POLICY

For

Safer Recruitment

September 2016	September 2020	September 2021	September 2024
January 2018	March 2021	September 2022	September 2025
May 2019	April 2021	September 2023	

Striving for excellence, caring for all
Within a loving and caring Christian environment.

SAFER RECRUITMENT PRACTICE

This policy is designed to facilitate good recruitment and selection practice and ensure Abbey Academies Trust (AAT) meets all legal requirements and best practice towards the safeguarding of children in our schools. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law and the statutory guidance 'Keeping Children Safe in Education', September 2025.

We believe that **all** members of our school community should be valued, respected and treated as an individual, in accordance with our school vision:

Our Academy Vision

We are a community in which everyone is offered the opportunity to fulfil their full potential, to understand themselves and be valued for who they are. Through a stimulating and challenging learning environment, we pursue academic excellence and seek the flourishing of all. This is because we know we are all God's children.

"Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as you ever can." John Wesley

Abbey Academies Trust's Safer Recruitment and Selection Policy Statement:

This trust is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

ROLES AND RESPONSIBILITIES

An Appointing Officer will manage the recruitment process. They will be trained accordingly and have the authority to recommend to the Board of Trustees the decision to appoint. As a minimum, the Appointing Officer of the recruitment and selection panel will have undertaken safer recruitment training.

THE BOARD OF TRUSTEES MUST:

- Have agreed procedures in place throughout the trust, including monitoring arrangements
- Ensure adherence to safer recruitment principles
- Ensure that leaders are committed to the implementation of this policy and that appropriate training is provided

THE CEO/EXECUTIVE HEADTEACHER / HEADTEACHER / HEAD of SCHOOL MUST:

- Ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- Ensure that all appropriate checks have been carried out on staff and volunteers in the school
- Monitor any contractors' and agencies' compliance with this document
- Promote the safety and well-being of children and young people at every stage of this process

RECRUITMENT AND SELECTION PROCEDURE
Review the post and the on-going need for the Position

Resignation - Most recruitment takes place as the result of an existing post becoming vacant. If this is the case AAT will ensure that a resignation letter has been received from the current postholder and that we have confirmed acceptance of this resignation before any steps are taken to recruit into the post.

Exit Interview - AAT may wish to consider an Exit Interview with the outgoing postholder as a means of assessing and reviewing the post.

Workforce Planning - When a member of staff leaves AAT we may wish to consider alternatives to a straight replacement. All new staff appointments should be considered in the context of curriculum led financial planning over 3-5 years. A re-organisation may be the best way of resourcing AAT's needs and it would be an ideal time to consider this. The DfE document "School Workforce Planning" (October 2024 Update) can assist with this thinking.

Advertise the Post
The Trust is aware of their responsibilities set out in the Equality Act 2010 and will not discriminate against any prospective employee on the basis of any protected characteristic (including race, sex or disability) in relation to appointments, pay and conditions.

All vacant posts should be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements will include:

- The Trust's safeguarding statement
- the requirement for an enhanced DBS and Children's Barred List check application
- a statement confirming all pre-employment checks, including online checks, are in line with Keeping Children Safe in Education
- the Fluency Duty wording – "the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post"

Fluency Duty Requirements
The Immigration Act 2016 contains a duty on public authorities, including schools, to ensure that each person who works for them in a public-facing role speaks a level of English which is sufficient to enable them to effectively carry out their role.

Further information is available in the Lincolnshire County Council Guidance document and in the Government's Code of Practice.

All advertisements will also include the details for the post including hours, salary and any qualifications required. If the post is temporary, then the temporary reason and end date will be specified.

In accordance with the GDPR, AAT inform all applicants how and why we use the information we gather about them when they apply to work in our Trust. This will be done in the form of a recruitment privacy notice.

Application Form
The Trust uses its own form at shortlist stage to obtain a common set of core data from shortlisted applicants. The Trust will not progress an application on the basis of curriculum vitae drawn up by applicants in place of an application form because these will only contain the information the applicant wishes to present and may omit relevant details.

For applicants for all types of post the form obtains:

- Full identifying details of the applicant including current and former names, date of birth, current address

- A statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award

- A full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment

- A declaration of any family or close relationship to existing employees or employers (including governors/trustees)

- Details of referees. One referee should be the applicant's current or most recent employer, and normally two referees should be sufficient. N.B. where an applicant who is not currently working with children has done so in the past it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children. The form should make it clear that references will not be accepted from relatives or from people writing solely in the capacity of friends

- A statement of the personal qualities and experience that the applicant believes are relevant to his/her suitability for the post advertised and how s/he meets the person specification

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

The Trust will seek references on shortlisted candidates, and may approach previous employers for information to verify particular experience or qualifications, before interview. Either the CEO/Executive Headteacher, Headteacher or the Head of School will sign off all references to check they have been completed fully and correctly.

If the applicant is currently working with children, on either a paid or voluntary basis, his/her current employer with children will be asked about disciplinary offences relating to children, including any in which the penalty is "time expired" (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.

Providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.

Applicants for teaching posts will be asked:

- To provide their DfE reference number
- Whether s/he has Qualified Teacher status (QTS)

Job Description
This will incorporate:

- The main duties and responsibilities of the post
- The individual's responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with

N.B. All work in a school or similar setting involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

Person Specification
This will include:

- The qualifications and experience, and any other requirements needed to perform the role in relation to working with children and young people
- The competencies and qualities that the successful candidate should be able to demonstrate

The person specification should also include the requirement to be cleared by the DBS for work with children and the Fluency Duty wording.

Scrutinising and Short listing
All applications are scrutinised by a member of the Senior Leadership Team who has completed Safer Recruitment face to face or online training to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.

Incomplete applications will not be accepted and will be returned for completion. Any anomalies or discrepancies or gaps in employment identified by the scrutiny will be noted so that they can be taken up as part of the consideration of whether to short list the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work, also need to be explored and verified.

All candidates should be assessed equally against the criteria contained in the person specification without exception or variation.

Following KCSIE guidance, AAT will conduct online searches for shortlisted candidates. Candidates will be informed that this search will be carried out. For consistency and transparency, AAT has drawn up a process for what will be searched, by who, and what sort of information will be considered to be deemed noteworthy/relevant to be discussed with the candidate. AAT will

- ensure these checks are included for <u>all</u> shortlisted candidates to ensure a consistent approach
- ensure no bias as a result of any information found, particularly in respect of lifestyle choices or protected characteristics

- not befriend others or request to join groups on social media in an attempt to find information on an individual

If we find information that is of concern we will:

- screenshot this evidence and record the date and time it was found prior to discussing with the individual
- allow the individual a full opportunity to provide any explanation
- Contact our HR provider for further guidance

References

The Appointing Officer must request two references for candidates external to the school and one reference from the line manager of an existing internal school employee. Obtaining references before interview, would allow any concerns they raise to be explored further with the referee and taken up with the candidate at interview.

Referees must meet the following eligibility criteria:

- One of the referees must be the applicant's current, or if unemployed, their last employer
- If the candidate is a student, one should be a senior staff member from their place of study
- If the candidate has not been previously employed, a suitable character reference must be used
- No references must be accepted from a relative or partner
- The Appointing Officer can request additional references
- Referees should be asked to make reference to the applicant's work with children
- Offers of employment should not be made where two character references have been received

References should always be requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague. Employers should not rely on open references, for example in the form of 'to whom it may concern' testimonials.

If a candidate for a teaching post is not currently employed as a teacher, it is also advisable to check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

You should ask the candidate's current employer for details of any capability procedures in the previous two years, and the reasons for these. For teachers there is a statutory responsibility for an existing employer to provide these details when requested to do so by a prospective employer.

On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate, for example if the answers are vague. Any discussions must be recorded in writing.

References should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate.

Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post.

AAT may wish to discuss any concerns with our HR provider.

Where a reference has not been obtained on the preferred candidate before interview, AAT will ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

On receipt references will be checked and signed by the CEO/Executive Headteacher and/or Head of School to ensure that all specific questions have been answered satisfactorily.

No one will begin work in school until two references are received and approved by the Trust.

Other Checks Before Interview
If a shortlisted applicant claims to have some specific qualification or previous experience that is particularly relevant to the post for which s/he is applying that will not be verified by a reference, it is deemed good practice to verify the facts before interview so that any discrepancy can be explored at interview. The qualification or experience can usually be verified quickly by telephoning the relevant previous employer and asking for written confirmation of the facts.

Involving Pupils
Involving pupils in the recruitment and selection process in some way, or observing shortlisted candidates' interaction with pupils is part of the normal teacher recruitment process, and recognised as good practice. There are different ways of doing that. For example, candidates for teaching posts might be asked to teach a lesson; short listed candidates are shown round the school by pupils and are given the opportunity to meet with the Student Council.

Self-Disclosure
In accordance with Ministry of Justice, DfE and ICO recommendations, short listed applicants will be asked to complete a criminal self-disclosure form before interview so that any disclosed information can be discussed at interview. Disclosure forms for unsuccessful applicants will be securely destroyed 6 months from the date of interview.

The Interview
In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

The Trust will make clear that if the applicant is shortlisted any relevant issues arising from his/her references will be taken up at interview.

The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children will always include a face-to-face interview even if there is only one candidate.

Invitation to Interview
Letters inviting candidates for interview should cover the following:

- Ask candidates whether they have any special requirements in relation to access to the interview venue
- Outline the nature of any tests to be performed at the interview and ask whether special arrangements are required for these
- Outline the necessary document checks that will be undertaken at interview and the documentation they are required to bring (See Appendix 1)

Interview Panel
Interviews will normally be conducted by a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

At least one member of the appointment panel (Appointing Officer) must have undertaken appropriate training in how to take proper account of the need to safeguard and promote the welfare of children when recruiting staff.

The members of the panel should:

- Have the necessary authority to make decisions about appointment
- Be appropriately trained
- 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 cannot agree in advance a list of questions for each candidate that they will not deviate from, but they can 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). A candidate's response to a question about an issue will determine whether and how that is followed up. Where possible it is best to avoid hypothetical questions because they allow theoretical answers. It is better to ask competence-based questions that ask a candidate to relate how s/he has responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues.

Selection/ Interview
In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

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

- Gaps in the candidate's employment history
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee
- Ask the candidate if they wish to declare anything in light of the requirement for a DBS check

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. If possible, references are obtained and scrutinised before a person's appointment is confirmed and always before s/he starts work.

Candidates with a disability should not be asked about the nature of their disability. If they wish to discuss adjustments to the working environment as a result of being invited to attend an interview, a candidate led discussion is acceptable. However, it should be explained that:

- Selection decisions will not be influenced by the extent of the adjustments required
- Any offer of employment will be provisional subject to medical clearance
- The candidate will not be allowed to start work until any reasonable adjustments have been considered and provided for.

Once the appointment decision is made the appointing officer must collate all the notes made by all the panel members identifying the main reasons that candidates were and were not successful. The appointing officer should store these notes securely and shred after 6 months.

Conflict of Interest

The appointing officer must ask all candidates if they have any other outside business interests that may conflict with those of the Trust's business.

If they have, the appointing officer needs to decide the following:

- Whether or not the private interests conflict with the Trust's business
- Whether the individual would be able to use their position/knowledge to confer advantage/disadvantage to their private interests/personal gain
- Whether the private interests, if known publicly, would undermine the trust, confidence and integrity in the Trust
- If there is a potential conflict of interest, the appointing officer should advise the candidate that the application cannot be considered further whilst the conflict of interest remains. It will then be the choice of the candidate to either withdraw their application with the Trust or to discontinue with the conflicting private business interests. The candidate may request some time out to make their decision

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer of appointment made to a successful candidate, must be conditional on satisfactory completion of the necessary pre-employment checks as detailed in Appendix 1.

Decision to Appoint

a) Provisional Offer of Employment
The Appointing Officer or their representative must send a provisional offer of employment letter to the successful candidate. The Appointing Officer must be aware that a verbal offer of appointment is as binding in law as a written offer. This letter should state that this offer is subject to all satisfactory clearances being received.

b) Formal Offer of Employment
Once all pre-employment checks are complete the formal offer of employment can be made to the candidate. Before sending the formal letter, the Appointing Officer must agree a start date with the new starter.

The formal letter must also indicate at which point the successful candidate starts on the pay scale. For support staff this is usually the bottom point of the scale to which they are appointed but they can start part way up the scale in exceptional circumstances. The successful candidate should be advised in writing of this decision. The salary will be determined in accordance with the information given in the Green Book Employees Pay and Conditions Policy or School Teachers' Pay and Conditions Document (whichever is applicable).

A copy of the offer letter should be kept on the individual's personnel file.

Unsuccessful Candidates
Any documents and information provided by unsuccessful candidates should be retained for 6 months and then shredded. The purpose in holding this data is to defend any claims of discrimination that may result. The time limit for discrimination claims is three months but taking into account a potential extension under the rules on early conciliation, it could be around four months before the employer hears of the claim against it.

AAT may choose to retain unsuccessful candidates' details with a view to considering them for future vacancies in which case you should inform candidates that their details will be kept on file and give them the opportunity to have them removed should they wish.

Post Appointment Induction
There will be an induction programme for all staff and volunteers newly appointed in the school. The purpose of induction is to:

- provide training and information about the school's policies and procedures
- support individuals in a way that is appropriate for the role for which they have been engaged
- confirm the conduct expected of staff and volunteers
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer. The information provided for safeguarding and promoting the welfare of children will include information about, and written statements of policies and procedures in relation to safeguarding and promoting welfare, e.g. child protection, anti-bullying, anti-racism,

physical/intervention/restraint, intimate care, whistle blowing, social media, etc. The programme will also include attendance at child protection training appropriate to the person's role.

Newly qualified teachers will be required to complete the ECT Induction Programme.

Single Central Record
AAT keeps a single central record in electronic form.

The single central record covers all staff (including supply staff, and teacher trainees on salaried routes) who work in the Trust.

The information recorded is whether the appropriate checks have been carried out and / or certificates obtained, and the date on which each check was completed/certificate obtained.

For **supply staff and apprentices**, AAT also includes whether written confirmation has been received that the employment business supplying the member of supply staff / apprentice has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.

Where checks are carried out on **volunteers**, AAT records this on the single central record.

Where an employee leaves the employment of the Trust their details are removed from the single central record.

Where the Trust decides to engage an **Agency Worker** we obtain written confirmation from the agency that the same checks have been carried out for supply staff as the Trust would have carried out on its own staff. The Trust also checks that the person presenting themselves for work is the same person on whom the checks have been made. This is recorded on the school's single central record.

AAT is aware of the rights of agency workers, as per the Agency Workers Regulations 2010. These regulations give agency workers the entitlement to the same (or no less favourable) treatment as comparable employees with respect to basic employment and working conditions, if they complete a qualifying period of 12 weeks in a particular job. Guidance on the recruitment and the treatment of agency workers is provided on GOV.UK. and in the Department for Education Agency Workers Regulations; Supply Teachers guidance.

If a concern is raised about a supply teacher the Trust will take the lead in any investigation because agencies do not have direct access to children or other school staff, so they will not be able to collect the facts when an allegation is made, not do they have the relevant information required by the LADO as part of the referral process.

Where the Trust recruits an **apprentice** through an apprenticeship provider, the Trust obtains written confirmation from the provider that the same checks have been carried out for the apprentice as the Trust would have carried out on its own staff. The Trust also checks that the person presenting themselves for work is the same person on whom the checks have been made. This is recorded on the Trust's single central record.

Volunteers are an essential part of our school workforce and there are some clear differences in how volunteers and employees are recruited, selected and managed. A volunteer is someone who gives their time with unpaid activity to help an organisation or an individual who they are not related to.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity in our Trust.

Volunteers who, on an unsupervised basis, teach or look after children regularly, or provide personal care on a one-off basis in schools and colleges, will be in regulated activity. The Trust will obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be rechecked if they have already had a DBS check (which includes barred list information). However, AAT may conduct a repeat DBS check (which should include barred list information) on any such volunteer should we have concerns.

AAT may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity but have the opportunity to come into contact with children on a regular basis, e.g. supervised volunteers.

Complaints

It is the CEO/Executive Headteacher / Headteacher's responsibility, in the first instance, to respond to any complaints from job applicants regarding the failure of the school to follow its policy.

The CEO/Executive Headteacher / Headteacher should be aware of the stages an internal employee can follow.

Monitoring

Monitoring of both the recruitment process and induction arrangements is intended to allow for future recruitment practices to be better informed. It will cover:

- Staff turnover and reasons for leaving
- Exit interviews
- Attendance of new recruits at child protection training.

Policy reviewed: September 2025
Next Policy review: September 2026

APPENDIX 1 LCC Guidance on Checks for Safer Recruitment – January 2024

Checks to be carried out during the Selection Process
Any offer of appointment made to a successful candidate, must be conditional on satisfactory completion of the necessary pre-employment checks as detailed below.

Identity Check
The candidate will need to verify their identity.

Identification checking guidelines can be found on the government website. It is advisable to check this each time an appointment is made as the list is regularly updated. Guidance is also provided to ensure that documentation is checked appropriately to ensure it is genuine.

The appointing officer will need to carefully check the documents provided by a candidate, take a photocopy of the relevant pages of the documents and sign the photocopies to verify that you have seen the original documents.

DBS and Barred List check
For appointments where the employee will be undertaking regulated activity an enhanced DBS certificate, which includes barred list information, will be required prior to starting work. The barred list check is a check to establish that the person is not barred from regulated activity, legally this can only be done if the person is in regulated activity.

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. Regulated activity includes:

a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children

b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

   Work under (a) or (b) is regulated activity only if done regularly. Regularly means on more than three days in any period of 30 days, and other than driving, if any of the work takes place between 2am and 6am and it gives the person the opportunity to have face to face contact with the children. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:

   personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability
   health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

   personal care does not include such activities as, for example, parent volunteers helping with costumes for school plays or helping a child lace up football boots.

If a school knows or has reason to believe that an individual is barred, it commits an offence if it allows the individual to carry out any form of regulated activity.

For any other staff and governors who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be appropriate.

You must see the actual DBS certificate from the employee and you should record the disclosure certificate number and the date of the check on the school's single central record. The certificate should be returned to the candidate and not retained on file.

Individuals can join **the DBS Update Service** at the point an application for a new DBS check is made, enabling future status checks to be carried out to confirm that no new information has been added to the certificate since its issue. This allows for portability of a certificate across employers. There is an annual fee for applicants using the update service.

Before using the Update Service you must:

- obtain consent from the applicant to do so
- confirm the certificate matches the individual's identity
- examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information

The school can then subsequently carry out a free online check. This would identify whether there has been any change to the information recorded, since the initial certificate was issued and advise whether the individual should apply for a new certificate.

In exceptional circumstances, where a school allows an individual to start work in regulated activity before the DBS certificate is available, they should ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed. The school must also complete a DBS Risk Assessment.

If a DBS check reveals details of convictions which may render the applicant unsuitable for the applied for post the appointing Trustee / CEO/Executive Headteacher / Headteacher will discuss the situation with the applicant in line with the DBS Code of Practice.

Medical Clearance

All new staff must be medically cleared before appointment. This is done via our Occupational Health & Wellbeing provider, Corazon Health Limited.

New employees will be provided with details to complete a health questionnaire online through the provider's portal.

Occupational health will notify the trust of any reasonable adjustments required, or any other health concern they need to be aware of, in agreement with the employee.

Right to Work in the UK

In **ALL** cases you must check that applicant is allowed to work for you in the UK before you employ them.

You must see the applicant's original documents, check that the documents are valid with the applicant present and keep copies of the documents and record the date you made the check.

You need to check that:

- the documents are genuine, original and unchanged and belong to the person who has given them to you
- the dates for the applicant's right to work in the UK haven't expired
- photos are the same across all documents and look like the applicant
- dates of birth are the same across all documents
- the applicant has permission to do the type of work you're offering (including any limit on the number of hours they can work)
- for students you see evidence of their study and vacation times
- if 2 documents give different names, the applicant has supporting documents showing why they're different, e.g. a marriage certificate or divorce decree.

The guidance is regularly updated and therefore you should refer to the most up-to-date guidance as to how to carry out right to work checks and what documents you can accept.

Childcare Disqualification

The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 replaced the Disqualification under the Childcare Act 2006.

The regulations place additional requirements on schools employing staff working in early years provision with children from birth up to and including the first of September following their 5th birthday, and in later years provision (before and after school childcare) with children who have not attained the age of 8, as shown in the table below.

	During School Hours	**Outside School Hours***
Reception age or younger	Covered	Covered
Older than Reception age until age 8	Not Covered	Covered
8 years or older	Not Covered	Not Covered

**Outside school hours does not include school clubs, e.g. choir or sports' teams, but does include breakfast clubs or after-school provision.*

All schools providing such child care, regardless of the setting, must take appropriate steps to ensure that they are not employing a person disqualified to work with these age groups in a childcare setting. For new employees an up-to-date enhanced DBS certificate will help schools establish whether the offences committed by that individual are relevant offences. For existing employees school could consider using the DBS update service.

The criteria for disqualification under the 2006 Act and the 2018 Regulations include those set out in the list below:

a) inclusion on the Disclosure and Barring Service (DBS) Children's Barred List

b) being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 Regulations

c) certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 Regulations

d) refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2018 Regulations

e) being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 Regulations if it had been done in any part of the United Kingdom

The above list is only a summary of the criteria that lead to disqualification. Further details about the specific orders and offences, which will lead to disqualification, are set out in the 2018 Regulations.

N.B. Following the introduction of the 2018 regulations there is no longer a disqualification by association requirement for individuals working in childcare in non-domestic settings (e.g. schools and nurseries).

Applicants must complete a childcare disqualification self-declaration form prior to their appointment.

Individuals who are disqualified are not permitted to continue to work in early or later years provision or be directly concerned in the management of that provision. An application can be made to Ofsted for a waiver of disqualification and further details about how to make an application for a waiver can be found in the fact sheet "Applying to waive disqualification: early years and childcare providers".

Qualifications and Professional Accreditations
The school must ensure that any person employed to teach has the required teaching qualification. The DfE Teacher Services System should be used before appointing a teacher to check for:

- the award of QTS
- completion of teacher induction

Further advice on undertaking these checks is available on the government website Teacher Status Checks: Information for Employees.

Applicants should also provide evidence of qualifications essential for the post, irrespective of the post they are applying for.

Prohibition Order Check
Anyone who is appointed to carry out teaching work will require an additional check to ensure they are not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012. The Teachers' Disciplinary (England) Regulations 2012 define each of the following activities as 'teaching work':

- planning and preparing lessons and courses for pupils
- delivering lessons to pupils
- assessing the development, progress and attainment of pupils
- reporting on the development, progress and attainment of pupils.

The regulations provide that these activities do not constitute 'teaching work' if they are carried out under the direction or supervision of a qualified teacher or other person nominated by the headteacher. This means that, generally, when appointing into teaching assistant (TA) positions, prohibition checks will not be required.

The school must carry out a check of any prohibition using the Check a Teacher's Record system: https://check-a-teachers-record.education.gov.uk/check-records/sign-in

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

If any candidates have lived, studied or worked overseas for a period of more than three months in the last five years, then they are expected to obtain a statement of good conduct (sometimes referred to as a certificate of good repute) that relates to the time they resided in that country or countries. Any documents that have been provided that are not in English must be accompanied by a certified translation. The translator credentials should be provided, along with their official declaration that the translation is accurate.

The cost for this falls to the candidate. The Trust would only expect an applicant to pay for these and arrange for them after an offer of employment is made. The appointing officer must check application forms carefully to establish whether this will be a requirement and must alert those candidates that this will be a requirement should they be the successful candidate.

From January 2016 – 31 December 2020 it was a statutory requirement to check any new Teacher was not included in the list of individuals prohibited in an EEA nation. This list was accessed via the Teacher Services System. The EEA list is no longer operation now we have left the EU; however, schools should still do what they can to verify that the successful applicant has not been prohibited in another country.

Further information about criminal records checks for overseas applicants can be found at:

https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

Additional information can be found at:

https://www.gov.uk/guidance/recruit-teachers-from-overseas