

STAFF RECRUITMENT & SELECTION POLICY

Applicable to:	RGS Guildford RGS Prep, including EYFS
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Contents

1. Purpose	1
2. Scope.....	2
3. Principles.....	2
4. Recruitment and Selection Process	2
5. Safer Recruitment	3
6. References	3
7. Pre-Employment Checks	3
8. Contractors, Agency Staff, Volunteers and Visiting Speakers	4
9. Disclosure of Criminal Records	4
10. Data Protection and Record Retention.....	4
11. Referrals and Regulatory Obligations	4
12. Monitoring and Review.....	4
13. Related Policies	4
Appendix A: Safer Recruitment Procedures	5
Appendix B: Pre-Employment Checks.....	7
Appendix C: Contractors, Agency Staff, Volunteers and Visiting Speakers	7
Appendix D: Criminal Records, Disclosures and Ex-Offenders	8
Appendix E: Childcare Disqualification Requirements.....	8
Appendix F: Records, Retention and Regulatory Reporting	8

1. Purpose

The Royal Grammar School, Guildford and RGS Prep (collectively "the School") are committed to attracting, recruiting and retaining staff of the highest calibre who share the School's commitment to educational excellence and the safeguarding and welfare of children. This policy reflects the School's values, ensuring clarity and consistency for pupils, staff and parents.

Throughout this policy, the terms 'child', 'pupil' or student' are used to refer to all those attending the School. At the time of publication, the school is a boys' school but is preparing to become co-educational. Nursery, Reception (Shell) and Year 3 at RGS Prep, and Year 12 (Lower Sixth) at RGS Senior will become co-educational from September 2027. Year 7 (1st Form) at RGS Senior will become co-educational from September 2028.

The School seeks to ensure that all recruitment and selection decisions are fair, transparent, objective and based on merit. This policy sets out the principles governing recruitment and selection across the School and supports compliance with safeguarding, employment, equality and data protection requirements.

The School is committed to attracting and retaining a diverse workforce that reflects and supports the needs of its co-educational community and promotes equality of opportunity for all.

2. Scope

This policy applies to all recruitment undertaken by the School, including teaching staff, support staff, casual staff, agency staff, volunteers, contractors and others undertaking work on behalf of the School where appropriate. All appointments are subject to the School's safeguarding obligations and safer recruitment requirements.

3. Principles

The School is committed to recruitment practices that are fair, transparent, objective and consistent. The School will:

- Recruit on the basis of merit, suitability and ability.
- Promote equality of opportunity and avoid unlawful discrimination.
- Support diversity, equity and inclusion throughout the recruitment process.
- Follow safer recruitment principles and safeguarding requirements.
- Undertake appropriate pre-employment checks.
- Maintain accurate recruitment records.
- Comply with relevant employment, safeguarding, equality and data protection legislation.

Recruitment and selection processes will comply with relevant legislation and statutory guidance, including the Equality Act 2010, the Employment Rights Act 1996, the Immigration, Asylum and Nationality Act 2006 and Keeping Children Safe in Education.

Safeguarding and promoting the welfare of children is central to all recruitment activity. The School expects all employees, volunteers and contractors to share this commitment. The School recognises that applicants may have different working patterns, caring responsibilities, disabilities, health conditions or accessibility requirements and will consider reasonable adjustments throughout the recruitment process where appropriate.

4. Recruitment and Selection Process

The School will follow an appropriate recruitment and selection process for every appointment. This will normally include:

- An application process.
- Shortlisting against the requirements of the role.
- Appropriate assessment and interview activities.
- Satisfactory references.
- Pre-employment checks.
- Formal approval before appointment.

All applicants will be required to complete the School's application process. Curriculum vitae will not normally be accepted in place of a completed application form. Candidates are encouraged to inform the School of any disability, health condition or other circumstance for which reasonable adjustments may be required during the recruitment or assessment process. The School will consider reasonable adjustments in accordance with its obligations under the Equality Act 2010.

Shortlisted candidates may be subject to online searches as part of the School's safeguarding procedures in accordance with current statutory guidance.

A written record of recruitment decisions will be maintained.

5. Safer Recruitment

The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and contractors to share this commitment.

Appropriate safeguarding considerations will be included throughout the recruitment process, including recruitment advertising, application forms, references, interviews, safeguarding questions, online checks and pre-employment vetting. At least one member of the interview panel will normally have completed appropriate safer recruitment training. All candidates will be made aware that safeguarding responsibilities form part of every role within the School.

6. References

The School will obtain appropriate references before confirming an appointment. References will normally be sought directly from referees and will be checked against information provided by the candidate during the recruitment process. Any discrepancies, concerns or safeguarding issues identified through references will be explored before an appointment is confirmed.

7. Pre-Employment Checks

All offers of employment are conditional upon satisfactory pre-employment checks. The nature of the checks undertaken will depend on the role but may include:

- Verification of identity.
- Right to work checks.
- Qualifications and professional status checks.
- Employment history verification.
- References.
- Disclosure and Barring Service (DBS) checks.
- Children's Barred List checks.
- Prohibition checks.
- Section 128 checks.
- Overseas checks.
- Health declarations where appropriate and lawful.

The School will maintain a Single Central Register in accordance with statutory requirements. Detailed procedures relating to pre-employment checks are set out in the appendices to this policy.

8. Contractors, Agency Staff, Volunteers and Visiting Speakers

The School will ensure that appropriate safeguarding and suitability checks are undertaken for contractors, agency staff, volunteers and visiting speakers. The nature of these checks will vary according to the role, the level of supervision and the individual's contact with pupils.

The School will obtain appropriate assurances from third-party organisations where responsibility for checks rests with the provider. This is also consistent with the School's Contractor Management Policy and Visitors Policy.

9. Disclosure of Criminal Records

The School is committed to fair and lawful recruitment and will not unfairly discriminate against applicants on the basis of criminal record information. A criminal record will not automatically prevent appointment and each case will be considered individually, taking account of the nature of the role, the relevance of the information disclosed and safeguarding considerations.

Failure to disclose relevant information may result in an offer being withdrawn or disciplinary action being taken where employment has commenced.

10. Data Protection and Record Retention

Information obtained during recruitment will be processed, stored and retained in accordance with the School's data protection requirements and records retention arrangements. Recruitment records will only be retained for as long as necessary and access will be restricted to authorised individuals.

11. Referrals and Regulatory Obligations

The School will comply with its legal obligations regarding referrals to the Disclosure and Barring Service (DBS), the Teaching Regulation Agency (TRA) and other relevant authorities where required.

12. Monitoring and Review

The School will review its recruitment and selection arrangements periodically to ensure compliance with safeguarding requirements, employment legislation and best practice. The School may collect and monitor anonymous recruitment data in order to review the fairness, effectiveness and inclusivity of its recruitment processes and to identify opportunities for continual improvement.

13. Related Policies

This document should be read in conjunction with the following policies:

- Safeguarding Policy
- Staff Code of Conduct
- Staff Equity, Diversity, Inclusion, Dignity at Work and Anti-Harassment Policy
- Staff Learning, Development and Induction Policy
- Staff Flexible Working and Workplace Adjustments Policy
- Staff Whistleblowing Policy
- Data Protection Policy
- Risk Assessment Policy

Appendix A: Safer Recruitment Procedures

A1. Applications

- All applicants must complete the School's application form.
- Application forms must contain the information required by current safeguarding guidance. Incomplete applications may be returned to candidates for completion and any gaps in employment or education history must be satisfactorily explained.
- A curriculum vitae will not normally be accepted in place of a completed application form.
- Candidates will be required to confirm the accuracy of the information provided during the recruitment process.
- An Equity, Diversity and Inclusion monitoring form may be used to support recruitment monitoring. Information provided will be treated confidentially.
- Applicants may use technology, including artificial intelligence tools, to assist with the preparation of application materials. However, all information submitted must be truthful, accurate and genuinely reflective of the applicant's own qualifications, experience and abilities. The School reserves the right to explore and verify information provided during the recruitment process.

A2. Shortlisting

- Shortlisting will normally be undertaken by a minimum of two appropriately trained individuals.
- Candidates will be assessed against the requirements of the role and records of shortlisting decisions will be retained.
- Online searches may be undertaken for shortlisted candidates in accordance with current statutory guidance and School procedures.

A3. References

- References will normally be sought before interview unless there are exceptional circumstances.
- The School will normally require two references, one of which should be from the applicant's current or most recent employer unless a suitable alternative is agreed.
- If the current or most recent employment does not involve work with children, the School may seek an additional reference from the most recent employer where the applicant worked with children.
- Referees should not normally be relatives or individuals known to the applicant solely as friends.
- References must be obtained directly from referees and not supplied by candidates.
- Referees may be asked to comment on:
 - Dates of employment.
 - Job title and responsibilities.
 - Suitability for the role.
 - Performance and conduct.
 - Safeguarding concerns.

- Disciplinary matters relevant to the safety and welfare of children.
 - Any concerns relating to extremism or Prevent duties.
 - Any allegations or concerns regarding behaviour towards children.
- The School may verify references by telephone where appropriate.
- Any discrepancies, safeguarding concerns or inconsistencies will be explored before appointment.

Appendix B: Pre-Employment Checks

The School will undertake appropriate checks before employment commences. These may include:

- Identity verification, including photographic identification.
- Verification of date of birth.
- Right to work in the United Kingdom.
- Verification of qualifications and professional status.
- Employment history checks.
- Medical fitness declarations where appropriate.
- Enhanced DBS checks.
- Children's Barred List checks where required.
- Teaching Prohibition Order checks.
- Section 128 checks.
- Overseas criminal record or professional conduct checks.

Enhanced DBS checks will normally be required for all employees. Applicants must produce original documentation as required before employment commences. Where a DBS certificate is delayed, an individual may only commence work following:

- satisfactory completion of all other required checks;
- completion of an appropriate risk assessment;
- implementation of suitable supervision arrangements; and
- approval by the Headmaster, Head of Prep or delegated senior leader.

Staff working in an EYFS setting may not under any circumstances commence work before the school has seen their physical DBS certificate (i.e., – a risk assessment is not acceptable).

The School will maintain a Single Central Register recording all required checks.

Appendix C: Contractors, Agency Staff, Volunteers and Visiting Speakers

- Appropriate safeguarding and suitability checks will be completed for contractors, volunteers, agency workers and visiting speakers.
- The School will obtain written confirmation from employment businesses and contractors that required checks have been completed.
- Volunteers will be assessed on a case-by-case basis and checks will reflect the nature of the role, supervision arrangements and level of contact with pupils.
- Visiting speakers must be appropriately supervised and assessed in accordance with safeguarding and Prevent requirements.
- Agency staff and contractor personnel may be required to present original identification and DBS documentation to Human Resources before commencing work.

Appendix D: Criminal Records, Disclosures and Ex-Offenders

- The School will consider criminal record information fairly and proportionately.
- Applicants must disclose information required by law and by the School's recruitment procedures.
- Where relevant information is disclosed, the School will consider:
 - The relevance of the information to the role.
 - The seriousness of the offence.
 - The length of time since the offence occurred.
 - Any pattern of offending behaviour.
 - Evidence of rehabilitation.
 - The circumstances surrounding the offence.
- The School reserves the right to undertake a risk assessment before confirming an appointment.
- Failure to disclose information that should have been declared may result in an application being rejected, an offer withdrawn or disciplinary action.
- It is unlawful for the School to employ anyone who is barred from working with children. The School will make referrals to appropriate authorities where required.

Appendix E: Childcare Disqualification Requirements

- The School complies with the Childcare Act 2006 and associated regulations.
- Individuals working in relevant Early Years Provision (EYP) or Later Years Provision (LYP) may be subject to childcare disqualification requirements.
- Human Resources will determine whether an individual falls within the scope of the regulations and will undertake any required declarations or checks.
- Guidance will be provided to affected staff and applicants as required.
- Staff are under an ongoing obligation to notify the School if circumstances change in a way that could affect their eligibility to work in regulated childcare settings.

Appendix F: Records, Retention and Regulatory Reporting

- Recruitment documentation will be retained in accordance with the School's records retention arrangements.
- The School will maintain a Single Central Register in accordance with statutory requirements.
- Disclosure information will be stored securely and access restricted to authorised personnel.
- Recruitment information will only be retained for as long as necessary and in accordance with data protection legislation.
- The School will make referrals to the DBS, TRA and other appropriate authorities where required by law, safeguarding guidance or regulatory obligations.