



TARBIYYAH SECONDARY SCHOOL

مدرسة التربية الثانوية الإسلامية

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SAFER RECRUITMENT POLICY

Recruitment, vetting and pre-appointment checks

ACADEMIC YEAR 2026 – 2027

Policy name	Safer Recruitment Policy 2026–2027
Applies to	All recruitment to the school, including staff, Trustees, volunteers, agency and supply staff, contractors and students on placement
Approved by	Haneef Sandhar
Position	Headteacher
Updated by	S. Ahmed, Deputy Headteacher
Agreed with	The Chair of Trustees
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CONTENTS

- 1 Introduction and Commitment
- 2 Aims and Equality Statement
- 3 Roles and Responsibilities
- 4 Legislation and Guidance
- 5 Advertising and Application
- 6 Shortlisting and Online Searches
- 7 References
- 8 Interviews and Selection
- 9 Pre-Appointment Checks
- 10 Verification of Identity, Address and Qualifications
- 11 Criminal Records Checks
- 12 Prohibition Orders and Section 128 Directions
- 13 Recruitment of Ex-Offenders
- 14 Other Adults Working with Children
- 15 The Single Central Record
- 16 Induction
- 17 Ongoing Vigilance and Referrals
- 18 Data Protection and Record Retention
- 19 Monitoring and Review
- 1 Appendix 1 — Regulated Activity
- 2 Appendix 2 — Valid Identity Documents
- 3 Appendix 3 — Related Policies

1. Introduction and Commitment

Tarbiyyah Secondary School for Boys is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

We are committed to providing the best possible care and education to our pupils and a supportive working environment to all our staff. The school recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

Everyone involved in the recruitment and selection of staff is responsible for familiarising themselves with this policy and complying with it.

What safer recruitment is for

Safer recruitment is the first line of a school's safeguarding. Its purpose is to deter, reject or identify people who might abuse children — before they are in a classroom.

It works only if every step is followed every time. A check omitted because a candidate seemed obviously suitable is the check that matters.

2. Aims and Equality Statement

- To adopt recruitment procedures that help deter, reject or identify people who might abuse children, and to meet the school's commitment to safeguarding by carrying out all necessary pre-employment checks.
- To ensure that all job applicants are considered equally and consistently.

- To ensure that no job applicant is treated unfairly on any ground, including any of the protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- To ensure that recruitment and selection is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity.

At Tarbiyyah Secondary we are committed to equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school. We aim to develop a culture of inclusion and diversity in which all those connected with the school feel proud of their identity and able to participate fully in school life.

- Reasonable adjustments are made for disabled applicants at every stage of the recruitment process, on request and without the applicant having to justify the request.

3. Roles and Responsibilities

Who	Responsibility
The Trustees	Ensure the school has and follows a safer recruitment policy; ensure at least one person on every appointment panel has completed safer recruitment training; oversee the Single Central Record; and ensure checks on the proprietor body itself are in place.
Headteacher	Accountable for safer recruitment across the school. Authorises any decision to allow an individual to begin work pending a DBS certificate, and records the supervision arrangements.
Deputy Headteacher	Oversees the operation of this policy, maintains the recruitment records, and ensures the Single Central Record is accurate and up to date.
Appointment panels	Follow this policy in full; explore gaps in employment history and any discrepancy between application and reference; keep a written record of the interview and of the decision.
All staff	Report any concern about the conduct or suitability of a colleague under the Child Protection and Safeguarding Policy and the Whistleblowing Policy.

4. Legislation and Guidance

The school complies with all relevant legislation, recommendations and guidance, including:

- **Keeping Children Safe in Education 2026.**
- The Education (Independent School Standards) Regulations 2014, in particular the standards on the suitability of staff, supply staff and proprietors.
- Working Together to Safeguard Children.
- The Safeguarding Vulnerable Groups Act 2006, as amended.
- The Rehabilitation of Offenders Act 1974 and the Exceptions Order.
- The Childcare (Disqualification) Regulations, where applicable to any provision the school operates for younger children.
- The Equality Act 2010, in particular section 60 on enquiries about disability and health.
- The Data Protection Act 2018 and the UK General Data Protection Regulation.
- The Immigration, Asylum and Nationality Act 2006 and Home Office right-to-work guidance.

- Guidance and codes of practice published by the Disclosure and Barring Service.

5. Advertising and Application

- Every advertisement and recruitment pack includes the school's commitment to safeguarding, states that the post is exempt from the Rehabilitation of Offenders Act 1974, and states that an enhanced DBS check will be required.
- All applicants must submit a Tarbiyyah Secondary application form. A curriculum vitae is not accepted in place of a completed application form.
- The application form contains questions about academic and employment history and suitability for the role, and is issued with the job description, the person specification, the child protection statement, and the terms and conditions relating to the post.
- The form requires a full history since leaving secondary education, including periods of further education, employment and any gaps, with dates and explanations.
- The form informs applicants that any previous employer may be contacted.
- Applicants are asked to declare all criminal convictions, whether spent or unspent, including cautions and pending prosecutions, except those to which the DBS filtering rules apply. Disclosure will not necessarily prevent employment, but will be considered in the same way as a positive DBS disclosure.
- The job description states clearly the roles and responsibilities of the post.

6. Shortlisting and Online Searches

- Shortlisting is carried out against the person specification by at least two people, and the reasons for shortlisting decisions are recorded.
- An online search is carried out on all shortlisted candidates as part of the school's due diligence, to identify anything publicly available that might be relevant to their suitability to work with children.
- The search is proportionate, is recorded, and anything of concern is put to the candidate at interview so that they have an opportunity to respond.
- Candidates are told in the recruitment pack that online searches will be carried out on shortlisted applicants.
- Information found online is not used to discriminate on any protected characteristic ground.

7. References

- References are taken up on shortlisted candidates before interview, so that any issue arising can be explored at the interview itself.
- No questions are asked about health or medical fitness before an offer of employment is made.
- All offers of employment are subject to receipt of a minimum of two references which the school considers satisfactory.
- One reference must be from the applicant's current or most recent employer. Where that employment did not involve work with children, the second reference should be from the employer with whom the applicant most recently worked with children.
- Neither referee may be a relative, or someone known to the applicant solely as a friend.
- Referees are asked whether they believe the applicant is suitable for the job applied for, and whether they have any reason to believe the applicant is unsuitable to work with children.
- References are accepted only when obtained directly from the referee. Open references and testimonials, and references provided by the applicant, are not accepted.

- All references are compared with the information given on the application form. Any discrepancy or inconsistency is taken up with the applicant and with the referee before any appointment is confirmed.

8. Interviews and Selection

- Interviews are held face to face wherever possible.
- **Interviews are conducted by a panel of at least two people.**
- At least one member of every panel has completed safer recruitment training, refreshed at the interval recommended by the training provider.
- The panel agrees a set of questions in advance relating to the requirements of the post, and asks the same core questions of every candidate.
- The interview explores the candidate's motivation to work with children, their attitude to safeguarding, any gap in employment history, and any discrepancy between the application form and the references.
- The selection process includes a 40-minute teaching session observed by a member of the Senior Leadership Team. The candidate is supervised at all times during the session and is never left alone with pupils.
- A written record is kept of the interview and of the reasons for the decision.

9. Pre-Appointment Checks

In accordance with Keeping Children Safe in Education and the Education (Independent School Standards) Regulations, an offer of appointment to a successful candidate — including one who has lived or worked abroad — is conditional upon satisfactory completion of all of the following.

	Check
1	Agreement of a mutually acceptable start date and signing of a contract incorporating the school's standard terms and conditions.
2	Receipt of two satisfactory references, one from the most recent employer.
3	Verification of identity from current photographic ID and proof of address.
4	An enhanced DBS certificate with barred list information where the person will be engaging in regulated activity.
5	A separate barred list check if the individual will start work in regulated activity before the DBS certificate is available.
6	A check that a candidate to be employed as a teacher is not subject to a prohibition order, using the Teacher Services system.
7	A section 128 check where the post involves any management responsibility.
8	Verification of the person's right to work in the UK.
9	Completion of overseas checks where the candidate has lived or worked abroad.
10	Verification of professional qualifications.
11	Verification of mental and physical fitness to carry out the responsibilities of the role.

Where an applicant has lived or worked overseas and an overseas check cannot be obtained despite all reasonable efforts — because the country operates no such check or has no arrangement with the UK — this is recorded, together with the additional steps taken instead, and noted on the Single Central Record.

10. Verification of Identity, Address and Qualifications

- All applicants invited to interview must bring evidence of identity, right to work in the UK, address and qualifications.
- Applicants must bring one document from Group 1 and two further documents from Group 1, Group 2i or Group 2ii, one of which must verify the applicant's current address, together with original documents confirming any educational and professional qualifications referred to in the application form. The groups are set out at Appendix 2.
- An applicant who has changed his or her name — by deed poll, marriage, adoption, statutory declaration or otherwise — must provide documentary evidence of the change.
- The school asks for the date of birth of all applicants, and proof of it, so that identity can be verified and any unexplained discrepancy in employment and education history identified. The school does not discriminate on the grounds of age.

11. Criminal Records Checks

- The school applies for an enhanced DBS disclosure in respect of all prospective staff members, Trustees and volunteers.
- Where the position amounts to regulated activity, the school applies for an enhanced check with a check of the Children's Barred List. A barred list check is not permitted where an individual will not be undertaking regulated activity, so the school must first decide whether the post amounts to regulated activity. Appendix 1 explains the test.
- The DBS issues the certificate to the applicant only. The original certificate must be provided to the school before the first day of employment, and employment remains conditional upon it being provided and considered satisfactory.
- The school verifies the original DBS document provided by the applicant.
- Where there is a delay in receiving a DBS disclosure, the Headteacher has discretion to allow an individual to begin work pending receipt. This is permitted only where all other checks are complete, including a clear barred list check where the post is regulated activity, and only once appropriate supervision has been put in place. The supervision arrangements are recorded in writing.
- DBS checks are still requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked for a criminal records check from the relevant jurisdiction.
- Where a person moves from a post that was not regulated activity into work that is, the relevant checks are carried out before the move.

12. Prohibition Orders and Section 128 Directions

Teacher prohibition orders

A check for any prohibition order is carried out using the Teacher Services system for every candidate to be employed as a teacher.

Section 128 directions

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited cannot hold a management position as an employee, be a trustee of an academy or free school trust, be a governor or a member of a proprietor body for an independent school, or sit on any governing body that retains or has been delegated management responsibilities.

- A section 128 check is carried out using the Teacher Services system for all posts involving management responsibility, and for all Trustees and members of the proprietor body.
- Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.

13. Recruitment of Ex-Offenders

The school will not unfairly discriminate against any applicant on the basis of a conviction or other information revealed. A criminal record does not automatically bar an applicant from employment. Each case is decided on its merits.

How a disclosure is assessed

Where a conviction, caution or other matter is disclosed, the Headteacher and one other member of the Senior Leadership Team consider:

- the nature, seriousness and relevance of the offence to the post applied for;
- how long ago it occurred, and the applicant's age at the time;
- whether it was a one-off or part of a pattern;
- the circumstances surrounding it, and the applicant's own account;
- whether circumstances have changed since;
- whether the applicant disclosed it openly at the application stage.

The assessment and the reasons for the decision are recorded and retained. The applicant is given the opportunity to discuss the matter before any decision is taken.

Disclosure obligations

- All positions at the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those normally considered spent, except those to which the DBS filtering rules apply.
- A failure to disclose a conviction that should have been declared may lead to an application being rejected or, if discovered after employment has started, to summary dismissal on the grounds of gross misconduct. It may also amount to a criminal offence.
- It is unlawful for the school to employ anyone barred from working with children, and a criminal offence for a barred person to apply for a position at the school.

The school will make a report to the police and to the DBS if it receives an application from a barred person, if it is provided with false information in or in support of an application, or if it has serious concerns about an applicant's suitability to work with children.

14. Other Adults Working with Children

Category	Arrangements
Agency and supply staff	The school uses only agencies which operate a safer recruitment policy and supply written confirmation that all relevant checks have been satisfactorily completed. The school carries out an identity check when the individual arrives at school, and records the checks on the Single Central Record.
Peripatetic staff	The school confirms that the necessary checks and DBS requirements have been satisfactorily completed before work begins.

Category	Arrangements
Volunteers	DBS and pre-start vetting checks appropriate to the post are carried out. Regular volunteers provide details of two referees, and references are taken up as set out in this policy. Volunteers helping on an occasional basis, for example on a trip, are supervised at all times and are never left unsupervised with pupils.
Students on placement	Where a volunteer is working in school as part of a recognised training course, the training provider is responsible for the checks. The school requires proof of enhanced DBS clearance with a barred list check and carries out an identity check on arrival. References and an application form are not required.
Students on work experience	Always supervised.
Contractors	The school ensures that contractors and their employees have been subject to the appropriate level of DBS check. Anyone for whom an appropriate check has not been undertaken is supervised if they will have contact with children. Where a contractor is self-employed and will be in regulated activity, the school will consider obtaining the DBS check, as self-employed people cannot apply directly. Identity is checked on arrival.
Visiting speakers	Under the Prevent duty, all visiting speakers — whether invited by staff or by pupils — are checked for suitability and appropriately supervised, briefed on the school's safeguarding and child protection procedures, and never left alone with children. See the No Platform for Extremism Policy.
Trustees and the proprietor body	Subject to enhanced DBS checks, section 128 checks, and the other checks required of proprietors under the Independent School Standards. Recorded on the Single Central Record.

15. The Single Central Record

The school keeps and maintains a single central record of recruitment and vetting checks. It records all staff employed at the school, including supply and agency staff whether employed directly or by third parties, volunteers, all Trustees and members of the proprietor body, and those who provide additional teaching or instruction for pupils but who are not staff members, such as a specialist sports coach.

For each person the record shows the checks completed, who undertook each check, and the date on which it was completed or the relevant certificate obtained. The record is maintained by the Deputy Headteacher and reviewed termly by the Headteacher.

16. Induction

- Every new member of staff is assigned a mentor responsible for supporting them and ensuring they are familiar with school policy.
- Induction includes the Child Protection and Safeguarding Policy, the Staff Code of Conduct, the behaviour and consequence system, the Whistleblowing Policy, fire safety and first aid arrangements, and the identity of the Designated Safeguarding Lead.
- New staff confirm in writing that they have read and understood the safeguarding documents issued at induction.
- Induction and probation arrangements are set out in the school's Mentoring and Induction policies.

17. Ongoing Vigilance and Referrals

Safer recruitment does not end at appointment. The school maintains a culture in which concerns about the conduct of any adult are raised and acted on.

- Allegations against staff and low-level concerns are handled under the Child Protection and Safeguarding Policy.
- Staff may raise concerns through the Whistleblowing Policy, and will not be disadvantaged for doing so.
- The school makes referrals to the Disclosure and Barring Service where a person has harmed or poses a risk of harm to a child and has been removed from regulated activity, or would have been had they not resigned.
- The school makes referrals to the Teaching Regulation Agency where a teacher may have committed a serious breach of professional standards.
- Staff conduct expectations are set out in the Staff Code of Conduct.

18. Data Protection and Record Retention

- Recruitment information is processed in accordance with the UK General Data Protection Regulation, the Data Protection Act 2018 and the school's Data Protection Policy.
- Where an applicant is successful, relevant information provided during the application process is retained on the personnel file, including copies of documents used to verify identity, right to work, medical fitness and qualifications. Medical information may be used so that the school can consider reasonable adjustments or address any other workplace issue.
- Applicants have the right to make a subject access request for personal data the school holds about them, including interview notes, for as long as the school holds it.
- Disclosure information and other confidential documents issued by the DBS are stored in locked, non-portable storage, access to which is restricted to members of the Senior Leadership Team. Disclosure information is destroyed by secure means such as shredding, and photocopying or scanning it is prohibited.

Retention periods

Record	Retained for
Personnel file of a member of staff	Six years after employment ends.
Safeguarding and child protection records relating to a member of staff	Until the member of staff's normal pension age, or for 10 years from the date of an allegation, whichever is longer
Application and interview records of unsuccessful applicants	Six months from the date of interview, then confidentially destroyed.
DBS certificate information	Not retained beyond the period necessary to make a recruitment decision. Only the certificate number, date of issue and outcome are recorded.

19. Monitoring and Review

- This policy, and the efficiency with which related duties are discharged, is reviewed annually by the Senior Leadership Team. Any deficiency or weakness is remedied without delay.
- The Single Central Record is audited termly, and any gap is closed immediately.
- Recruitment outcomes are monitored for equality of opportunity.

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- The Headteacher reports to the Trustees annually on safer recruitment, including the outcome of the Single Central Record audit.

1. Appendix 1 — Regulated Activity

Regulated activity in relation to children includes:

- teaching, training, instructing, caring for or supervising children, or providing advice or guidance on wellbeing, or driving a vehicle only for children — where this is carried out regularly;
- work for a limited range of establishments, including schools, with the opportunity for contact with children — where this is carried out regularly, and where the work is not supervised;
- any of the above carried out regularly, meaning once a week or more, or on four or more days in a 30-day period, or overnight;
- certain activities carried out even once, including relevant personal care.

Work under supervision that would otherwise be regulated activity is not regulated activity, provided the supervision is regular and day to day, by a person who is themselves in regulated activity, and is reasonable in all the circumstances to ensure the protection of children.

It is for the school to decide whether a role amounts to regulated activity, taking into account all the relevant circumstances. The decision determines which checks may lawfully be carried out, and is recorded.

2. Appendix 2 — Valid Identity Documents

Group 1 — primary trusted identity credentials

- Current valid passport.
- Biometric residence permit (UK).
- Current driving licence, full or provisional (UK, Isle of Man, Channel Islands; photocard with the associated counterpart licence; except Jersey).
- Birth certificate (UK and Channel Islands) issued at the time of birth, within 42 days of the date of birth. Full or short form, including those issued by UK authorities overseas such as embassies, high commissions and HM Forces.

Group 2i — trusted government or state issued documents

- Current UK driving licence, old-style paper version.
- Current non-UK driving licence, valid for up to 12 months from the date the applicant entered the UK.
- Birth certificate (UK and Channel Islands) issued at any time after the date of birth by the General Register Office or relevant authority.
- Marriage or civil partnership certificate (UK and Channel Islands).
- Adoption certificate (UK and Channel Islands).
- HM Forces ID card (UK).
- Firearms licence (UK and Channel Islands).

Group 2ii — financial and social history documents

- Mortgage statement (UK or EEA) — less than 12 months old.
- Bank or building society statement (UK, Channel Islands or EEA) — less than three months old.
- Bank or building society account opening confirmation letter (UK) — less than three months old.
- Credit card statement (UK or EEA) — less than three months old.
- Financial statement, for example pension, endowment or ISA (UK) — less than 12 months old.

- P45 or P60 statement (UK and Channel Islands) — less than 12 months old.
- Council tax statement (UK and Channel Islands) — less than 12 months old.
- Work permit or visa (UK Residence Permit) — less than 12 months old.
- Letter of sponsorship from a future employment provider (non-UK and non-EEA, valid only for applicants residing outside the UK at the time of application).
- Utility bill (UK), not a mobile telephone bill — less than three months old.
- Benefit statement, for example child benefit or pension — less than three months old.
- A document from central or local government, a government agency or a local authority giving entitlement (UK and Channel Islands) — less than three months old.
- EU national identity card.
- Card carrying the PASS accreditation logo (UK).

3. Appendix 3 — Related Policies

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Equal Opportunities Policy
- Disability Equality and Accessibility Policy
- No Platform for Extremism Policy
- Staff Retention Policy
- Mentoring and Induction policies
- Data Protection Policy and retention schedule
- Health and Safety Policy

Approved by: Haneef Sandhar, Headteacher

Updated by: S. Ahmed, Deputy Headteacher · August 2026

Next review due: August 2027

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