



Recruitment and Selection Policy

Approved by:	Paula Tucker	Date: 1/9/26
Review by:	15/9/27	

1. Purpose

The purpose of this recruitment and selection policy is to ensure we recruit:

- The best possible candidates, based on their relevant merits, to support the delivery of our strategy;
- In an equal and inclusive way that is consistent with employment legislation and good practice;
- Through a process that supports our values;
- In a value-for-money way.

2. Scope

This policy applies to the recruitment of all internal and external employees at ReFocus. The same safer-recruitment principles, with the checks appropriate to the role and legal status, also apply to volunteers, agency and third-party staff, contractors, trainee teachers and members of the proprietor and governing board.

3. Policy Statement

Recruiting and selecting suitable people is essential to ReFocus. Each campaign will identify the best person for the role without compromising fairness, confidentiality, equality or safeguarding.

Recruitment will follow Part Three of Keeping Children Safe in Education 2026 and the Independent School Standards. The proprietor retains legal accountability; the Headteacher manages implementation; and the governing board, including the Safeguarding Governor, provides support and oversight. At least one person involved in each recruitment process will have completed appropriate safer-recruitment training.

This policy should be read alongside the ReFocus Safeguarding and Child Protection Policy. The safer-recruitment requirements set out in Appendix A of that policy form part of ReFocus's recruitment arrangements and take precedence where statutory safeguarding requirements apply.

4. Recruitment Process

4.1 Identification of a Recruitment Need

Before recruitment begins, the line manager, in liaison with the Senior Management Team, will identify the need, confirm the duties and safeguarding status of the role, and obtain approval from the Headteacher or proprietor as appropriate. At least one person involved in the recruitment process will have completed appropriate safer-recruitment training.

4.2 Job Descriptions (including Person Specifications)

A job description is prepared that will include:

- an outline of the job's main accountabilities; and
- a person specification setting out the skills, experience, qualifications, attitudes and behaviours required, together with the safeguarding responsibilities, level of contact with children and whether the role involves regulated activity.

4.3 Advertising

Substantive vacancies will normally be circulated internally and advertised externally through appropriate media. Adverts and applicant information will state ReFocus's commitment to safeguarding, the safeguarding responsibilities of the post, that appropriate checks will be undertaken and whether the post is exempt from the Rehabilitation of Offenders Act 1974. For regulated activity, applicants will be told that it is an offence for a barred person to apply. The application pack will provide or link to the Safeguarding and Child Protection Policy and the policy on recruiting ex-offenders.

In certain limited circumstances, it may be appropriate to make an appointment without advertising the role internally or externally. An assessment of the potential impact should be made before deciding to appoint without advertising and approval should be sought in advance from the Senior Management Team. In demonstrating that advertising should be waived, the assessment will need to show, amongst other things, that the equality and diversity implications have been considered and that there are no internal staff eligible for redeployment.

4.4 Applications and Shortlisting

Recruitment will comply with the Equality Act 2010 and ReFocus's Equality and Diversity Policy. Applicants will complete the school's application form, including full employment history, reasons for gaps, qualifications and referees. A curriculum vitae will be accepted only alongside a completed application form. Applications will be treated confidentially and reasonable adjustments offered throughout the process.

At least two people will shortlist consistently against the person specification. They will identify gaps, discrepancies, frequent changes of employment or location and other concerns for exploration. Shortlisted candidates will complete and sign an appropriate criminal-record and suitability self-declaration before interview.

ReFocus will undertake a proportionate online search of publicly available information about shortlisted candidates as part of safeguarding due diligence, in accordance with KCSIE. Candidates will be informed in advance and any relevant concern will be explored at interview. Candidates will be notified of the shortlisting decision by phone or email; detailed feedback will not normally be provided at this stage.

4.5 Selection (Assessments and Interviews)

The selection process will be clear, proportionate to the role and based on agreed structured questions and job-related assessment. It may include presentations, written exercises and appropriately supervised interaction with pupils. Pupils may contribute meaningfully to the process where suitable, but appointment decisions remain with the authorised selection panel.

Interviews will assess candidates consistently against the role criteria and explore their motivation for working with children, safeguarding knowledge, professional boundaries, employment gaps and any concerns arising from the application, self-declaration, references or online search. Decisions and supporting evidence will be recorded.

All offers of employment will be made on merit following the selection process as outlined above and in line with the safer recruitment processes outlined in the ReFocus Safeguarding and Child Protection Policy

4.6 Appointing New Employees

All appointments will be conditional until the required checks, including those outlined in the Safeguarding and Child Protection policy are completed satisfactorily.

- References will normally be sought for shortlisted candidates before interview, where reasonably practicable, including for internal candidates. References will be obtained directly from appropriately authorised referees, including the current employer and the most recent employer involving work with children where applicable. Open references or references supplied by the applicant will not be accepted. References will be authenticated, compared with the application, and any discrepancy or safeguarding concern will be resolved before appointment.

- Checks appropriate to the role will include identity and previous names; right to work under current Home Office guidance; an enhanced DBS check and children's barred-list information where legally eligible; mental and physical fitness for the role following a conditional offer; qualifications; teacher-prohibition checks for teaching work; and a section 128 check for anyone taking part in management of the independent school. A separate barred-list check may be used only where legally permitted and necessary before the DBS certificate is available.

ReFocus will make appropriate additional checks for anyone who has lived or worked outside the UK, while still completing the same checks required for other staff. Depending on the circumstances, these may include:

- criminal records checks for overseas applicants
- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.

Guidance on overseas criminal-record and professional-standing checks will be obtained from current government guidance and, where relevant, UK ENIC. ReFocus will maintain a Single Central Record containing the information required by the Independent School Standards and KCSIE. Required checks will be recorded accurately and the SCR will be kept up to date.

4.7 Other workers and ongoing suitability

Volunteers will be subject to the checks required for the activity they undertake. Arrangements for regulated activity, including the current requirements applying to volunteers, are set out in Appendix A of the Safeguarding and Child Protection Policy.

Before an agency or third-party worker begins work, ReFocus will obtain the required assurance from the employing organisation that appropriate recruitment and safeguarding checks have been completed and will verify the individual's identity on arrival. Contractors and self-employed individuals will be subject to the safeguarding checks and access arrangements appropriate to their role and regulated-activity status. Specific checking arrangements for trainee teachers are also set out in the Safeguarding and Child Protection Policy. Safer recruitment is an ongoing responsibility. Where information arising after appointment raises concerns about an individual's suitability to work with children, ReFocus will respond in accordance with its safeguarding, low-level concerns/allegations and employment procedures.

4.8 Candidate Expenses

Any travel expense incurred as a result of the selection process will be at the cost of the candidate.

4.9 Data Protection/Confidentiality

Recruitment information will be processed fairly, transparently and securely, accessed only by those who need it, and retained and destroyed in accordance with ReFocus's retention arrangements, privacy notices, the UK GDPR, Data Protection Act 2018 and Data (Use and Access) Act 2025. A DBS certificate copy will not normally be retained for longer than six months unless there is a valid documented reason.

4.10 Complaints

ReFocus aims to provide a fair and transparent candidate experience. A recruitment-related concern should normally be raised with the Headteacher. A concern about the Headteacher should be directed to the Chair of Governors/proprietor as appropriate. A concern involving a governor or proprietor should be directed through an appropriately independent route in accordance with the ReFocus Complaints Procedure. External candidates may also seek advice from ACAS.

4.11 Queries

Any queries relating to this policy should be addressed to a member of the Senior Management Team.
enquiries@refocus.school