CATS
GLOBAL SCHOOLS

Recruitment & Selection Policy

Policy Date : September 2026
Policy Review Date : August 2027

Going further than others

Aims

- To ensure the safeguarding and promotion of the welfare of children and young people. INSERT SCHOOL NAME expects all staff and volunteers to share this commitment.

- To ensure that we select the best possible person-to-job fit, therefore contributing significantly towards the organisation's effectiveness.

- To ensure CATS INSERT SCHOOL NAME all statutory requirements when it comes to Recruitment & Employment. To that end, this policy should ensure that all laws and regulations are met.

- To ensure that our staff work in accordance with British Values and the values of the School/College. This is not only restricted to those who present as 'a risk of harm' to children. Applying safer recruitment principles, practice, and checks, including our Countering Extremism & Terrorism ('Prevent') procedures based on UK Government guidance, will help deter and/or identify people who are possibly unsuitable for appointment for a wide variety of reasons.

- To be non-discriminatory on the grounds of race (which includes colour, nationality and ethnic or national origin), religion or belief, sex, maternity and/or pregnancy, gender reassignment, sexual orientation, marital or civil partnership status, disability, or age. These are known as "protected characteristics" under the Equality Act 2010.

This policy is a combination of elements that are statutory, recommended by the Department for Education, or considered as good practice.

Relationship to other policies: This policy and the procedures within this document take into account Keeping Children Safe in Education (KCSIE) September 2026, National Minimum Boarding Standards, working together to safeguard children, Equality Act 2010,
Statutory framework for early years foundation stage (EYFS), Disqualification under the Childcare Act 2006 and Teacher Misconduct: The Prohibition of Teachers. It should be read alongside the School Safeguarding Policy, the Equality and Diversity Policy and the CGS Rehabilitation of Offenders Policy.

Staff involved in recruitment must follow the rules of this policy. Failure to do so will lead to investigation, potential disciplinary action and may lead to dismissal.

Training

It is a requirement that all appointing/hiring managers receive training in effective recruitment and selection before leading on any hiring need and refresher training at least once per year.

The aim of the training is to ensure you are equipped to recruit on behalf of CATS Global Schools and that you do not put yourself, the students, and/or the group at risk of inappropriate hiring.

The Central Talent Team will schedule and arrange Jobtrain Training and Safer Recruitment Training which is hosted by the team. This is complemented with online third-party Safer Recruitment Training via IHasco or National College training platforms.

Recruitment Systems

Jobtrain is the current Applicant Tracking System (ATS) Implemented in October 2021. All recruitment internal and external must be processed through Jobtrain. The system has an embedded approval process, automated new starter form and online candidate portal for contract and onboarding documents. Safer Recruitment is built into the online process and items within this policy are captured and evidenced within the system.

Responsibility

The ultimate responsibility for this policy and procedure lies with the Head of School.

All staff responsible for the selection and recruitment of staff into the organisation will be responsible for adhering to this policy

The Recruitment Process

Due to the fact that all employees will have the potential for significant access to young people and children, INSERT SCHOOL NAME will adopt the procedures set out below. This will apply regardless of the employment status of the post, i.e. permanent, volunteer, or casual.

It will be the responsibility of all staff involved in the recruitment and selection of individuals who will work in any capacity for INSERT SCHOOL NAME to ensure that they have familiarised themselves with the document Keeping Children Safe in Education 2026.

In addition, the immediate line manager or in some cases the SLT Member who is responsible for recruitment and selection will be leading on the following:

- Advertising
- Application Information

- The College/School Safeguarding Policy
- Scrutinising and Shortlisting
- Reference Approval
- Interviewing/Panel
- Offers and Appointment

The Central Talent Team will be responsible for

- Pre-Interview Online Checks
- References Collection
- Interview Scheduling
- Criminal Declaration Forms
- Pre-employment checks

Advertising

Any form of advertising used to recruit staff to a role with access to young people or children will include or reflect:

- The skills, abilities, experience, attitude, and behaviours required for the post,

- A statement about the employer's commitment to safeguarding and promoting the welfare of children, and reference to the need for the successful applicant to undertake an Enhanced DBS check via the Disclosure and Barring Service. (This is built into the job template in Jobtrain and is regularly reviewed by the Talent Team).

- A statement to confirm shortlisted candidates will be required to complete a criminal declaration form and be subject to online checks which may include social media.

- The advert should also contain the School/College's commitment to their policy on equal opportunities

Application Information

Pre-application information (that meets the Department for Education KCSIE, September 2026 statutory regulations to potential applicants will contain:

A job description and person specification that states the level of checks that are required for a role that meets the Department for Education statutory regulations. (Reference to Department for Education KCSIE, September 2026). Job Descriptions must be attached to the vacancy when created in Jobtrain. Vacancy requests will not be approved without the job

description. An application form must be completed for all vacancies. The application form must contain all relevant information, in accordance with KCSIE, September 2026 including:

• personal details, current and former names, current address and national insurance number
• details of their present (or last) employment and reason for leaving
•full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment
• qualifications, the awarding body and date of award
• details of referees/references (see below for further information), and
• a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

We will not accept curriculum vitae drawn up by applicants in place of an application form.

Scrutinising and Short-Listing

It is the expectation of the group that you complete the following checks during shortlisting and that a minimum of two people are involved in the process.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. The declaration will include a statement confirming the information they have provided within their application is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the declaration at point of interview. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

- Applicants must be chosen against the Person Specification

- All application forms and accompanying documentation should be scrutinised to ensure they are fully and properly completed. Incomplete applications should not be accepted and should be returned for completion

- Identify any gaps in employment in accordance with KCSIE, September 2026.

Online Recruitment Checks

To comply with our legal obligations including those contained in the statutory guidance for schools, prior to interview all shortlisted candidates will be subject to an online check for publicly available information. This may help identify any incidents or issues that have

happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Bearing in mind this is part of a safeguarding check; the search is purely about whether the individual is suitable to work with children. Care must be taken to avoid unconscious bias and any risk of discrimination.

Online checks will be managed through the recruitment process in Jobtrain (ATS). They will be conducted by a member of the Central Talent Team, who is independent from the interview panel and line manager. Full training on the parameters of the search process will be given to anyone involved, as well as guidance on the avoidance of discrimination and /or unconscious bias.

Conducting Online Checks
Applicants' full names will be entered into a recognised search engine. Google is the most used search engine in the UK and we recommend the designated staff member search page 1 and 2 of the search results, followed by a search on Facebook, Twitter and LinkedIn. The search is to identify any incidents or issues, related to the suitability to work with children that may need to be raised at interview. Any results deemed to fall into this category will be escalated to the Head of School.. The Head of School will decide if the information should be shared with the panel to address at interview.

Search Result Information
Search results will not be shared with anyone outside of the people responsible for carrying out the check unless an escalation takes place and at that point will only be shared with additional members of staff at the discretion of the Head of School.

Online checks will be recorded in Jobtrain (Applicant Tracking system) with an initial and date stamp. This information will be transferred to the employee file and SCR on successful appointment.

References

References are to be obtained prior to interview for academic staff where possible and in process for all. Open references / testimonials should never be accepted. If references are not provided by the Head of School. or equivalent of a school, they must be verified.

We require at least two written references, including the current (or most recent employer or most recent relevant period of employment if the applicant is not currently employed). Referees should include the relevant employer from the last time the applicant worked with children (if not currently working with children). Reference requests will ask all referees to state any known reason why the person should not be employed to work with children and

that there should be no material misstatement or omission relevant to the suitability of the applicant

Suitability references should also be sought for internal candidates. Internal references are permissible where appropriate.

For internal and external appointments references should ideally be from a senior person with appropriate authority (in a position to be aware of issues), not usually just a colleague.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate, for example if the answers are vague. References will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate directly.

Electronic references should be verified as originating from a legitimate source.

Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children, young people, and vulnerable adults will be considered and discussed with the candidate, with further clarification sought from the relevant employer as needed.

It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work. Referees will always be asked specific questions regarding:

- The applicant's suitability to work with children and young people
- Whether the applicant has ever been the subject of any child protection allegations or concerns and if the answer is yes, what was the outcome of the enquiry.
- The reason for leaving their current or most recent post

Invitation to Interview

Wherever possible, the invitation to interview should contain time and place, directions to the venue and membership of the interview panel.

The invitation should also stress that the identity of the successful candidate will need to be checked thoroughly. All candidates should be instructed to bring with them relevant documentary evidence including qualifications and to satisfy DBS and UKVI requirements. Original documents are required. Photocopies or certified copies are not sufficient.

Invite to interview confirmations must include a criminal declaration form (KCSIE 2026) which must be returned to the Talent Team prior to the interview taking place. Any declarations made should be discussed during the interview process. Declaration Forms should have a wet signature, if any forms have been returned prior to interview with an electronic signature, they should be re-signed at interview stage. Forms that have been printed, signed and then returned via email are acceptable and do not need to be resigned.

Candidates wishing to do so can access the Policy on the Recruitment of Ex-Offenders via the CATS Global Schools website.

All interviews internal and external must be booked into Jobtrain (ATS).

Interview Panel

All formal interviews will have a panel of at least two people, except in exceptional cases. For school based SLT roles one member of the interview panel will a member of the governing body from outside the school. For the appointment of a new Head, the Chair of Governors (or his representative) must be on the panel.

The members of the panel should:

- Have the necessary authority to make decisions about appointment
- Be appropriately trained, (at least one member of interview panel must hold a current Safer Recruitment certificate)
- Meet before the interviews to reach a consensus about the required standard for the job to which they are appointing
- Consider the issues to be explored with each candidate and who on the panel will ask about each of those; and agree their assessment criteria in accordance with the person specification
- The panel should agree a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate, based on the information provided in the candidate's application and references (if available)
- Where appropriate students will be involved in the interview process and their feedback taken onboard

The interview panel should also explore:

- The candidate's attitude toward children and young people; and the candidate's ability to support the establishment's agenda for safeguarding and promoting the welfare of children

- Any gaps in the candidate's employment history that have not been explained to a satisfactory level and concerns or discrepancies arising from the information provided by the candidate and/or a referee

- Any concerns raised from the Online Recruitment Checks that have been carried out pre-interview.

The panel should also ask the candidate if they wish to declare anything in light of the requirement for an enhanced DBS Disclosure

If references are not obtained prior to interview, candidates should be given the opportunity to discuss anything that they wish to declare in light of questions that have been (or will be) put to their referees

Offer of Appointment

All offers of employment should be conditional based upon satisfactory checks including the receipt of at least two satisfactory references; verification of the candidate's identity including Birth Certificate as best practice (where this is available, as outlined in KCSIE 2026); a satisfactory enhanced DBS Disclosure; a barred list check; an overseas check; (if applicable), a prohibition from teaching check (if applicable); prohibition from management (s.128) (if applicable); verification of the candidate's medical fitness, verification of qualifications (all qualifications relevant to the role, stipulated in the job description and considered as part of shortlisting), verification of professional status where required and ensuring the candidate meets the relevant right to work criteria in line with UKVI legislation. Full checks are detailed below.

Identification
Right to Work
Enhanced DBS
Barred List
Qualification Verification
References x 2
Prohibition from Teaching
Prohibition from Management - for roles involving management of a school. In line with DfE guidelines CGS include Heads of Department, Heads of School,Deputy/Assistant Heads, Governors and Trustees.

EYFS Declaration
TRA Check
Medical Declaration
Criminal Convictions Declaration
Birth Certificate
Online Check
Overseas Police Check
Overseas References

All checks should be confirmed in writing; documented and retained on the personnel file (subject to relevant advice contained in the DBS Disclosure Code of Practice and the School's data protection arrangements, this is located on The Den (intranet site)); and followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where a candidate is found to be on the Barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or an applicant has provided false information in, or in support of, his or her application; or there are serious concerns about an applicant's suitability to work with children. The facts will be reported to the police and/or the Disclosure & Barring Service and/or The Department for Education Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team)

Chair and proprietorial body members

Before an individual becomes the chair of the proprietorial body for INSERT SCHOOL NAME, the Secretary of State will:

- carry out an enhanced DBS check; and where such a check is made, obtain an enhanced DBS certificate (either including or not including children's barred list information as appropriate).
- confirm the individual's identity, and
- if the individual lives or has lived outside of the UK, where applying for an enhanced check is insufficient, such other checks as the Secretary of State considers appropriate.

The Chair must ensure that enhanced DBS checks are undertaken, for the other members of the body, and that where such a check has been undertaken, an enhanced DBS certificate is obtained, and the chair must ensure that identity checks are completed before, or as soon as practicable after, any individual takes up their position.

The chair must also ensure that other members are not subject to a section 128 direction that would prevent them from taking part in the management of an independent school.

Further checks, as the chair considers appropriate, should be undertaken where, by reason of the individual's living or having lived overseas, obtaining an enhanced DBS check is not sufficient to establish an individual's suitability to work in a school.

Generally members of the proprietorial body will be subject to all standard checks including:

- ID
- Right to work in the UK
- Enhanced DBS
- Children's Barred List
- Overseas police check (where applicable)
- References
- Prohibition from Management

Risk Assessments

Staff may, as an exception not a rule, commence employment in advance of receipt of their DBS certificate providing that a separate barred list check has been received, their DBS application has been submitted, and all other checks are in place. A risk assessment will be undertaken and monitoring/supervision to be in place and reviewed every two weeks until all necessary checks are completed. Any risk assessment must be signed off by the Head of School and the Designated Governor for Safeguarding. Note; for CATS Cambridge and CSVPA cross-site personnel will have risk assessments signed by both the Head of School and Rector. The line manager and employee will also be asked to sign the Risk Assessment on the first day of employment.

Risk Assessments must be renewed every two weeks until the DSB has been received. Guidance from the Department for Education and Disclosure and Barring Service to be followed at all times.

Staff within the boarding teams, agency staff and anyone with items declared on their criminal declaration forms will not be allowed to start work until the original DBS is seen, as the Head of School will be unable to sign off the risk assessment.

Guidance from the Department for Education, Disclosure & Barring Service, KCSIE 2025 and National Minimum Boarding Standards is to be followed at all times.

Overseas Police Checks

Where a member of staff has worked or lived overseas for a period of over three months in the past five years a police check or certificate of good conduct should be requested from the country concerned.

Where it is evidenced that this is not is not possible, further checks should be carried out such as additional references, preferably from overseas employer (if not already provided). Approval in writing from the Head of School must be in place to use references in place of an overseas police check or certificate of good conduct.

It is the responsibility of the candidate to obtain the relevant Overseas Police Check. Where and when possible, the central Talent team can provide guidance.

Internal Moves

Members of staff transferring between Colleges/Schools where schools are part of the same proprietor group (defined as having the same chair of the proprietor body) will not require additional checks, but the school may choose to do so.

Schools that are not within the same proprietor group will be subject to all the same checks as those required for an external candidate. All internal appointments must be processed through Jobtrain (ATS) for the appropriate approvals and references checks to be carried out.

Staff promoted internally to a senior management position are subject to prohibition from management check (section 128).

School Proprietor Groups

Group 1:- Chair, Mr Robert Niu

- CATS Cambridge & CSVPA
- The Worthgate School
- Guildhouse School

Group 2: Chair, Professor Toby Salt

- Bosworth Independent School

- Bournemouth Collegiate School
- Bournemouth Collegiate Preparatory School

SECTION: Agency staff, contractors, and volunteers

Agency staff

When using an employment agency to recruit permanent members of staff we will complete all the same checks as if we had recruited the individually directly.

When using an employment agency to provide staff on a casual basis, a signed 'Safer Recruitment in Education' letter must be received to ensure that the agency understands their responsibilities in relation to safeguarding and recruitment.

For each member of staff, the agency **must** provide written confirmation that the following have been undertaken:

- Identity check
- A check to establish whether the individual is barred from regulated activity relating to young people; or is not subject to any disqualification, prohibition, or restriction
- Qualification checks have been made
- Satisfactory references have been obtained
- An enhanced DBS disclosure was obtained
- Right to work in the UK check was made
- Overseas checks undertaken if appropriate
- Prohibition from Teaching Check
- Management Prohibition Check if appropriate
- Medical fitness for post
- Application Form and Continuity Check (written explanation required for any gap in employment greater than one calendar month)
- Online and Social Media Check
- Birth Certificate Check (where possible as best practise)

In addition to the above checks being undertaken the supply staff member must also provide original proof of identity on arrival at the school and the original DBS certificate processed through the agency providing them or one that is registered on the update service.

Contractors

Any contractor, or any employee of a contractor, who is to work unchaperoned at the school must have had the appropriate suitability checks. These checks will be confirmed in writing by the employer and will include full names and details of checks undertaken:

- All contractors must appear on the central contractor Single Central Register (SCR).
- An enhanced DBS with barred list information and ID check for contractors engaging in regulated activity (directly or indirectly) kept on file.
- Where the DBS does not include Barred List, the central Talent Team will run a separate Barred List Check

CATS Global Schools (CGS) will obtain the DBS check for self-employed contractors.

Taxi drivers in regulated activity will require an enhanced DBS check with Barred List (generally done by the taxi company and confirmed by letter).

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances. Where we have received a Letter of Assurance and ID for a contractor but the DBS certificate is delayed they will be supervised at all times under a risk assessment.

The school will check the identity of all contractors and their staff against the central contractor SCR on arrival at the school.

Volunteers

We will never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.

We will obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity. . We will obtain an enhanced DBS check with barred list information for all volunteers who will be working in regulated activity unless they are able to present a valid enhanced DBS certificate on the Update Service. Alongside the DBS check, we will gain proof of ID.

We will carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity.

Arrangements for Monitoring and Evaluation

In line with DFE requirements, INSERT SCHOOL NAME will keep and maintain a Single Central Record (SCR). The SCR will be managed by the central Talent Team. The SCR will list all staff who are employed at the school, including casual staff, agency staff, volunteers, and proprietorial governors. The SCR will confirm that the required pre-employment checks have

been completed, what documents have been checked, when and by whom. Leavers will be removed at the end of each academic year and archived.

The Head of School is responsible for monitoring and evaluating the effectiveness of this policy. This is achieved by monitoring the SCR and reviewing personnel files. The *Safeguarding Governor* will appoint a suitable representative to complete a thorough audit of the SCR on a monthly basis and this will be further reviewed by the Safeguarding Governor who will raise any concerns with the Head of School or Designated Safeguarding Lead.

Any reference about difficulties concerning an applicant will be made to the Disclosure & Barring Service and the Teaching Regulation Agency (if applicable).

If a member of staff is dismissed the school is under a duty to consider making a referral to the Teaching Regulation Agency including if a member of staff resigns who may otherwise have been dismissed and a prohibition order may be appropriate.

This policy has regard to guidance from the Secretary of State and:

- ISSRs Part 4, paragraphs 18-21
- Department for Education guidance Keeping Children Safe in Education (KCSIE) 2026
- Teacher Misconduct: the prohibition of teachers July 2022
- Government Guidance on Countering Extremism/Terrorism
- Working together to safeguard children
- Equality Act 2010
- Statutory framework for early years foundation stage (EYFS)
- Disqualification under the Childcare Act 2006
- National Minimum Boarding Standards
- British Council regulations

Failure to follow this policy will result in investigation and may lead to disciplinary action and potentially lead to dismissal.

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