

The 3-18 Education Trust

Safer Recruitment Policy

Every individual is in a great school.



Our Mission

To celebrate the diverse nature, culture and identity of our individual schools, whilst collaborating and enjoying the benefit of the team.

Our Values

Compassionate

To show care and understanding towards others.

Accomplished

To provide high quality education and training for all.

Resilient

To be solution focused and able to intelligently manage challenges.

The 3-18 Education Trust

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Company Number: 08064698

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1. Introduction

1.1 Safer recruitment is the first step to safeguarding and promoting the welfare of children in education. The 3-18 Education Trust is committed to safeguarding and promoting the welfare of all pupils in its care and expects all staff and volunteers to share this commitment.

1.2 It is vital that a culture of vigilance is promoted across the setting, and as such, the school has adopted recruitment procedures that seek to deter, reject and identify people who may be unsuitable to work with children and young people.

- 1.3 All elements of the Safer Recruitment Policy ensure that the recruitment and selection processes outlined: meet the requirements of the relevant sections of Keeping Children Safe in Education (KCSiE) (September 2024) set out prescribed vetting and checking procedures include a robust induction provide for ongoing training, supervision and monitoring of staff and volunteers
- 1.4 This policy outlines the steps this school will take to ensure those employed are suitable to work with children and young people. Its main purpose is:
- to deter unsuitable individuals from applying to work with us
 - to attract and engage suitable candidates
 - to promote and maintain a culture of vigilance
- 1.5 The recruitment and selection process aims to support the selection of the most suitable applicant for a post based on the appropriate combination of ability, qualifications, experience and attitude, as measured against the job description and person specification.
- 1.6 All those involved in the recruitment and selection of staff must ensure that policy, processes and procedures are compliant with current employment legislation.
- 1.7 The KCSiE framework includes the following policies and guidance:
- DBS Guidance
 - Low Level Safeguarding Concerns
 - Maintaining Appropriate Relationships with Pupils
 - Managing Allegations against Staff in School
 - Professional Code of Conduct
 - Safer Recruitment Policy
 - Single Central Record Guidance
 - Suitability Disqualification Guidance
 - Whistleblowing Policy

2. Scope of this policy

- 2.1 This policy applies to the recruitment of all staff and volunteers to include third party and supply staff. Headteacher appointments will follow the same principles with key recruitment responsibilities to be undertaken by the Governing Body.

3. Roles and Responsibilities

- 3.1 It is the responsibility of the Governing Body to monitor and review the effectiveness of this policy and to be familiar with the current DfE guidance 'Keeping Children Safe in Education' (KCSiE) and its specific requirements relating to Safer Recruitment.
- 3.2 It is the responsibility of the [Headteacher/Principal] to ensure that processes and procedures are in place to support the effective implementation of this policy and that all appropriate pre-employment checks are carried out on all staff who work at the school.
- 3.3 Both the [Governing Body] and [Headteacher] must ensure, before convening any interview panel, that at least one member of the interview panel has completed training in 'Safer Recruitment'.

3.4 Governing bodies of maintained schools may choose appropriate training and may take advice from the local safeguarding partners in doing so. The training should cover, as a minimum, the relevant content of the statutory KCSiE guidance with particular reference to 'Part 3: Safer Recruitment'.

3.5 The Interview Panel must ensure that child protection and safeguarding matters are central to the interview process.

3.6 Any member of staff involved in the recruitment and selection process must ensure they refer to and comply with all elements of this policy.

4. Identifying the Vacancy

4.1 When a vacancy arises, the Headteacher, in conjunction with the Governing Body, if appropriate, will review the needs of the school and ensure the post to be advertised effectively meets those needs.

4.2 In line with the school's current and future budget and staffing structure, as set by the Governing Body, the Headteacher will review the Job Description and Person Specification relating to the vacant post.

4.3 Prior to advertising, the Headteacher will consider the type of appointment to be made and determine the nature and length of the employment contract to be offered.

5. The Selection Panel

5.1 The selection panel will be formed as determined by the Headteacher, with reference to KCSiE 2024, those involved with the recruitment and employment of staff to work with children should receive appropriate safer recruitment training.

5.2 At least one of the persons who conducts an interview must have completed safer recruitment training. Interviews must be conducted by a panel of at least two people.

6. Declaration of Interest

6.1 Any person on the interviewing panel who has any interest in, or is related to, any of the applicants, must declare that interest or relationship. This is to ensure fairness, objectivity and awareness across the selection panel. If appropriate, an individual member may be removed or replaced on the selection panel.

7. Job Descriptions and Person Specifications

7.1 The job description will summarise the duties and responsibilities of the post. It should be a clear, concise and fair representation of the requirements of the post holder and should be reviewed and updated annually at PDR and whenever a post becomes vacant. It should also confirm whether the post is suitable for any flexible working arrangements.

7.2 Where a job role is deemed to fall within the definition of regulated activity, the person specification will include the statutory criterion that "a satisfactory DBS check, at an enhanced level, to include a Children's Barred List check" is required to be obtained for the appointed candidate.

- 7.3 All posts in school have an element of safeguarding responsibility attached to them which is reflected in the job description and person specification.
- 7.4 The person specification provides a profile of the ideal person for the post. It sets out the qualifications, experience, skills, personal attributes, attitudes and behaviours needed to undertake the duties and responsibilities of the role, as detailed in the job description. Person specifications are divided into education, skills and experience that are either the 'essential' or 'desirable' attributes required of the ideal candidate.
- 7.5 All criteria defined as essential are related directly to the job description and evaluated as the minimum requirements for a role to be undertaken effectively.
- 7.6 The person specification will confirm how each essential requirement will be assessed throughout the selection process e.g., at interview, on the application form etc.
- 7.7 These criteria must not be changed after the post has been advertised.
- 7.8 To be shortlisted, candidates must demonstrate, on the application form, how they meet the criteria listed on the person specification.
- 7.9 If there is a legal requirement to do so and/or if it can be objectively justified as essential for the role e.g., Teacher, Higher Level Teaching Assistant etc, relevant qualifications will be listed as essential.
- 7.10 Where a qualification is preferred but cannot be justified as essential, the person specification will include the following statement: "If you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would still be interested in your application".
- 7.11 To ensure equality of opportunity, consideration will be given when stating the length of previous experience required to undertake the role.

8. The Application Form – Every HR

- 8.1 A standard application form is used for all vacancies, all vacancies should be applied for through Every HR.
- 8.2 The application form is designed so that information related to EDI; age, disability, ethnic or racial origin and marital status, is collected separately. Except for applicants who have a disability, shortlisting will be undertaken without this information being available to the appointment panel.
- 8.3 EDI information will not be visible to the shortlisting panel, but will be recorded to ensure our Trust is able to report equality data.
- 8.4 Applicants should be advised that they will be asked to physically sign a hard copy of the application form, should they be invited to attend for interview.

9. The Recruitment Pack – Every HR

9.1 Applicants responding to job adverts will receive appropriate information about the post via Every HR.

9.2 The following documents may be made available in electronic format:

- A covering or 'welcome' letter from the Headteacher - this will include details of the closing date, interview date (where known), contact telephone number for applicant queries to be directed to, the process of application, shortlisting.
- Application Form (incorporating Recruitment Monitoring Form)
- Job Description and Person Specification
- Any specific job-related information (i.e. organisation chart and additional information)
- Any relevant background information regarding the school and local area.
- Child protection policy / safeguarding statement
- Policy on the employment of ex-offenders
- Where a post is defined as regulated activity, applicants should be advised that it is an offence for a barred person to apply.
- Applicants should be made aware that should they be shortlisted, further information relating to criminal records, sanctions and disqualifications will be requested to be considered and discussed at interview.
- Applicants should be made aware that, if successful in post a social media check may be undertaken as part of due diligence checks.
- It should be clearly stated that CVs are not acceptable and only fully completed application forms will be considered for shortlisting.

10. Advertising

10.1 The purpose of an advertisement is to attract the best candidate for the job role and to deter unsuitable applicants from applying. The advertisement should give applicants information about the type, age range, location and size of the school.

10.2 In order to target under-represented groups, consideration should also be given to advertising in a variety of media. As a minimum, adverts will be uploaded to the school's website, with consideration given to additional resourcing opportunities such as:

- WM Jobs
- Local press
- The Careers Service and Job Centres
- Apprenticeship schemes

10.3 The school may decide that a post can be filled from within the current workforce. Such an appointment will be made based on an internal advertisement and open internal competition.

10.4 The aim of the job advert is to provide enough information about a vacant post to attract suitable applicants and provide access to, or direct requests for, further information or detail.

10.5 Adverts should:

- State the job title, pay (including any allowances) and contractual status of the post
- Clearly communicate the usual working location of the role, the working hours attached to the post and whether it is full or part time etc

- Contain brief information from the job description and essential criteria from the person specification
- Where appropriate, include the statement: “if you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested in your application”
- Include the statement: “The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory DBS check...”
- Contain language that is non-gender specific
- Avoid phrases which imply age restrictions
- Where appropriate, contain a contact number for an informal discussion about the vacancy, or to arrange a visit to the school
- Specify a closing date for applications
- State the date of the interview(s)

10.6 As our Trust is a ‘Disability Confident Employer’ we guarantee an interview for disabled applicants who meet the essential criteria of the post, as demonstrated via a fully completed application form.

11. Shortlisting

11.1 Shortlisting will be undertaken with reference to the criteria set out in the job description and person specification. The panel will consider any inconsistencies in the information provided, look for any gaps in employment and the reasons given for them. This will enable the panel to identify any potential concerns that may be appropriate to discuss with the applicant during the interview.

11.2 The selection criteria will be applied consistently to all applicants, whether internal or external, and each applicant will be considered in the same way. Candidates who are shortlisted must always meet the essential requirements of the post - the desirable criteria may be used as an additional filter to reach a final shortlist.

11.3 Where a qualification is not a legal requirement of the postholder, applicants who do not have the formal qualifications specified, but can demonstrate skills of an equivalent standard, may still be considered for the shortlist.

11.4 Shortlisting will be undertaken by the recruitment panel, consisting of appropriate members of staff. It is recognised good practice that an appointment panel should be made up of at least two people, one of whom must have completed training in safer recruitment.

11.5 At least one of those who undertake the shortlisting exercise must also be involved in the subsequent selection/interview process. If possible, one of these will be the line manager to whom the successful candidate will report. Wherever practicable, the panel should have a gender mix.

12. Receipt of Application Forms

12.1 An application form will be used for all school vacancies.

12.2 CVs are not acceptable in their own right and information provided on a CV will not be considered as part of the shortlisting process, without a fully completed Application Form having been received.

12.3 Where practicable, if a candidate submits a CV (only) before the closing date for the post, they should be given the opportunity to complete an application form, with a request to return the completed form before the closing date. If an applicant is unable to complete an application form due to a disability, consideration may be given to accepting an application in an alternative format.

12.4 Applicants should be notified that incomplete application forms will not be considered for shortlisting.

12.5 Application forms received after the closing date will only be considered in exceptional circumstances. Any decision made to accept an application after the closing date will be recorded with the associated reason(s) for doing so.

12.6 Applicants should be aware that no shortlisting will take place until after the advertised closing date for the vacancy has passed.

13. Recording the decision of Shortlisting

13.1 If there is a large number of applicants who meet the essential criteria of the person specification, the selection panel may long list prior to shortlisting.

13.2 Any applicants who declare a disability on their application form and demonstrate, through their application, that they meet the essential criteria of the role, will automatically be invited to interview as part of our Trusts Disability Confident Scheme.

13.3 The results of shortlisting will be recorded on Every HR portal with clear reasons given for shortlisting or rejecting each applicant. The marks scored for each applicant against each criterion on the person specification will also be recorded.

13.4 Information obtained during the shortlisting process will be treated confidentially. Comments recorded as to why applicants were, or were not included, must not be discussed or disclosed outside of the selection panel. The panel may, however, provide relevant and appropriate information to an applicant who requests feedback as to why they were not shortlisted for the vacancy.

14. Shortlisted applicants and the self-disclosure of criminal records

14.1 Applicants who are invited to interview should be issued with a self-declaration form asking them to confirm any relevant information relating to criminal records which must be returned to the school before the day of their interview. Where the applicant has provided an electronic signature, the shortlisted candidate MUST sign a hard copy of the declaration when they attend, in person, for interview.

14.2 This information must not be requested on the application form and only requested once the applicants who have been shortlisted.

14.3 The purpose of self-declaration is that candidates have the opportunity to share and discuss any relevant information at interview, before the DBS certificate is received.

14.4 Where an individual has voluntarily provided confidential information relating to criminal records as part of their initial application, this information must not be considered as part of the short-listing process unless it directly impacts their legal ability to undertake the role.

15. Social Media Checks

15.1 The school will instruct a third party to carry out a social media check on successful candidates to ensure as far as is reasonably practicable that no online information exists which would potentially make the applicant unsuitable to work with children. By only carrying this out on the successful candidates it ensures there is no bias in the process.

15.2 The search will be completed by Judicium a third party provider who provides this service, impartially and thoroughly. Using a third party ensures all candidates are subject to the same level of check.

16. Inviting Candidates to Interview

16.1 Apart from in exceptional circumstances, all candidates will receive at least 5 days' notice of their interview. Candidates will be sent confirmation of their invitation to interview which will set out the following:

- Details of the selection process and the makeup of the panel
- The date, time and venue of when and where the interview/selection process will take place
- Details of any reasonable adjustments, discussed and agreed prior to interview, that will enable the candidate to attend
- The list of documents required to be brought to the interview by the applicant for evidence checking e.g. proof of identity, original certificates relating to professional or educational qualifications
- The requirement for candidates to complete and return a self-declaration relating to criminal records, prohibitions and disqualifications, prior to their interview
- Confirmation that the post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate will be subject to an Enhanced DBS disclosure with a check against the Children's Barred List.

16.2 On the day of the interview, the school must verify the identity of all candidates and ensure that they have signed their completed, hard copy application form.

16.3 All interview candidates **MUST** sign a hardcopy of their application form on their interview day.

17. Inviting Candidates to Visit the School

17.1 Where possible and if appropriate, interview candidates should be given an opportunity to visit the school whilst it is operational, and in advance of their scheduled interview.

18. References

18.1 The challenges of seeking to access and verify references on all shortlisted candidates, in advance of the interview, are widely acknowledged but wherever possible, at least one reference should be requested for all shortlisted candidates (including internal candidates) prior to interview, and in sufficient time for them to be made available to the interview panel.

18.2 Where a candidate clearly requests on their application form that no contact should be made with their referee(s) until they have been formally offered a position, it should be

clearly communicated, in a conditional offer of employment, that an appointment will not be confirmed until all relevant references have been received and deemed to be satisfactory.

18.3 The school will ensure that any references provided by the candidate's current employer have been provided by a senior person with appropriate authority.

18.4 If the referee is Education based, the reference must be provided by the headteacher/principal so that any disciplinary action and/or safeguarding concerns that may have been confidentially recorded on a personnel record can be appropriately disclosed.

18.5 Upon receipt of references, the Appointing Officer must contact the referee directly to confirm the authenticity and origin of the information provided and/or to clarify any aspect of the detail given. Clear notes of any telephone discussion with a referee must be recorded along with the date and time the contact was made.

18.6 Where references are not available or not supplied in time for them to be referred to and explored as part of the interview and selection process, the school will ensure that they are sought, reviewed, and verified as part of a conditional offer of employment and before an appointment has been confirmed.

19. Information for Referees

19.1 Requests for references must be made on the school's standard reference request form. Reference requests should be accompanied by the job description and person specification.

20. Requesting References

20.1 At least two references are required as part of the appointment process, one from the candidate's current or most recent employer plus one other. A reference will also be requested from a previous school/education employer. Should the current or most recent not be an educational or childcare setting, additionally, schools should consider requesting a reference from a previous employer where a candidate has worked with children.

20.2 References will be sought directly from the referee named on the application form.

20.3 Unsolicited references, sometimes called 'open references', addressed 'to whom it may concern' and provided directly by the candidate along with the application form, must not be accepted at any stage in the recruitment process.

21. The Interview and Selection Process

21.1 The main objectives of the interview / selection process will be to:

- determine each candidate's suitability for appointment, as measured against the person specification and job description
- provide candidates with further information about the job
- select the most suitable person for the job

21.2 One member of the Interview Panel should be nominated as the Appointing Officer with overall responsibility for confirming the final appointment decision.

22. The Interview

- 22.1 All vacancies will require a face-to-face interview designed to explore an applicant's ability to do the job, as set out in the job description and person specification.
- 22.2 The interview is a key element of the safer recruitment process and is a formal opportunity to identify and reject unsuitable applicants and prevent them from being appointed.
- 22.3 During the interview, the panel should ask the same, previously agreed, core questions, devised to provide each candidate with an equal opportunity to demonstrate their suitability for the job. Supplementary questions may be asked of candidates based on responses to the core questions.
- 22.4 Additional, pre-prepared questions may be asked of individual applicants based on the information provided on their application form and/or in relation to self-disclosure documentation, references etc.
- 22.5 All members of the interview panel must remain objective and ensure they give each candidate equal opportunity to respond to questions asked during the interview.
- 22.6 Whilst each panel member is responsible for keeping clear, concise, objective notes of candidate responses, it is recommended good practice that at least one panel member does not take notes whilst the candidate is responding to the question being asked. This provides for appropriate eye contact and engagement with the candidate and will help to ensure that a full and clear response has been given.
- 22.7 The panel should discuss and agree their approach, prior to the interview, identifying the questions they prefer to ask, between them.
- 22.8 At the end of the interview, candidates will have the opportunity to ask their own questions about the job or the school. The Chair of the panel will ensure that candidates are aware of the timetable for the rest of the recruitment process and how an appointment decision will be communicated.

23. Other Selection Methods

- 23.1 The selection process should normally involve at least one other selection method in addition to the interview.
- 23.2 Presentation to the panel - if this is a requirement of the job, candidates will be advised in advance that they will be expected to make a presentation along with details of the subject or topic and the nature and length of the presentation.
- 23.3 Written Tests - this could involve a job-related task which requires a reasoned, written response that tests each candidate's ability to supply and draw from their own experience and knowledge, as well as their ability to communicate effectively.
- 23.4 Observed Teaching (or other relevant, practical task/activities) – applicants will be advised of the nature or focus of an observed lesson plus the details of any other practical task or activity they are required to undertake during the selection process.

24. Feeding back to Candidates

24.1 Once a decision has been made in relation to an appointment (even where it is decided that no appointment can be made), a nominated member of the panel will contact all shortlisted candidates who have attended for interview, appointed or not) to offer constructive feedback about the application and interview. This will normally be within 5-working days of the interview.

25. Making an Appointment

25.1 All offers of appointment **MUST** be conditional until satisfactory completion of the mandatory pre-employment checks has been undertaken. The offer of employment will be made formally to the successful candidate as soon as possible after the interview.

25.2 Once all pre-employment checks have been received and deemed to be satisfactory, a contract will be issued to the successful candidate.

25.3 The Appointing Officer must send all appropriate new starter information as soon as possible after the conditional offer of employment. This will ensure that on 'Day 1' of employment, the appointee has been set up on payroll.

26. Proof of Essential Qualifications

26.1 All interview candidates will be asked to bring to the interview proof of the qualifications stated on the person specification as an essential requirement of the role. If these documents were not made available at the interview stage, the Appointing Officer will inform the candidate that, if successful, they will be required to present the original certificates prior to the offer of employment being confirmed.

27. Pre-employment Medical Check

27.1 Pre-employment medical checks are used solely for determining the fitness of a prospective employee for a specific post, and to ensure an appointment will not present a risk to the health of the applicant or other employees. All appointments are subject to satisfactory medical clearance by Occupational Health.

27.2 Employees **MUST** not commence employment until the school has received this medical clearance.

27.3 The Appointing Officer will ensure that the Pre-Placement medical questionnaire is issued to the successful candidate. The successful candidate must return a completed questionnaire to the Occupational Health team, as soon as possible.

27.4 All medical and health-related information is confidential and will not be released to the school management team unless there is a specific need to do so, and the consent of the appointee has been obtained. Adjustment of duties, assistance with equipment or access to any part of the premises should also be part of any assessment for reasonable adjustment.

28. DBS check

28.1 All posts in Regulated activity with children and other activities which involve working closely with children such as caring for, training, supervising or being solely in charge of children under 18 (including adoption, fostering, day care and childminding) are excluded from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

28.2 Where on a rare occasion a post is deemed to not be in regulated activity there is no requirement for a candidate to disclose their criminal record to an employer, and if they are disclosed, employers cannot take them into account. In these circumstances the school has a policy on the recruitment of ex-offenders and a criminal background will not automatically debar an applicant from employment.

28.3 Schools are still entitled to ask if a shortlisted candidate has any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 and if they have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

28.4 Candidates are obliged to declare any pending court actions, all previous criminal convictions, bind-over orders or cautions, which for other posts would be considered spent. Failure to disclose this information could lead to an offer of employment being withdrawn.

28.5 The school adheres to the relevant provisions of the DBS Code of Practice and all posts within this school require an enhanced DBS check to be checked and approved prior to a new employee's start date.

28.6 The appointed candidate is required to present an original DBS certificate for the Headteacher to view and record the necessary details from it on the Single Central Record.

28.7 Where a DBS check reveals information not previously disclosed by the individual and/or discussed at interview stage, a further meeting will be convened with the Headteacher who will make a final decision as to whether employment will be confirmed.

28.8 All information will be treated in the strictest confidence and access to such information will be restricted to those with a legitimate need to see it.

29. Disqualification under the Childcare Act 2006

29.1 The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 regulations") set out the circumstances in which an individual will be disqualified from providing 'relevant childcare' or from being directly concerned in the management of such provision.

29.2 Where applicable, shortlisted candidates will be asked to provide details of any such qualification and complete the school's self-declaration form which sets out the relevance of the 2018 Regulations.

29.3 Where a positive declaration is made, the Headteacher will meet with the individual to discuss the declaration further. Employment will not commence until an appropriate decision has been made by the Headteacher.

30. Teachers' Qualified Status (QTS) & Prohibition Check

30.1 Teacher Services' is a free service to check the record of a teacher a school employs or is considering employing. It's accessed through the Department for Education's Sign-in portal.

30.2 Schools should use this service before appointing a teacher to check for:

- the award of qualified teacher status (QTS)
- completion of teacher induction
- prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions

31. Equality and Access Considerations

31.1 If a candidate requires any adjustments to be made to enable them to do the job, these will be discussed with the individual prior to the start of their employment.

32. Right to Work in the UK

32.1 The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act) which replaced section 8 of the Asylum and Immigration Act 1996.

32.2 There are two types of right to work checks: a manual document-based check and an online check.

32.3 To ensure that a preferred candidate is legally allowed to do the work in question, a 'right to work' check must be made before the school confirms an appointment. If an individual's right to work is time limited, this should be recorded on the Single Central Record and the school should conduct a follow-up check shortly before it is due to come to an end.

33. Non-UK Nationals

33.1 Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges.

33.2 DBS checks for non-UK nationals require applicants to provide at least one primary document from the list prescribed by the UK government.

33.3 Not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country. Schools and colleges should also be mindful that the criteria for disclosing offences in other countries often have a different threshold than those in the UK. The Home Office provides guidance on criminal records checks for overseas applicants which can be found on GOV.UK.

34. Induction and Training

34.1 All staff should be aware of systems within their school or college which support safeguarding, and these should be explained as part of staff induction.

34.2 All new employees will be subject to the school's induction process during the first term of their employment. Copies of policies and a copy of 'Part one' of KCSiE (or Annex A, if appropriate) should also be provided to staff at induction.

34.3 The following elements of staff induction will be administered within the first week of employment:

- school's safeguarding and child protection policy (including online safety and
- understanding the filtering and monitoring systems and processes in place)
- school behaviour policy (which should include measures to prevent bullying, including cyber bullying)

- staff behaviour policy (code of conduct/handbook)
- school's safeguarding response to children who go missing from education
- role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies)

34.4 The Designated Safeguarding Lead will take a key role in ensuring all staff have access to, and opportunity for, continued training and development in relation to safeguarding and promoting the welfare of children.

34.5 Training opportunities will be identified and agreed during an employee's annual appraisal. The school will ensure all employees receive appropriate training in accordance with statutory and/or school requirements and priorities as well as to ensure its ongoing commitment to developing its workforce.

35. Probationary Periods

34.6 All new employees will be subject to a probationary period which will be set out in the conditional offer letter and confirmed in the confirmation of appointment and the written statement of employment particulars

36. Single Central Record

36.1 In accordance with the provisions of KCSiE, the school must maintain a single central record (SCR) of all the pre-employment checks of employees (including supply staff and regular volunteers) who work in the school. The SCR is subject to inspection by Ofsted.

36.2 The school's single central record must cover all staff, including teacher trainees on salaried routes, agency and third-party supply staff, even if they only work for one day.

36.3 The single central record must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed, or certificate obtained:

- an identity check
- a barred list check
- an enhanced DBS check requested/certificate provided
- a prohibition from teaching check
- further checks on people who have lived or worked outside the UK
- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.

36.4 Academies must record details of the section 128 checks undertaken for those in management positions.

36.5 Schools and colleges are free to record any other information on the SCR they deem relevant.

36.6 The details of an individual should be removed from the single central record once they no longer work at the school or college.

37. Contractors, Supply Staff, Governors & Volunteers

Contractors

- 37.1 Where the school uses contractors to provide services, they should set out their safeguarding requirements in the contract between the organisation and the school.
- 37.2 The school will ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).
- 37.3 Under no circumstances will a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. The school is responsible for determining the appropriate level of supervision depending on the circumstances.
- 37.4 If an individual working at school is self-employed, consideration will be given to obtaining a DBS check through the school. This is because self-employed people are not able to make an application directly to the DBS on their own account.
- 37.5 The identity of contractors will be checked on arrival at the school office.

38. Agency and third-party supply staff

- 38.1 The school will seek written confirmation from the employment business supplying the member of supply staff that they have carried out the relevant checks and obtained the appropriate certificates. The date this confirmation was received and whether details of any enhanced DBS certificate have been provided in respect of the member of staff must be recorded on the SCR.
- 38.2 Where the agency or third-party organisation has obtained an enhanced DBS certificate, which has disclosed any matter or information, the school must obtain a copy of the certificate from the provider.
- 38.3 Schools must ensure that this is a clear requirement of any service level agreement.

39. Governors

- 39.1 In maintained schools, governors are required to have an enhanced DBS check. It is the responsibility of the governing body to apply for the certificate for any governors who do not already have one.
- 39.2 Governance is not a regulated activity relating to children, so governors do not need a children's barred list check unless, in addition to their governance duties, they also engage in regulated activity.
- 39.3 The school will also carry out a section 128 check for school governors, because a person prevented from participating in the management of an independent school by a section 128 direction is also disqualified from being a governor of a maintained school.

40. Volunteers

- 40.1 Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of

voluntary roles varies. The school will undertake a written risk assessment and apply professional judgement and experience when deciding what checks, if any, are required.

40.2 The risk assessment will consider:

- the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability
- whether the role is eligible for a DBS check and, if so, what level is appropriate.

40.3 Details of the risk assessment will be recorded.

40.4 The school will seek an enhanced DBS check (with children's barred list information) for all volunteers who are new to working in regulated activity with children i.e. where they are unsupervised and teach or look after children regularly or provide personal care on a one-off basis in our setting.

41. Recruitment Monitoring

41.1 The school is required to monitor its recruitment processes and provide information on the ethnic origin of applicants to fulfil its duty under the Equality Act 2010.

41.2 All applicants are required to complete a recruitment monitoring form as part of their application form. This form will be detached and stored separately and is not seen by any member of the selection panel.

41.3 Examples of the type of information we gain from the monitoring process include:

- numbers of applicants for posts
- gender breakdown of applicants
- age breakdown of applicants
- ethnicity of applicants
- disability status of applicants
- where adverts are seen

41.4 After an appointment has been made, the Appointing Officer is responsible for the completion of the Recruitment Selection Form. This form, together with all other interview and selection documentation for all applicants, will be retained within the school for a minimum period of 6 months, post the appointment of the successful applicant.

42. Monitoring and Review

Member of Staff Responsible	Chief Executive Officer, HR Director
Relevant Guidance/Advice/Legal Reference	Browne Jacobson, KCSIE
Policy Adopted By	Trust Board
Policy Consulted with	Association of School and College Leaders (ASCL)

	GMB National Association of Headteachers (NAHT) National Association of Schoolmasters Union of Women Teachers (NASUWT) National Education Union (NEU) UNISON
Date of Policy	Autumn 1 - 2024
Review Period	1 year
Date of Next Review	Autumn 1 - 2025