Lead agree to the request they will sign the risk assessment and send directly to HR for final signature.
- HR will record the details on the Single Central Record.
- HR will confirm with the Head of Department/line manager that employment may commence, reminding them that the employee must be explicitly informed of the requirements of the risk assessment and that compliance with its provisions will be carefully monitored.
- Should the DBS certificate not arrive within two weeks of the risk assessment being approved, the risk assessment will be re-submitted to the Second Master/Designated Safeguarding Lead for review.

Staff may not commence employment until the HR Team confirm all compliance checks are in order.

Contract of Employment

After the verbal offer has been made and whilst compliance checks are being carried out, a conditional Contract of Employment will be issued by the HR Team. Academic staff will additionally receive a conditional Offer of Employment outlining the role, salary including scale point, and benefits.

Changes in Role

Where an employee's role within the College involves a move into boarding accommodation, the HR Team will initiate a new DBS check on the individual. The spouse of anyone resident in boarding accommodation and all children aged over 16 (and not educated at the College) will receive letters outlining their responsibilities as persons resident within boarding accommodation.

Appointment of Supply Staff

In normal circumstances, a person offered for supply by an agency to the College may only begin work at the College if the HR Team has received written notification from the employment business confirming:

1. The individual's identity has been checked.
2. The Agency has carried out a DBS check, which is no older than three months.
3. The individual's right to work in the UK has been confirmed.
4. A check of the individual's appropriate qualifications has been made.
5. The individual's previous employment history has been verified.

6. Two references have been received for the individual.
7. The individual is medically fit to undertake the required work.
8. Their IR 35 status has been confirmed.

On receipt of the above, the HR Team will record receipt of this notification on the Single Central Register.

A Barred List check will also be carried out and a check ensuring no Prohibition Order is in place.

Appropriate overseas checks will be undertaken where the individual has been resident outside the UK for a continuous period in excess of three months. In circumstances where a supply teacher is engaged from an agency, the HR Team will require confirmation that the agency has completed the relevant checks on behalf of the College, and that any information disclosed on the criminal record check has also been passed to the College.

Before employment begins, the identity of the supply worker will be formally checked by the HR Team. On or before the start day, the worker must bring their identity documents to the College. Photographic identity must be included, together with evidence of address (e.g. utility bill or bank statement).

There will be formal arrangements between the College and each Agency supplying the College with staff stating that the agency is required to provide evidence of all the checks noted above.

Appointment of Proprietors

The Warden and Council are all subject to an enhanced check by the DBS. The appointment of the Warden follows the requirements of paragraph 21 of the Independent School Standards, where checks carried out on the chair of the trustees are counter-signed by the Secretary of State.

Retention of Documents

Copies of identity documents, documents evidencing an individual's right to work in the UK and copies of appropriate qualifications will all be retained by the HR Team, in line with GDPR requirements and the Document Retention schedule.

Transfer of Employees under TUPE

If there is continuous employment under TUPE arrangements, there is a requirement for information to be passed to the new owner. If the details are fully in order, they will be added to the Single Central Register noting the number and date of the DBS checks, including provision of a note confirming transfer under TUPE arrangements. There must have been no break in employment (longer than 3 months). However, if the information is incomplete, a new DBS check will be carried out and this will include all other necessary checks.

Providing College References

Although there is no legal requirement to do so, the College will generally agree to provide written references in respect of employees who are leaving, or who have previously left the College's employment. Written references for teaching staff will be provided by the Head who may consult with relevant staff on matters of detail.

Operational references will be given by the relevant line manager.

References provided in a professional, rather than a personal capacity, must be copied to the HR Team.

References provided by the College are confidential and are not made available to the member of staff concerned.

Reporting Absences: If requested, the College will provide information concerning absence from work during the past twelve months only.

Disciplinary Records: If requested, the College will provide information concerning:

- Any disciplinary procedures the employee has been subject to in which the disciplinary sanction is current.

- Details of any disciplinary procedures the employee has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, including whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.
- Details of any allegations or concerns that have been raised about the employee that relate to the safety and welfare of children and young people, or behaviour towards children or young people that did not result in disciplinary proceedings, and the outcome of those concerns, e.g. whether the allegations or concern was investigated, the conclusion reached and how the matter was resolved.

Subject to the above, the College will not provide details of any disciplinary procedures the employee has been subject to in which the disciplinary sanction is no longer current.

This policy may be quoted to employers who request references that include direct questions about absences and disciplinary records.

All references must be copied to the HR Team where a copy will be held in the relevant staff member's file.

Where staff are no longer employed by the College, references will be kept within the archived electronic file and then confidentially destroyed in line with the document retention schedule.

Personal References

Employees will not be required to follow this procedure when writing personal references. Personal references must not be written on College headed paper nor refer to a person's professional performance or their relationship with the College. Personal references simply record one person's experience of another. Any individual giving such a personal reference is personally responsible for anything said in that reference. Such references must state that they are personal references and do not represent the views of the College.

Employees giving a personal reference must exercise care to ensure that the receiver of a personal reference does not mistake it for an official College reference.

Employees or ex-employees who request personal references from College staff are not guaranteed confidentiality.

Employees, especially those in management positions have responsibilities to the College and may feel it necessary to inform the Head or COO of the request.

The above policy is non-contractual, and the College reserves the right to amend or withdraw it at any time.