



Safer Recruitment & Selection Policy

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Introduction

Kingsbury Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. This principle will and must appear on all adverts, job descriptions, application packs, and contracts.

The school adhered to **Keeping Children Safe in Education (KCSIE) 2025** and follows a structured, rigorous safer recruitment framework to deter, identify, and reject unsuitable candidates.

Principles of Safer Recruitment

The school maintains:

- Vigilance in identifying safeguarding risks throughout recruitment.
- Transparent, consistent, fair procedures.
- A child-centred approach, prioritising pupil safety above all else.

Delegated Recruitment Responsibilities

Governors hold overall responsibility for staffing decisions, but may delegate recruitment duties as permitted by the Education Act 2002. Selection panels must include at least one member with Safer Recruitment training, renewed every 5 years.





Recruitment Process

Applications

Applicants must complete our standard application forms, we do not accept CV's alone. Applicants must supply full employment history. Internal and External candidates are treated equally.

Shortlisting

Our shortlisting panel must:

- Independently review applications.
- Shortlist based solely on essential and desirable criteria.
- Document decisions and retain records for at least 12 months.
- Explore employment gaps and anomalies during interviews.

The school encourages interviewing all disabled applicants who meet the essential criteria ("Disability Confident" approach).

References

References must be sought for all shortlisted candidates before interview. Any previous role involving children, and most recent employer, are required references. All references will be checked for consistency against the application form. To verify the authenticity of these references, we may conduct follow-up calls.

Online Searches

KCSIE 2025 states schools should conduct online checks for shortlisted candidates. Each application pack will include a permission form for such online checks.

Checks will be carried out by an employee independent of the interview panel, will be limited to publicly available information, and will only be used to identify potential safeguarding risks.





Interviews

Each interview will include a consistent structure across candidates, and will always include safeguarding-related questions. If during the application process there have been any issues with references, gaps in employment, or online checks, these will be followed up at this stage. At interview we will require verification of identity through ID checks, and copies of qualifications.

Appointment and Pre-Employment Checks

A conditional offer of employment is always subject to:

- Two satisfactory references.
- Identity verification.
- Right to work confirmation.
- Enhanced DBS & barred list checks.
- Prohibition from teaching checks (for Teachers/HLTA).
- Overseas checks.
- Occupational Health checks.
- Qualification Verification.

Single Central Record (SCR)

The Single Central Record will record the following on every employee:

- Identity.
- DBS checks.
- Barred list checks.
- Right to work.
- Qualification.
- Overseas checks.
- Prohibition checks.

Documentation revealing a trans candidate's previous identity must be stored confidentially in a sealed envelope and kept in accordance with data-protection expectations.





Post-Interview Feedback and Complaints

Unsuccessful candidates may request a formal feedback.

Any complaints following an interview must be investigated in line with our Complaints policy.





Trans-Inclusive Recruitment Addendum

For SEN Primary School Recruitment Processes

1. Purpose of this Addendum

This addendum supplements the school's Safer Recruitment Policy by outlining how the school ensures that **trans and non-binary applicants** are treated fairly, respectfully, and lawfully throughout the recruitment and selection process.

It is based on the school's obligations under the **Equality Act 2010**, which makes it unlawful to treat someone less favourably because they have transitioned or are transitioning, or intend to transition. [\[Trans Equa...June 2025 | PDF\]](#)

It also integrates the safer-recruitment-specific guidance relating to trans applicants included within the Recruitment & Selection Guidance (Sept 2025). [\[Recruitmen...ember 2025 | PDF\]](#)

2. School Commitment to Trans Equality

The school recognises that:

- Trans people may describe themselves in various ways, and individuals will self-identify. Staff should not assume terminology; they should respectfully ask how a person wishes to be addressed. [\[Trans Equa...June 2025 | PDF\]](#)
- Using inappropriate terminology or failing to use correct names or pronouns can cause distress and undermine equality commitments. Persistent refusal to use correct pronouns is unacceptable. [\[Trans Equa...June 2025 | PDF\]](#)

The school is committed to ensuring that its recruitment processes are fully inclusive and free from discrimination, harassment, or victimisation related to gender identity. [\[Trans Equa...June 2025 | PDF\]](#)

3. Inclusive Advertising and Candidate Information

As outlined in the Recruitment & Selection Guidance, all job adverts already include the school's commitment to safeguarding and equal opportunities. This addendum confirms that:





- Job advertisements must not ask about gender identity or previous names. [\[Trans Equa...June 2025 | PDF\]](#)
- Application forms must not require disclosure of previous names. [\[Trans Equa...June 2025 | PDF\]](#)
- Candidates should be informed in recruitment materials that the school supports trans applicants and handles sensitive identity information confidentially. [\[Recruitmen...ember 2025 | PDF\]](#)

4. Application and Pre-Interview Stages

4.1 Names and Identity Documentation

For some trans applicants, identity documents may contain their previous name. The school will:

- Make candidates aware of the full range of acceptable ID documents for right-to-work checks. [\[Recruitmen...ember 2025 | PDF\]](#)
- Handle any documents revealing previous identity sensitively and confidentially in line with data protection requirements. [\[Trans Equa...June 2025 | PDF\]](#)
- Store such documents securely in a sealed envelope marked “*Confidential – Headteacher only*”, where needed. [\[Trans Equa...June 2025 | PDF\]](#)

4.2 DBS “Sensitive Applications Route”

Trans applicants may choose to use the **DBS Sensitive Applications Route** to prevent disclosure of previous names on the DBS certificate.

They may contact the dedicated DBS team prior to application.

The school will not ask if a candidate has used this process, and will treat DBS documents confidentially. [\[Trans Equa...June 2025 | PDF\]](#)

5. Interview Stage

- Interviewers must **not** ask any questions regarding gender identity. If a candidate voluntarily discloses such information, they must be reassured that the disclosure will have no bearing on the selection decision. [\[Recruitmen...ember 2025 | PDF\]](#)
- Any disclosure will not be recorded on interview notes unless explicitly necessary for a lawful purpose, and even then only with the individual’s permission. [\[Trans Equa...June 2025 | PDF\]](#)





- If identity verification documents include a previous name, this information must be handled confidentially and stored securely if retained. [\[Recruitmen...ember 2025 | PDF\]](#)

6. References and Qualification Checks

- Reference requests must not include questions relating to gender identity.
- If qualification certificates are in a previous name, they should be placed in a sealed confidential envelope marked "*Headteacher only*", and the applicant supported in obtaining updated documents where possible. [\[Recruitmen...ember 2025 | PDF\]](#)

7. Data Protection, Confidentiality, and Records

The school will ensure that:

- Personnel files for trans employees do not overtly reference previous names or gender history. [\[Trans Equa...June 2025 | PDF\]](#)
- Historical documents are replaced where possible.
- Any required documentation (e.g., certificates in a previous name) is stored confidentially with restricted access. [\[Trans Equa...June 2025 | PDF\]](#)
- Information about an individual's gender history is **never disclosed without explicit written consent**, and doing so without consent for someone with a Gender Recognition Certificate may be a criminal offence. [\[Trans Equa...June 2025 | PDF\]](#)

8. Reasonable Adjustments and Support

If a candidate is transitioning or intends to transition, the school will:

- Offer a confidential meeting with the Headteacher (or another agreed person) to discuss any reasonable adjustments or support needed through the recruitment process. [\[Trans Equa...June 2025 | PDF\]](#)
- Only act with the candidate's consent.
- Ensure any time off needed for transition-related appointments is considered in line with the school's standard approach to medical appointments. [\[Trans Equa...June 2025 | PDF\]](#)





9. Decision-Making and Appointment

- All decisions must be based solely on the candidate's ability to meet the job requirements and safeguarding checks, not their gender identity. [\[Recruitmen...ember 2025 | PDF\]](#)
- Any concerns based on trans status are discriminatory and unlawful under the Equality Act 2010. [\[Trans Equa...June 2025 | PDF\]](#)

10. Post-Appointment Processes

Where a successful applicant transitions after appointment:

- The school will update all systems, staff records, email addresses, payroll records and internal directories at the agreed time. [\[Trans Equa...June 2025 | PDF\]](#)
- HMRC must be informed confidentially by payroll once the individual changes their gender marker or legal name. [\[Trans Equa...June 2025 | PDF\]](#)
- All colleagues are expected to use the employee's correct pronouns and name. Persistent misuse will be treated as misconduct. [\[Trans Equa...June 2025 | PDF\]](#)

