



Safer Recruitment Policy

Academic Year: 2026–2027

Purpose

This Safer Recruitment Policy sets out Queen Elizabeth's School, Gurugram's commitment to ensuring that all recruitment and selection processes are conducted in a manner that safeguards children and young people. The policy is designed to prevent unsuitable individuals from working with students and supports our broader safeguarding responsibilities.

Scope

This policy applies to all individuals engaged in work or volunteering with the school, including academic staff, administrative and operations personnel, board members, contractors, and volunteers. It complements the Safeguarding and Child Protection Policy 2026–2027.

Commitment to Safeguarding

As a school, we commit to the highest standards of safeguarding. Our recruitment practices are designed to ensure that every adult working with our students is suitably qualified to do so.

All advertisements and job descriptions will include the following safeguarding statement:

"Queen Elizabeth's School, Gurugram is an equal opportunities employer and is deeply committed to safeguarding our students, ensuring their safety and wellbeing. We expect all staff and members of our community to share this commitment and to promptly report any concerns about a student's or community member's safety or wellbeing. Applicants must be willing to undergo rigorous child protection screening, including checks with past employers and providing police clearance certificates from all countries that the applicant has resided in."

Roles and Responsibilities

- The Principal and People and Culture Manager are jointly responsible for implementing this policy.
- At least one member of every recruitment panel will have undergone certified safer recruitment training.
- The Designated Safeguarding Lead (DSL) will be consulted on all safeguarding concerns related to recruitment.

Recruitment Procedures

a) Before Advertising

- Job descriptions and person specifications are reviewed to ensure clarity around safeguarding responsibilities.
- A clear safeguarding commitment is included in all recruitment materials.

b) Application Process

- Only a fully completed application form will be accepted. It is not sufficient to submit a curriculum vitae (CV) alone.
- The application form must include a full work history, explanations for any gaps, qualifications and a criminal self-disclosure section.
- Applicants must declare any prior disciplinary or safeguarding concerns.

c) Shortlisting

- Applications will be reviewed by at least two individuals, one of whom must be trained in safer recruitment.
- Gaps in employment or inconsistent information will be explored.
- Shortlisted candidates will be notified that safeguarding checks will be part of the process.

d) Interviews

- Interview panels will consist of at least two people, including one trained in safer recruitment.
- Interviews will include questions focused on child protection awareness, values, and responses to safeguarding scenarios.
- Notes from all interviews will be securely retained.

e) References

- A minimum of three referees is required, including the most recent employer.
- References must be received directly from professional email addresses. Open or generic references will not be accepted. No more than one reference can be verbal and must not be from the most recent employer.

- Referees must confirm the applicant's suitability to work with children and disclose any safeguarding concerns.
- Verbal verification of references is required for at least two referees.

f) Pre-employment Checks

All offers of employment are conditional and subject to:

- Enhanced criminal record checks from all countries where the candidate has lived for six months or more in the past 10 years.
- Prohibition from teaching checks where applicable.
- Identification (ID) and qualification verification (including viewing the original documents).
- Internet and social media screening using safeguarding keywords.
- Medical fitness confirmation (if required under local law).

Onboarding and Induction

- All new staff must sign the code of conduct and Safeguarding and Child Protection Policy before beginning work.
- Safeguarding training will be completed prior to any unsupervised access to students.
- The induction programme will include sessions on reporting concerns, recognising signs of abuse, and expectations of professional conduct.
- Contractors and volunteers will undergo appropriate screening and training proportional to their role.

Record Keeping and Review

- The school maintains a central safer recruitment register and personnel files, which are reviewed quarterly by the DSL.
- All documentation is stored securely in compliance with legal and regulatory requirements.
- This policy will be reviewed annually or in response to changes in legislation or best practice guidance.

Monitoring Compliance

Compliance with this policy is monitored through regular audits, safeguarding training evaluations, and feedback from staff. Breaches will be investigated and addressed according to school disciplinary procedures.

Policy Review and Approval

This policy is reviewed annually and approved by the school's leadership team and Governing Body.