



Safer Recruitment Policy

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Version Control

Version	Revision Date	Revised by	Section Revised
V10	October 2023	Advanced HR	7.10 – addition of Shortlisted candidates will be advised that an online search will be undertaken for due diligence within the application form.
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V12	January 2024	Advanced HR	Update made to appendix 12 and 14 wording within document

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1.0 Introduction

Effective recruitment and choice are of paramount importance to recruit staff with the necessary skills and attributes to enable the Academy to fulfil its priorities. It is also the first step to safeguarding and promoting the welfare of our children and young people. Exceed Learning Partnership expects all staff, governors and volunteers to share this commitment.

1.1 At all times recruitment and selection must be fair, effective, robust and safe for the purposes of building and maintaining an effective workforce; ensuring that individuals with the right skills are in the right roles. It is imperative that the Academy fosters a culture of safe recruitment from the start of the process to the end, to ensure that it deters, rejects and identifies people who may pose a risk to our children.

1.2 The purpose of the Recruitment and Selection Policy is to:

- Promote and safeguard the welfare of our children
- Ensure legislative and equality duties are met
- Ensure a transparent, fair and objective recruitment process
- Select appropriate and cost-effective attraction methods
- Minimise time and cost to hire in support of effective delivery of services, especially front line
- Recruit staff with the appropriate skills, competencies and experience in order to meet the Academy's current and future needs.
- Ensure that staff appointed to posts are appropriately qualified to carry out the duties and responsibilities of the post
- Develop and enhance the public image and reputation of the Academy, both as an employer and as a provider of high-quality education

2.0 Who does the policy apply to

2.1 The Recruitment and Selection Policy will apply to the appointment of all roles within the Academy including internal appointments, acting-up/interim arrangements across all areas of the Academy.

2.2 There are times when it is necessary for short term acting up or interim appointments to be put in place where it would be to the Academy's detriment or that of its pupils if such arrangements were not actioned immediately. This will only apply where a member of staff is absent from work on a short-term basis lasting no more than 4 months. The appointed employee must be paid the relevant remuneration for that post. Any appointment which is expected to last more than 4 months should be advertised and appointed following the principles of this policy.

3.0 Key Principles

3.1 The Academy aims to select and appoint the best people for the job and develop them to perform to the highest professional standards. The following principles will be adhered to at all times:

- Where applicable (non-teaching posts) will be graded by job evaluation, unless otherwise approved by the Governing Body.
- The criteria for selection must be based on the relevant knowledge, skills and experience required in order to carry out the role as described in an up to date job description and person specification.
- The Recruitment process will have a strong focus on the safeguarding of pupils and ensuring that all employees are safe to be in Academy. The Academy will undertake robust checks in line with DFE advice.
- Recruitment decisions must not be taken by one individual. This must involve a panel of at least two.
- Anyone involved in the recruitment and selection process who has a relationship which may affect their ability to be impartial, this must be declared to the rest of the panel. A decision will be made and documented as to whether or not it is appropriate to continue participation in the recruitment and selection process.
- Training is provided for those involved in recruitment and selection decisions. The Academy Staffing Regulations 2009 require governing bodies of maintained Academy's to ensure that at least one member of the recruitment panel has undertaken Safer Recruitment Training. Whilst these regulations do not apply to Academies and free Academies it is good practice and advisable for members of recruitment panels to be trained. Safer Recruitment training should be refreshed regularly and in line with updated advice from the Government and changes in legislation.
- Candidates should be evaluated against their ability to perform the functions of the specific job, as set out in the job description and person specification.
- Interviews must be conducted in a fair and consistent manner and be structured and systematic to ensure that questions asked relate to the experience, skills and qualifications outlined in the person specification.
- Candidates' expenses for the selection process will be paid only at the Academy's discretion where it is deemed a reasonable expense. This will be paid from the Academy's budget.
- All information on application forms must be treated as confidential, in accordance with Data Protection and the General Data Protection Regulations (GDPR) 2018 and restricted to those involved directly in the recruitment process and its administration.
- Offers of appointment **must** be conditional and subject to the receipt of appropriate references, checks and clearances being obtained, they must not be confirmed to the individual until this has been completed to the satisfaction of the recruitment panel.

- The recruitment process and decisions arising from it must be documented. All recruiting managers and panel members must therefore ensure that they maintain adequate and appropriate records; either written or electronic. Once the process has been completed documentation will be held on the personal file of the successful candidate and within the Academy for a period of 12 months for all other applicants.

4.0 Safer Recruitment and Selection procedure

- 4.1 Safer recruitment is one of the strands of safeguarding and promoting the welfare of children, the Academy is committed to a process that promotes the welfare of children.
- 4.2 Job descriptions will include a statement to promote the safety and wellbeing of the children and young people in the Academy
- 4.3 Person specifications will state that evidence of working within a child protection culture and promotion of a safeguarding culture as essential.
- 4.4 Advertisements for positions will include a clear statement regarding the Academy's commitment to safeguarding and the need for an enhanced DBS check, such as:

"The Directors and Governors of Exceed Learning Partnership are committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure."

- 4.5 Questioning of candidates at interview will include robust questions about the safeguarding of children.

5.0 Analysis of vacancies

- 5.1 When an employee leaves there is often pressure to fill the vacancy without delay. However, it presents an ideal opportunity to review existing staffing arrangements and take stock of present or future demands on the service. Therefore, before the recruitment process begins, the following points should be considered by the Academy:
 - Is it necessary to fill the vacancy?
 - Does the job role require any changes in duties or responsibilities?
 - Are there other ways that the role can be delivered?
 - Is there adequate budget available to fund the post?
 - What is the potential impact of not filling the post?
- 5.2 If after analysing the role the recruiting panel feel there is sufficient justification to fill the post then the recruitment process can commence.

- 5.3 This is an opportunity for the job description and person specification to be reviewed and revised accordingly.
- 5.4 The job description will set out the key duties and responsibilities of the post. The person specification will reflect a profile of the ideal candidate in terms of their education, knowledge, experience, skills and other attributes needed to do the job. The CEO/Principal/Head teacher/Line manager of the job is responsible for ensuring that the job description and person specification is up to date and relevant for the post. All job descriptions should state whether the role is in regulated activity or not. See appendix 9 for the definition of regulated activity.
- 5.5 If a new support staff post is being established or the duties and responsibilities have changed since the post was last filled, it is good practice within the academy to ensure that a job evaluation process is implemented by submitting the job description to the COO and the Trust HR Advisor.

6.0 Advertising

- 6.1 Vacancies should not be advertised by 'word of mouth' alone since people/groups that may be under represented in the area are unlikely to hear about them and it may lead to claims of discrimination
- 6.2 The Academy places a great deal of emphasis on continuous professional development and in doing so actively seeks to promote succession planning and career guidance for its employees. When a vacancy arises consideration will always be given to internal recruitment to allow for career progression and succession planning. Internal recruitment will be carried out as a fair and equitable process across the Academy.
- 6.3 The Principal/Headteacher/governors will assess whether there is a clear skills gap in the Academy and consider with each role whether advertisement outside of the Academy is necessary. For the role of Principal/Headteacher/Deputy the governing body must advertise the post in such a manner as it considers appropriate. The LA has the right to make representations on the recruitment panel for appointments to the role of Principal/Headteacher in maintained Academy's.
- 6.4 The Academy will refer to point 4.4 of the policy and ensure that the Academy's safeguarding statement is in every advertisement.

Prospective applicants are supplied with the following:

- Application Form
- DBS enhanced disclosure requirement
- Trust/Academy Information
- Recruitment timeline
- Job Description and Person Specification
- Safer Recruitment Policy
- Safeguarding and Child Protection Policy which clearly states who is the DSL
- Code of Conduct

Prospective candidates will be directed to the Academy Website to familiarise themselves with the culture and values of the Academy as well as important information about the Academy.

- 6.6 The application form must have a clear statement which sets out that certain spent convictions and cautions are protected and not subject to disclosure, below is the standard statement to be included in the Academy application form.

The amendments to the Exceptions Order 1975 (2013 & 2020) 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 Ministry of Justice website.

7.0 Assessing Candidates

- 7.1 In order to avoid any accusation of bias employees of the Trust/Academy should not be involved in any appointment where they are either related to the applicant or have a close personal relationship outside of work. All application details must be treated with the utmost confidentiality. Information obtained in the course of the recruitment and selection process which may include information of a sensitive or personal nature must be kept secure and retention periods should be adhered to. All candidates must complete the appropriate application form in full. For the purposes of Safeguarding application forms should be scrutinised for gaps in employment. The Trust and Academy does not accept CV's.
- 7.2 The panel/persons involved in the short-listing of the candidates for interview should be the same panel of people who will be involved in the interviews for consistency throughout the process. Shortlisting should be carried out by at least two (support staff) three (Teaching/Senior Roles) people and selection must be based only on the criteria identified in the person specification. Shortlisting must not take account of the protected characteristics of a candidate, which includes;
- age,
 - disability,
 - gender reassignment,
 - marital or civil partnership status,
 - maternity or pregnancy,
 - race,
 - religion or belief or
 - sexual orientation.
 - Any criminal history
- 7.3 Except where there is a Genuine Occupational Requirement which can be lawfully justified (for example, Voluntary Aided/Faith Academy's' ability to appoint according to the religious beliefs of the Academy). These circumstances are limited and usually apply where it can be justified that to

fill a role the candidate must have one of these characteristics. The recruiting panel must seek advice from the Trusts HR Provider in order to determine if there is a Genuine Occupational Requirement and must not make the decision in isolation.

- 7.4 Information disclosed under the Rehabilitation of Offenders Act 1974, and the amendments to the Exceptions Order 1975 (2013) & (2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. The Trust/Academy must draw applicant's attention to the guidance on filtering on the Ministry of Justice Website. Disclosures must not be taken into consideration at shortlisting stage. Self-Disclosure forms **must only** be provided to those candidates who have been shortlisted. Any disclosure made must be provided to the interview panel in a sealed envelope so that they may ask the candidate questions at interview. Anybody who makes disclosures must also be subject to a DBS Enhanced and Barred list check. See appendix 11 for a Criminal Convictions self-disclosure form. To enable candidates to assess whether they need to disclose convictions or cautions the convictions and cautions flow chart at appendix 15 should be sent to the candidates to assist them in determining whether to make a disclosure. Attention must be drawn to guidance on the government website regarding what offences will not be filtered, these are known as specified offences. [List of offences that will never be filtered from a DBS certificate - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- 7.5 Exceed Learning Partnership participates in the "Positive about Disabled People" Scheme, commonly known as the "Two Ticks" Scheme. It is essential therefore that recruiting managers and panel members check when shortlisting to see if anyone has applied under the scheme and if so, whether their application indicates that they meet the essential criteria for the post. If the applicant does meet the essential criteria they should be invited to attend an interview.
- 7.6 References should be sought on all short-listed candidates, including internal ones before interview so that any issues of concern can be explored further with the referee, and taken up with the candidate at interview. References form an important part of the process and should be scrutinised for any inconsistencies against the application form. If a candidate for a teaching post is not currently employed as a teacher, the Trust/Academy will confirm with the school or college at which they were most recently employed details of their employment and their reasons for leaving. For the purposes of safeguarding the Trust/Academy will apply this to applications for all staff roles. Therefore, applicants who have previously worked in schools (despite this not being one of their last two employers) will be advised that the Trust/Academy will contact the last employment where they worked with children for a reference. Two written references are required from the candidate's present or most recent employer (paid work). See Appendix 10 for a sample reference request form.
- 7.7 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, nor should they only rely on information provided by the candidate as part of the application process without verifying that the information is correct. Where electronic references are received, employers should ensure they originate from a legitimate source. To comply with safeguarding duties, prior to confirming the appointment of the successful candidate, the Trust/Academy should continue seeking a reference if it does not receive a response from a new member of staff's previous

employer (or most recent Academy worked at) prior to the interview.

- References should not be sought from private email addresses; they should always be directed to a work/organisation email address to ensure the validity of the organisation.
 - References must be obtained from the employer i.e. managers and not co-workers.
 - Any reference received from private email addresses should be followed up with the organisation to ratify that the individual is indeed employed by them.
 - References must confirm dates of employment and must be checked against application forms.
 - The referees put forward must contain a job title to satisfy that the referee is in fact the employer/manager.
 - References should confirm whether any previous action has been taken against an employee i.e. disciplinary and whether any safeguarding concerns have been raised.
- 7.8 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 or if insufficient information is provided. They 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. On receipt, references should be verified with the person who provided the reference.
- 7.9 Any information about past disciplinary action or allegations that are disclosed should be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Teacher Services' checks).
- 7.10 In addition, as part of the shortlisting process the Trust/Academy may carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Trust/Academy may want to explore with the applicant at interview. Shortlisted candidates will be advised that an online search will be undertaken for due diligence within the application form.
- 7.11 Interviews must be conducted by a panel of at least two interviewers, one of which must have undertaken Safer Recruitment training. (see section 3.1). Interviews being held must be conducted by the same panel who undertook the shortlisting to ensure consistency of approach and provide a fair process
- 7.12 In advance of the interview the panel should draw up a series of questions based on the skills, competencies and experience required for the role and individual questions based on their application form, including questions any gaps in the application form. These questions should be put to all candidates, responses should be recorded on a scoring grid used by all of the panel (see appendix 6). This allows the panel to consider applicants on the same basis and avoids any irrelevant or potentially discriminatory questions being asked. All candidates for all roles in Academy should be asked robust questions in relation to safeguarding the motives of individuals to work with children should be explored, the protection of children in the Academy must be paramount throughout the recruitment process.

- 7.13 The Equality Act 2010 limits the circumstances in which the recruiting panel can ask applicants' health related questions before offering them a post. The panel can only ask such questions where the ability to carry out specific functions is essential and intrinsic to the job, or to determine the need for making reasonable adjustments in the selection process, for example, to mitigate the impact of any disability the candidate has.
- 7.14 Candidates must not be asked questions related to their protected characteristics (see section 7.2) or trade union activities, as they have no bearing on a person's suitability for the job and could be unfairly discriminatory.
- 7.15 Disclosed information (self-disclosure) can be considered against the Rehabilitation of Offenders Act (ROA 1974) and amendment order in 2020; information regarding unspent cautions and convictions plus any offences that would not be filtered can be discussed with the candidate as part of assessing their suitability to work with children. Employers are advised to contact HR if they require clarification on discussions regarding self-disclosures.
- 7.16 Once the formal assessment process is completed all members of the recruiting panel will convene to reach a final decision. The panel must ensure that they have all the information required for each candidate to enable them to reach a decision. The selection should be made on the basis of which individual best fits the criteria set at the start of the recruitment process, utilising the scores and results of any assessments. Using a robust and consistent scoring procedure will ensure that this is carried out.
- 7.17 It is essential that only objective information is used in the decision-making process and those decisions are justified, fair and evidence based. The panel should be able to demonstrate that they have acted proportionately.
- 7.18 Documentation used to determine the successful candidate must be retained in the Academy. The documentation relating to the successful candidate must be filed in their personnel file. See Appendix 4 Appointment Checklist for Personal Files
- 7.19 It is entirely acceptable to shortlist only one candidate or not to appoint at all. Selecting the best candidate for the role is essential and managers should not feel compelled to appoint a less than satisfactory candidate regardless of the demands of the service. Appointing the wrong candidate can be extremely costly and can have an adverse effect on performance and delivery.
- 7.20 Applications and references must be scrutinised to identify any gaps in the application or inconsistencies that may need to be explored further with the candidate, before any appointment is confirmed. Notes of explanations from candidates must be recorded & retained in the academy. If those explanations are satisfactory and ultimately the candidate is successful, those notes must be placed in the personnel file of the successful candidate. No appointment must be confirmed without satisfactory explanations for gaps having been given and recorded. If a candidate does not provide satisfactory explanations and this results in their application being unsuccessful these notes should be retained in a recruitment file.

Documentation relating to recruitment for all candidates should be retained in the academy for a period of twelve months, this should include;

- Applications
- Shortlisting scoring sheets
- Interview questions and scores
- Results of any assessment tests undertaken
- Declaration forms.

8.0 Appointing candidates

- 8.1 **All offers of employment must be made by the chair of the recruiting panel. A verbal offer is legally binding; therefore, all offers of appointment must be made in writing and conditional, subject to the necessary checks.** The verbal offer will then be followed by the formal written offer from the Principal/CEO
- 8.2 All successful candidates will be required to have an enhanced disclosure DBS and barred List check to ensure that they are not barred from working with children. It is illegal to employ someone in a role where they are barred by law from working with children. The Academy must ensure that a candidate to be employed to carry out teaching work is 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 it's abolition in March 2012.
[https:// www.gov.uk/government/collections/teacher-misconduct](https://www.gov.uk/government/collections/teacher-misconduct)
- 8.3 In the circumstance where a DBS check contains any disclosures (convictions, cautions, reprimands and warnings) and the panel decide to appoint the candidate, the recruitment panel must record the reasons for not treating the conviction information as a reason not to appoint and retain a note of the reasons, including details of any advice sought and obtained, on the successful candidate's personnel file. It is recommended that advice be sought from HR regarding information contained on DBS certificates. See appendix 7 for a DBS risk assessment.
- 8.4 In the event that references are deemed unsatisfactory by the panel, the candidate must be advised of this. If the panel conclude that the references are unsatisfactory and the conditions in the offer letter have not been satisfied, the Academy can withdraw the offer of employment. Academies are advised to contact their HR Advisor. Where candidates request access to the references supplied to the Academy by the previous employer Academies must pay due attention to the General Data Protection Act 2018, schedule 2.
- 8.5 All shortlisted candidates should be informed of the outcome of their application and offered the opportunity for feedback.
- 8.6 The selection of a candidate will be determined by the interview panel on reaching a consensus about each candidate. All appointments should be based on merit. It is unlawful for any employee to make an appointment based on anything other than the ability of the candidate to undertake the duties of the post. An assessment of each candidate should be made whether written or in

electronic format. In reaching a decision the panel should take into account information from all elements of the process, including:



- Application form
- Interview
- Occupational tests/presentations
- References
- DBS
- Declaration forms (where it is appropriate for the panel to consider that information)

8.7 Recruitment of an Academy Principal is undertaken by a panel which includes the CEO, DCEO, a minimum of 2 Directors from the Trust, and 2 Members from the Local Governing Board. The role the panel is to:

8.8.1 Select applicants for interview.

8.8.2 Interview the applicants

8.8.3 Where appropriate, recommend one of the interviewed applicants to the Governing Board and Directors board for approval. In line with the Scheme of Delegation the Directors have final approval.

9.0 Pre-employment Checks

9.1 These are checks which are required by law before employment commences;

- Identity:** importance of verifying the successful applicant's identity by reference to original documents. Candidates invited to interview should be asked to bring with them the necessary documents to verify their identity that will satisfy the requirements of the DBS in respect of the application for a disclosure. The successful candidate's birth certificate should be seen, wherever possible, in order to identify whether they have changed their name.
- Eligibility to work in the UK:** it is an offence to employ someone who is not eligible to work in the UK so proof of eligibility must be checked before the offer of employment is confirmed. More detailed information is available on the UK Border Agency website www.ukba.homeoffice.gov.uk
- DBS barred list:** under the Protection of Freedoms Act 2012 Academies have a legal duty to check that any person being appointed to work in **regulated activity** is **NOT** barred from working with children or – where applicable – working with vulnerable adults. This check must be done before the person commences in post even if they start pending a DBS certificate. For Academies and colleges, a stand-alone barred list check can be undertaken by logging onto the DFE Sign-in website and then Teachers Services; it's a free service. If there is a name-match, the person **MUST NOT** be allowed to commence in post until the paper certificate is received.
- DBS certificate:** the successful applicant should be asked to complete an application for an enhanced DBS certificate and produce the required supporting documentation straight away.

Everybody employed to work in an Academy is required by law to undertake an enhanced disclosure. Since 2016, all newly appointed governors (of maintained / VC Academies) must undertake an enhanced DBS certificate. Existing governors without enhanced DBS were required to undertake a new check by September 2016.

Governors are not in regulated activity and should not be checked against the barred list. The Academy must see the original paper certificate and not rely on a digital copy or confirmation from the registered / umbrella body.

- e. **Qualifications:** the successful applicant should be required to provide original certificates or diplomas for all the academic or vocational qualifications required for the post, plus any that are relevant to the post. The documents should be checked to ensure that they refer to the applicant and it is also important to verify them with the awarding body.
- f. **Status:** it is a requirement for some posts that the applicant is licensed or registered with a professional body. For example, in order to be employed as a teacher in a maintained Academy, a person must usually have been awarded qualified teacher status and be registered with the relevant general teaching council.
- g. **Prohibition** All those appointed to undertake ‘teaching work’ must be checked against the prohibition list and interim prohibition list before commencing in post. Academies can check these lists via the Teachers Services website. ‘Teaching work’ includes qualified / unqualified teachers and HLTAs but not teaching assistants – see *Keeping children safe in education* for more information. When recruiting teachers, it is important to also check for any past General Teaching Council for England (GTCE) sanction.
- h. **Prohibition from participation in management** – anyone appointed to a management position in an independent Academy, academy or free Academy as an employee, trustee or proprietor must now be checked to ensure they have not been barred from management of an independent Academy by the Secretary of State. This check will usually be done as part of their enhanced DBS (state that the person is in ‘management of an independent Academy’ on the DBS application) or – if the person is not in regulated activity – via Teachers Services. This should be included as a column on the SCR in the relevant Academy.
 NB KCSIE makes clear that inclusion on s128 also prohibits an individual from serving as a governor of a maintained Academy – members of governing bodies must therefore be checked against the s128 list.
- i. **Disqualification under the Childcare Act 2006** – the DfE has updated guidance for Academies (31/08/18) which recruiters should ensure they have read and understood. The Regs apply to anyone working in childcare,
 - a) with under 5s or
 - b) in wrap-around care where there are children under 8.

In Academies, this means nursery and reception class staff including lunchtime supervisors, but NOT office staff, cleaners, or people deployed to the under 5s only occasionally. It will apply to all Principal/Headteachers of primary Academies and others who manage under 5s childcare. If the Academy has Ofsted-registered breakfast or after-Academy care, the Regs apply to this provision.

New recruits should be advised of the Regs and asked to confirm that they are not disqualified from childcare. Academies are not required to keep information about disqualification from childcare checks on the SCR but may do so if they wish, bearing in mind that the law prevents employers from keeping records or details of someone's criminal history in a format that can be accessed by other who do not have a right to know this information.

The Academy must assess which staff are covered by the act and then take steps to ensure that staff are aware of their duty to report any relevant information to the Academy that would disqualify them from working in:

- Early years provision, or
- Later years childcare outside of Academy hours for children who have reached 5 years but not yet reached 8 years, which includes before and after Academy care.

Academies should not apply this to every employee they must assess which staff are covered by the Act. See Appendix 12 Disqualification from Childcare Regulations letter for staff. Disqualification by association has now been disapplied for Academies & early years providers (except where the provision is in someone's home) and the guidance is clear that employers must not ask questions about the people that an employee lives with.

9.2 All documents must be original and not photocopies. Until all these checks have been carried out ONLY a conditional offer of employment can be made. This must be stipulated in the correspondence. All original documentation must be photocopied and placed in files for consideration as part of the recruitment process.

9.3 **Overseas Checks** – All elements of the recruitment process should be applied to applicants from overseas in the same way as applicants resident in the UK. In all cases where an applicant has worked or been resident overseas in recent years, the employer should, where possible, obtain a check of the applicant's criminal record from the relevant authority in that country. Not all countries provide that service, but the DirectGov website now includes a list of those countries that do and details of how information can be obtained from other countries, at: www.gov.uk/dbs-checks-requests-guidance-for-employers#overseas-applicants

For applicants that have lived or worked outside of the UK, Academies **must** make any further checks they think appropriate so that the relevant events that occurred outside the UK can be considered, these checks could include:

- Criminal records checks
- Obtaining a letter (via the applicant) from the regulating body in the country / countries in which the applicant has worked, confirming that they have not imposed any sanctions or restrictions and / or any reason that they would be unsuitable to teach:
- **Where available**, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

9.4 The DBS can only provide information that is held by police forces in the UK. That may include details of offences committed abroad by UK citizens or residents, but almost invariably will not include details of any offences committed abroad by foreign nationals who have never lived or worked in the UK. See Appendix 1 Applicants from overseas advice.

- 9.5 **Fee-Funded Student Teachers** – The Academy should get written confirmation from the provider of any fee-funded student teacher that has carried out all pre-appointment checks that the Academy should otherwise perform.

10.0 References

- 10.1 Employers must request written information about previous employment history and check that information is not contradictory or incomplete.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. As set out in section 7, references should be sought for all shortlisted candidates.

- 10.2.1 Following receipt of the reference the referee should be contacted to provide further clarification as appropriate: for example, if the answers are vague and to verify that they are the author of the reference. References should also be compared with the information provided by the candidate on their application form, so that any discrepancies can be discussed with the candidate at the interview.. No appointment must be confirmed without satisfactory explanations for discrepancies between references and other information. The interview panel must record their observations and retain any additional information used to validate information. This must be retained on the successful candidate's personnel file.

All offers of employment are conditional and must not be confirmed until the necessary checks are returned to be satisfactory.

11.0 Regulated Activity

- 11.1 For ALL posts which involve working in regulated activity, it is appropriate for the Academy to check that the person appointed doesn't pose a risk to the Academy (or other employees).
- 11.2 It is recommended that no appointment should be confirmed or taken up until all necessary clearances are obtained. Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post. Academies are advised to seek guidance from HR if any concerns are raised. For existing employees with missing references on file attention should be drawn to Appendix 2.
- 110.3 **Agency Staff** – it is now a requirement that Academy's check that the person presenting at the Academy, is the same person that the agency has provided the vetting checks for. Therefore, two forms of identification are required by agency staff, this should be passport/driving licence.
- 11.4 **Single Central Record** - All the checking details need to be included on the Single Central Record. The information should be requested at the appropriate times and logged/checked. The SCR should be checked on the first day of arrival of the new staff member and a member of SMT will sign off the SCR before the new member of staff is allowed into the Academy. See guidance at Appendix 3.

The SCR will be checked for accuracy half termly by the Academy Business Manager with confirmation checks being carried out and recorded by the Trust Finance Officer or the Business Support Officer

11.5 Staff Files – It is recommended that all staff files contain appropriate documents and a checklist to demonstrate appointment processes and checks have been followed. A checklist for staff files is attached at appendix 4.

In summary all checks will be:

- Documented and retained on the personnel file.
- Recorded on the Academy’s Single Central Record.
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received
- A Risk Assessment is made where there are issues raised via checking process
- An employee’s file should be a mirror of what is contained on the SCR.

12.0 Finalising the appointment.

Single

12.1 It is at the discretion of the Academy to decide on the grade to appoint teachers. This is done in accordance with the Academy Pay Policy for Teachers. For support staff it is usual for newly appointed employees to be placed on the minimum point of advantage on the salary scale or the nearest point within the grade that reflects their current salary. Exceptions are permitted where this can be justified.

12.2 There are times when candidates complain about the decision that has been made or some part of the recruitment and selection process. Where that complainant is an employee, they should contact the chair of the panel in the first instance to resolve the matter informally. If this doesn’t resolve matters, the employee should raise any complaint under the Academy’s Grievance Policy and Procedure. Candidates who are not Academy employees should raise any complaint under the Academy’s Complaints Procedure.

12.3 The majority of candidates will have to give notice to their existing employer and, depending on the role, there will be some delay between the candidate being appointed and starting in post. It is important to maintain regular contact with your new appointee, providing them with any information that they need about the Academy and about their new role. The new employees career with the Academy starts now, so any development areas identified during the selection process should be used to inform their probationary and induction period.

12.4 If you are employing a person who has multiple contracts, you need to be aware of the implications of the Working Time Directive. You should also advise any other responsible manager of the new contract and ensure that the employee does not work more than the lawful limits allowable. If you are unclear about this, you should contact your HR.

- 12.5 Successful candidates must be sent a conditional offer letter that stipulates that the offer is conditional subject to the satisfactory checks. A contract of employment must be sent to the candidate before they commence in post and no later than their first day of employment.
- 12.6 All new employees must be subject to a thorough induction process into the Trust/Academy. Induction must cover the Trust/Academy code of conduct, safeguarding and child protection policy and online safety.

13.0 Volunteers

- 13.1 Volunteers are seen by children as safe and trustworthy adults. The same kind of process should apply when the Academy is recruiting volunteers to work with children. Because volunteers fill a very wide variety of roles the principle needs to be applied with common sense and the process may need to be adapted to cater for particular roles.
- 13.2 Parents who volunteer on a one-off occasion such as a day trip, a fete or a sports day there is no need for a formal process or for a DBS certificate or a barred list check.
- 13.3 If a volunteer is going to have an on-going role that involves regular contact with children, or means that the person will be on the premises when children are present regularly or frequently, a similar recruitment process should be adopted as would be used to recruit a paid member of staff filling a similar role. Although, the process may be presented differently or adapted so that it is not as formal, the principals of safeguarding should still be the same.
- 13.4 If a volunteer will be providing 'teaching' and has previously been a qualified teacher the Academy should check on the Teacher Services website that they are not prohibited from teaching. The Childcare Regulations (including disqualification from Childcare – see 9.1) apply to all volunteers proving early years or later years childcare.
- 13.5 Barred list checks cannot be undertaken for volunteers except in very specific circumstances (such as unsupervised volunteering, overnight activity or volunteers engaging in intimate care).

In those cases, the process should still include:

- Information about the organisation's commitment to safeguarding children
- Completion of an application or registration form
- Obtaining references
- A face to face interview
- Pre-employment checks similar to those which would be applied in the case of paid employment, including a DBS certificate.

- 13.6 Keeping Children safe in education says:

The Academy or college should undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate or any volunteer not engaging in regulated activity. In doing so they should consider:


- *The nature of the work with children;*
- *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 suitability.*
- *Whether the role is eligible for an enhanced DBS check*
- *Details of the risk assessment should be recorded*

See Appendix 12 for a Volunteer Risk Assessment.

13.7 Volunteers should be provided with a role profile and undertake a full induction into the Academy, this induction should cover safeguarding and what is regulated activity.

Policy Agreed: January 2024

Signed CEO: 

Signed Chair of Directors: 
Policy to be reviewed: September 2024

APPENDIX 1

Applicants from overseas

All elements of the recruitment process and the pre-appointment checks should be applied to applicants from overseas in the same way as to applicant's resident in the UK, but extra time will need to be allocated to obtaining references, checking applicants' qualifications and possible criminal records. In addition, as noted above, overseas applicants will need to establish that they have the right to live and work in this country.

The DBS can only provide information that is held by police forces in the UK. That may include details of offences committed abroad by UK citizens or residents, but almost invariably will not include details of any offences committed abroad by foreign nationals who have never lived or worked in the UK. The DBS barred lists (and their predecessors including List 99 and the PoCA List) are also primarily made up from referrals about people living or working in this country. Consequently, DBS certificates and Barred List checks are unlikely to provide any information on applicants from overseas who have not previously lived in the UK. Nevertheless, those checks have to be carried out to meet statutory requirements. In all cases where an applicant has worked or been a resident overseas in recent years, the employer should where possible, obtain a check of the applicant's criminal record.

Not all countries provide that service, but the DirectGov website now includes a list of those countries that do and details of how information can be obtained from other countries, at www.gov.uk/dbs-check-requests-guidance-for-employers#overseas-applicants

The nature and detail of the information provided varies from country to country. The DBS does not have any involvement in applications by individuals to overseas authorities. Employers should also be aware that they would have to arrange for information returned from overseas authorities to be translated into English and they may need to obtain advice about the precise nature of criminal offences in other countries. Offences in other counties do not necessarily correspond to offences in the UK.

The DfE does not issue guidance on which circumstances require these overseas checks, stating that it is for Academies to determine. However, with effect from **6th April 2017** the Home Office has confirmed that an overseas criminal check will be completed for everyone in an education role applying for a visa to work in the UK (i.e. from countries outside the EU). The requirement is mandatory to applicants from overseas applying under certain Standard Occupational Classification (SOC) codes, including teaching and Academy leadership. The requirement to provide an overseas criminal record certificate applies to anyone that has lived abroad for 12 months or more in the last 10 years. Since April 2017 Academies have had a statutory duty to inform Tier 2* skilled worker applicants of the need to source and submit overseas criminal certificates as part of their visa application.

You can find a FAQ document about obtaining overseas criminality information here: [Obtaining Overseas Criminal Record Checks](#)

[Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](#)

NOTE In cases where an overseas criminal record check or certificate of good conduct is not possible, particular care must be taken with the other required checks, especially those of identity and qualifications, and obtaining satisfactory references.

Academies must continue to carry out safer recruitment checks on all applicants.

For applicants that have lived or worked outside of the UK, Academies must make any further checks they think appropriate so that relevant events that occurred outside the UK can be considered, including obtaining an enhanced DBS certificate with barred list information (even if the teacher has never been to the UK).

Teachers will be requested to provide proof of their past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked. Such evidence can be considered alongside other information obtained through other pre-appointment checks to help assess their suitability.

*Tier 2 jobs – general, health/social/education

APPENDIX 2 LETTER FOR STAFF WHO ARE COVERED BY THE CHILDCARE REGULATIONS

Dear Colleague,

The Department for Education issued guidance to Academies (31st August 2018) on the Disqualification from Childcare Regulations and reminded Academy leaders that they must undertake an additional safeguarding check on current and future staff as appropriate to ensure that no one who is disqualified is employed in connection with:

- early years provision, or
- later years childcare outside of Academy hours for children who have reached 5 years but not yet reached 8 years, which includes before and after Academy care.

The disqualification criteria include:

- 1) caution or conviction for certain criminal offences
- 2) Certain grounds relating to the care of children (e.g. parental right order, supervision order or care order)
- 3) Having registration refused or cancelled in relation to childcare, children's homes or disqualification from private fostering (except where that cancellation or refusal was to do with unpaid fees)

This check is separate from the DBS check. Any of the above criteria disqualify staff from providing this childcare. Staff who either have a relevant offence or order is disqualified immediately and must apply to Ofsted to request a waiver if they wish to continue to work in these areas.

I have carefully considered the statutory guidance and have determined that your post at [[insert name of setting](#)] is involved in the provision of early years care during the Academy day and/or later years childcare [[delete as appropriate](#)].

For that reason, I have a legal obligation to make you aware that you have a duty to report any relevant information to me about yourself (even if that information has previously been considered in relation to a DBS check). Please be assured that any information disclosed will be treated in the strictest of confidence and in line with Data Protection requirements.

The full list of relevant offences, orders and determinations can be located in tables 2-5 of the Compliance, Investigation and Enforcement handbook, section 5.1 'Disqualification' which can be accessed via the link below. I appreciate that the lists are long and so, for ease of reference, I have arranged for a hard copy to be available in the Academy office / staff room.

<http://hub.unlock.org.uk/wp-content/uploads/Ofsted-disqualifications.pdf>

Broadly speaking, the 'certain criminal offences' include a caution or conviction for:

- any offences by an adult against or involving children
- Any sexual offence by an adult or a child against an adult or a child
- Murder, manslaughter, kidnapping, false imprisonment, assault occasioning grievous or actual bodily harm

For cautions, you are only required to disclose those issued on or after 6 April 2007. This does NOT apply to relevant convictions, which must be declared irrespective of date.

If you believe that you may meet one of the three disqualification criteria set out at the start of this letter, you are required to read the complete list in order to determine whether or not the specific information is disclosable.

You are required to make me personally aware of any relevant information, in writing, by no later than 7 days from receipt of this letter. If you think you have relevant information you will need to provide, as far as possible, any details relating to the order, determination, conviction or other grounds, the date it was made along with any other details including a copy of the relevant order or conviction. This information should be provided in a sealed envelope, clearly marked 'Strictly confidential - for the attention of (Principal/Headteacher) only' and handed to [insert name].

Please note that this is an ongoing requirement and so, if you do not have any relevant information to disclose at this point, but do in the future, you must make me aware of any relevant information immediately.

You are required to sign the signature sheet available in the [office](#) to confirm that you have read and understood the content of this letter.

I understand that a disclosure may be difficult and stressful. If you have any questions or concerns, please do not hesitate to contact me at [\[insert contact details\]](#)

I would like to thank you for your cooperation and support in implementing this legally required process.

Regards,

Principal/Headteacher

APPENDIX 3

Single Central Record Guidance

Academies must keep a single central record, as referred to in the Keeping Children Safe in Education (statutory guidance document). The single central record must cover the following people:

- All staff who are employed directly by your Academy
- All supply/agency staff who are employed for a reasonable period of time, whether employed directly by the Academy or through an Agency.
- The very short-term cover staff totalling a few days or a couple of weeks would not normally be put on the SCR but you still need to ensure the Agency has carried out all the checks and hold the evidence on file.
- Any volunteer who works regularly with children and always include those who are engaged in “Regulated Activity”.
- Governors
- People brought into the Academy to provide regular additional teaching or instruction but who are not staff members, such as Sports Coaches, Peripatetic Music Teachers, Artists etc.
- Regular contract staff such as contract cleaners or caterers
- The Academy should get written confirmation from the provider of any fee-funded student teacher that has carried out all pre-appointment checks that the Academy should otherwise perform

The prohibition from teaching check must be completed for everyone engaged in ‘teaching work’, whether a qualified teacher or not; and recorded on the single central record. The information that must be recorded is whether checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained. Personal files must correlate with the Single Central Record and contain documentary evidence which has been gathered from recruitment process in order to satisfy the requirements for a safe appointment.

Section 128 checks

Individuals who are subject to a direction made under Section 128 of the Education and Skills Act 2008 or Section 167A of the Education Act 2002 are prohibited from taking part in the management (including governors if the governing body is the proprietor body for the Academy) of independent educational institutions in England and/or Wales respectively. A person prohibited under Section 128 is also disqualified from holding or continuing to hold office as a governor of an Academy.

Academies must carry out section 128 checks on:

- Academy trust members and trustees
- Governors who sit on committees
- Academy staff in management positions – Principal/Headteacher, SLT

Maintained Academies should carry out section 128 checks on:

Governors Please refer to the appointment checklist at appendix 4 for further guidance and section 9 of the policy for the list of pre-employment checks

1. DOCUMENTS:



<p>Original Application Form attached</p> <p>please tick <input type="checkbox"/></p>	<p>Medical Form</p> <p>Clearance no:</p> <p>Date advised by OHU:</p>	<p>Completed Enhanced DBS Form Issue date:</p> <p>Disclosure no:</p>
<p>Bank details sent to Payroll (not retained) <input type="checkbox"/></p>	<p>Or Date sent to OHU in a sealed envelope</p>	<p>Overseas Police Check attached if applicable Date of check:</p>
<p>Birth Certificate seen <input type="checkbox"/></p>	<p>Any other information from OHU</p>	<p>Section 128 check (for management positions) Date of check:</p> <p>Teacher Status Check: (for everyone engaged in 'teaching work', whether a qualified teacher or not e.g. HLTA) Yes/No Date of check:</p> <p>Barred list check (previously list 99) Yes/No Date of check:</p> <p>N.B. If the employee does not hold a valid DBS clearance a barred check must be undertaken <u>before</u> the start date.</p>
<p>Reference 1 attached <input type="checkbox"/></p> <p>Reference 2 attached <input type="checkbox"/></p>	<p>Copy of QTS Certificate attached if applicable/available <input type="checkbox"/></p>	<p>Evidence of eligibility to work in the UK and proof of NI Number (please attach) ID - Passport (front cover, personal details page and visa (if applicable) Or other eligible document attached Yes/No</p>
<p>Disqualification under Childcare ACT</p> <p>Is the employee covered by the Act YES / NO?</p> <p>If Yes make the employee aware of their obligations</p>	<p>Copy of academic qualifications attached if applicable <input type="checkbox"/></p>	<p>Proof of NI document attached i.e. P60, P45, payslip Yes/No</p> <p>Date post advertised:</p> <p>Date post appointed:</p> <p>Interview notes and assessments enclosed <input type="checkbox"/></p>

2. CONTRACT DETAILS:

Employee Name:			
Employee Address:			
Position (Post) Title		Job Code (if applicable):	
Start Date (in this position):	Local Government/Continuous Service Start Date (if earlier than this position):	End Date (if applicable)	

3. SALARY DETAILS:

(Main) Pay Scale	Upper Pay Scale	Leadership Scale	Unqualified Teacher Scale
TLR Level, amount and responsibility	SEN level and amount	Other Allowances (please state)	
Non-Teaching Pay Scale	Non-Teaching Salary Point		

4. TYPE OF CONTRACT:

Permanent Y/N	Working hours: Term Time Only: Y/N If No how many working weeks?	Initial Working Pattern (if applicable) i.e. hours worked each day Monday Tuesday Wednesday Thursday Friday
Fixed Term Contract Y/N	Reason for Fixed Term Contract:	
Event Linked Y/N	Event linked: Name of substantive post holder on maternity leave/long term sickness or pending permanent recruitment. Please state	

5. ISSUES RAISED FROM COMPARING APPLICATION FORM, REFERENCES & CHECKS, ONLINE SEARCH/DISCLOSURE OF CONVICTIONS OR CAUTIONS (RISK ASSESSMENT)

* If detailed use a separate sheet

ISSUE	DETAIL	ACTION/INVESTIGATIONS UNDERTAKEN & ADVICE SOUGHT	OUTCOME/JUSTIFICATION TO APPOINT & PERSON AUTHORISING APPOINTMENT
There are gaps in the employment dates and chronology			
There are gaps in education dates			
The reference is ambiguous and not instantly recognisable as being from an employer			
Reference not available from previous employment			
Concerns/discrepancies highlighted on reference (s)			
Online search – concerns highlighted at interview			
The health questionnaire has been returned with actions required			
Self - Disclosure of convictions/cautions/ barred compared to DBS & other checks			



Input on to Single Central Record by (name):

Signed:

Dated:



For employment compliance it is important that following documents are retained on the appointee’s personnel file.

Appointee	
Post Title	

New Starter Checklist	Please tick when included and add details where required	Received by payroll where required	Date	Signed
Selection Documents				
Job Description / Person Specification / Job Advert				
Application Form				
Invite to Interview Letter				
Interview notes, questions and Assessment Form				
Employment Documents				
Copies of qualifications / driving licence, if essential to the post (signed and dated)				
Copies of Professional Body Membership Registration, if essential to the post (signed and dated)				
Declaration of Convictions Form				
Copies of documents used to evidence Eligibility to Work in the UK (signed and dated)				
Reference 1				
Reference 2				
Job offer letter				
Pre-Employment Health Questionnaire (Standard or Enhanced)				
DBS Application Form Details				



Medical form – not kept on file, sent to Occupational Health				
Bank mandate sent to Payroll (not kept on file)				
P45 or HMRC new starter form – not kept on file, sent to payroll				
Identification showcasing Recent photograph of Appointee(s) signed and dated as a true likeness				
Declaration of Interests Form				
Contract set up on HR portal				
Section 128 check (for senior management)				
Teacher status check (TRN number)				
Checklist Completed by:		Date:		

To undertake, prior to start date

HR Portal	Added
SIMS	Added By & Date:
Contract & Covering Letter given to starter within 10 days of receipt email. Ensure new starter is aware they have to accept within 7 days of receiving contract, with confirmation sent to academy and HR.	Added By & Date:
On start date, arrange for email box/address if applicable	Added By & Date:
DBS Record of Information and added to Single Central Record	Added By & Date:



Safeguarding Basic Training Completed and Keeping Children Safe in Education 2023 read	Added By & Date:
Relevant Policies Emailed	Added By & Date:

Induction Pack Documents	Please tick as included
Policies, seen & signed	
Keeping Children Safe in Education, seen and signed	
Induction Checklist Completed by:	Date:

Short-listing - when?

At the beginning of the recruitment process you should plan the recruitment timescales and you should ensure that you adhere to these to avoid having to reschedule interviews causing inconvenience to candidates, interview panel members and additional administration. If unforeseen circumstances arise and the interview dates have to be changed you should notify the candidates as soon as you are aware of the change.

The persons short-listing the candidates for interview should be the panel of people who will be involved in the interviews for consistency throughout the process. The panel should always contain at least one member who has undertaken Safer Recruitment training and a member who has operational knowledge of the vacant post. The panel should be made up of at least two people, ideally three people.

Short-listing – the process

To complete the short-listing process, you will need:

- all the applications
- the job description
- person specification for the post
- the short-listing form (Appendix 6)

The purpose of the process is to identify which of the applicants will be invited to interview for the post. It is important to give full consideration to each application and consider them with a consistent approach.

It is essential that the short-listing is carried out based on the criteria laid down within the documents listed above regardless of age, disability, gender, pregnancy or maternity, race, religion, belief or sexual orientation.

The person specification should be used to identify which attributes are to be measured from the application and these should be written onto the short-listing form. For example – if you have identified in the person specification that there is a requirement for relevant experience in the supervision of staff and that this will be identified from the application. This should be listed on the short-listing template under “relevant experience”.

If you have received a large volume of applications and consider that you may have difficulty in establishing a manageable size short-list of those who meet the *essential* criteria, the panel may want to add further weighting to those also meeting some or all of the *desirable* criteria. If you wish to use this further weighting, the recruitment panel should agree to this at the beginning of the process, *not during the short listing* whilst looking at and scoring the applications.

Completing the short-listing form

The names of the applicants should be written onto the form and then a comparison of the information provided on the application form should be made against the person specification. If you have a high volume of applications, you may find it helpful, firstly to exclude any who have not met the essential criteria for the post.

For each of the criteria, an assessment is made of the evidence provided and a score given as follows:

- Score 5 - Clearly meets essential and some or all desirable criteria
- Score 3 – Clearly meets essential criteria
- Score 1 - Unclear/potential evidence that candidate meets essential criteria
- Score 0 - No evidence that candidate meets essential criteria

If the Academy participates in the “Positive about Disabled People” Scheme, commonly known as the “Two Ticks” Scheme. Candidates who have indicated that they are seeking an interview under the disability ‘two ticks’ symbol scheme and meet the essential criteria should always be short-listed for interview.

When scoring candidates, it is useful to consider the skills required for the key roles of the job and how easily and quickly those skills can be gained. If, for example, a skill is required that is critical to the role and could take some months to gain, then this may be considered more highly than a skill that is used less frequently or can be learned in a short period of time. If you choose to use any further differentiation or weighting during the short-listing process, you should detail how this was done in the candidate notes included in the shortlist form.

You should record the reason for your scores on the short-listing form so there is clear information about why you have scored as you did. This can also be helpful when providing feedback to candidates.

Those scoring the highest are the candidates that you should short-list.

In addition, if this situation arises you could consider drawing up a long-list and inviting these candidates for a first interview or test, to then identify your short-list.

What is evidence?

The candidate should provide evidence of their skills, qualifications, knowledge and experience on their application.

Some consideration can be given to the presentation of the application, only if this is relevant to the post. For example, if written communication is one of the criteria for the post, and the language and presentation of the application is poor, that can be considered as evidence when scoring the application. It is important to consider that some candidates may have difficulties with literacy due to disability or because English is not their first language, however, this does not mean that they are not capable of doing the job.

If key information is missing from the application, then it is reasonable and appropriate to determine that the candidate does not have any evidence to provide of the skills, knowledge, experience or qualifications in question.

Interview Preparation

If you have noted during the short-listing process any additional information or clarification you require from any of the candidates, this should be recorded to enable it to be asked as a supplementary interview question.

Short-listed candidates - Inviting to Interview.

You will then create and send the invite to interview correspondence to invite your short-listed candidates to interview, giving the candidates at least a week's notice to attend the interview.

At this stage apply for references for all short-listed candidates.

This should be incorporated into your timescales.

APPENDIX 6 – SHORT LISTING FORM

SCORING AGAINST PERSON SPECIFICATION

SCORING

COMMENTS

<p>Name of candidate _____</p> <p>Essential Score _____ out of 140</p> <p>Desirable score _____ out of 35</p>	<p>ESSENTIAL</p>	<p>DESIRABLE</p>	<p>HOW IDENTIFIED</p>	<p>Clear evidence 5 Some evidence 3 Little or no evidence 0/1</p>	
<p>Qualifications and Training (Complete the details)</p>				<p>Maximum score 25 Highest score essential 15 Highest score desirable 10</p>	
<p>•</p>	<p>X</p>		<p>AF/CQ</p>	<p>5 3 1 0</p>	
<p>•</p>	<p>X</p>		<p>AF/CQ</p>	<p>5 3 1 0</p>	
<p>•</p>	<p>X</p>		<p>AF</p>	<p>5 3 1 0</p>	
<p>•</p>		<p>X</p>	<p>AF/CQ</p>	<p>5 3 1 0</p>	
<p>•</p>		<p>X</p>	<p>AF/CQ</p>	<p>5 3 1 0</p>	



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Relevant Experience (complete the details)				Largest score 35 Highest score essential 25 Highest score desirable 10	
•	X		AF//I/ R	5 3 1 0	
•		X	AF/I/R	5 3 1 0	
Knowledge and Skills (complete the details)				Maximum score 90 Highest score essential 75 Highest score desirable 15	
•	X		AF/I/R	5 3 1 0	
•		X	AF/I	5 3 1 0	
•		X	AF/I	5 3 1 0	
•		X	AF/OT	5 3 1 0	



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Maximum score 25

Highest score
essential 25

<p>Safeguarding (complete the details)</p>					
<p>•</p>	X		AF/R	5 3 1 0	
<p>•</p>	X		AF/I/ OT	5 3 1 0	
<p>•</p>	X		AF/I/ OT	5 3 1 0	
<p>•</p>	X		AF/I/R	5 3 1 0	

Has the candidate been short listed? Yes/No

If yes apply for references at this stage

DBS Risk Assessment Checklist

Starting work prior to DBS Certificate being sent or information is on the DBS

This risk assessment should be completed when considering whether to allow a new member of staff to start work before the DBS certificate has been seen by the Academy.

This risk assessment should also be used if the DBS is returned with information on it.

Name of Person	
Role	
Interview Date	
Proposed Start Date	
DBS Check Application Date*	

*The person must not start without the application being made

Is the person in 'Regulated Activity'?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for starting without seeing new DBS check	
<input type="checkbox"/> Continuity of the Academy's provision to pupils	
<input type="checkbox"/> Other (please state)	
Known Information	
Have <u>all</u> the following checks been satisfactorily completed?	
<input type="checkbox"/> Identity check (photographic) [Essential]	
<input type="checkbox"/> Verification of current address [Essential]	
<input type="checkbox"/> Barred list check (if legally appropriate) [Essential]	
<input type="checkbox"/> Teacher Status/Prohibition Check (for teachers and those engaged in 'teaching work') [Essential]	
<input type="checkbox"/> Section 128 check (where relevant)	
<input type="checkbox"/> Overseas Checks (Where relevant)	
<input type="checkbox"/> Right to work in the UK [Essential]	
<input type="checkbox"/> Confirmation of qualifications [Essential]	
<input type="checkbox"/> Two references [Essential]	
Any other information (please state)	



<p>Previous DBS Certificate</p> <p>If the person has a previous DBS, on what date was it issued?</p>
<p>When was the persons last day at work in their previous Academy or college?</p>

If the persons start date and their last day at their previous Academy or college are less than 3 months apart, then a new Enhanced DBS check is not required in law, although most Academy's will instigate a new one. Therefore, given that there is enough other information, the person could be assessed as low risk.

SECTION 2

<p>Does the DBS have information on it?</p> <p>YES NO</p>	<p>If YES, ensure that the content is discussed with the individual and consider the relevance of the offence/caution.</p> <p>The timescale of the offence / caution and whether this was disclosed previously</p> <p>Verify information with other agencies LADO/Police</p> <p>Take advice from HR</p>
<p>Is the person to continue to be offered the role?</p>	<p>YES</p> <p>NO (withdrawal of offer of employment)</p>

Decision

<input type="checkbox"/>	<p>High Risk – Person should not be allowed to start with a new Enhanced DBS, as there has a break in service of more than 3 months (or they do not have an enhanced DBS certificate) and/or there is insufficient information about the person in the 'Known Information' list above.</p>
<input type="checkbox"/>	<p>Medium Risk – Person may start work and although there is sufficient other information listed above, because there is a gap in service of 3 months or more (or they do not have an Enhanced DBS certificate) the person must be supervised* at all times and should not undertake 1:1 work, personal care activities or residential visits. (*The unchecked person must always be 'within sight or hearing' of a person with an Enhanced DBS check).</p>
<input type="checkbox"/>	<p>Low Risk – Person may start work, without additional supervision, as they already hold an Enhanced DBS check <u>and</u> there is no break in service of 3 months <u>and</u> all other checks have been satisfactorily completed.</p>

Authorisation

Principal/Headteacher (Print name) _____

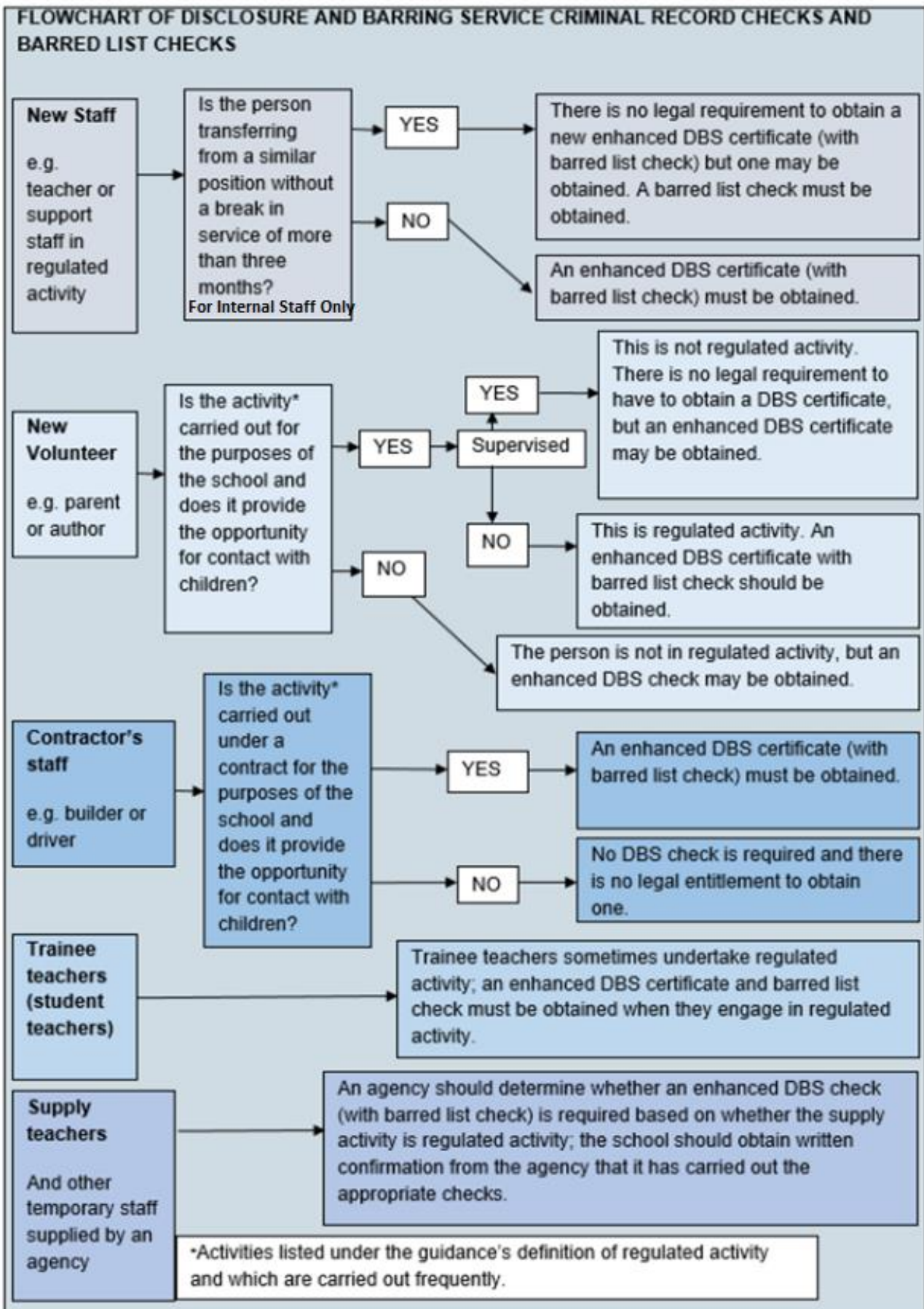
Principal/Headteacher (Signature) _____

Date _____

Chair of Governors (Print Name) _____

Chair of Governors (Signature) _____

Date _____



What is regulated activity?

Regulated activity is work that someone should not do who is barred from working with children.

It comprises, in summary:

- Certain unsupervised activities performed on a regular basis, including teaching, training, instructing, caring for or supervising children
- Work carried out on a regular basis in certain establishments, including Academies, that provides the opportunity for contact with children
- Relevant personal care given to a child, such as washing, dressing, feeding and toileting, or healthcare provided by or supervised by a healthcare professional, even if given on a one-off basis
- Registered childminding and foster caring

Activity taking place in an Academy is regulated activity if:

- It is carried out frequently (once a week or more often), or on four or more days in a 30-day period;
- It is carried out by the same person;
- The person is engaged in work for the Academy or in connection with the Academy; and
- It gives the person the opportunity to have contact with children

This includes activity in:

- All Academies providing full-time (or mainly full-time) education for children
- Pupil referral units
- Nursery Academies
- Childcare premises (including nurseries)

Similarly, someone is in regulated activity if he/she is providing day-to-day management of a volunteer who is engaging in activity that would be regulated if unsupervised.

A full detailed description of the above scope can be found on the government website:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf



Appendix 9.1

PHOTOGRAPH DOCUMENT BASIC EXAMINATION – PLEASE READ IN CONJUNCTION WITH THE GUIDANCE ON EXAMINING IDENTIFY DOCUMENTS FROM THE HOME OFFICE.

The examination of any travel document requires a certain amount of knowledge of the security features within the document. The application of a few simple, non-destructive tests can identify the more obvious forgeries or counterfeits.

1. CHECK FIRST FOR IMPERSONATION

- The simplest and fastest growing type of passport fraud is impersonation – use of other people’s passports by “lookalikes”
- Carefully compare the photograph/image to the document holder.
- Check the age, visible marks, and signature of the document holder.
- Check the chin, lips, ear shape, eyes and nose and their relation to the face as a whole.

2. CHECK FOR COUNTERFEITING

- Check the cover and overall construction of the document: Is the gold blocking well defined, do the pages line up?
- Check the security thread.
- Check the watermark: use transmitted light first.
- Use ULTRA VIOLET (UV) light - does the watermark react? It shouldn’t.
- Is the paper UV bright or dull? It should be dull.
- Check print quality. If unsure, compare to a bank note.
- Are there any spelling mistakes?
- Intaglio – raised print with “the feel of steel” - look for latent images
- Microprint/Extra Small Print – use a magnifier (x15 preferred)

3. CHECK FOR PAGE SUBSTITUTION

- Do all pages align?
- Is the stitching correct?
- Do all the pages react the same way under UV light? They should in a genuine document
- Do all the pages have the same serial number?
- Are the page numbers sequential?

Once you are satisfied that the document is not counterfeit, you can then check for signs that the document may have been tampered with.

4. CHECK FOR PHOTOGRAPH SUBSTITUTION

- Check laminate safeguards are present and undamaged.
- Check there is only one laminate.
- Check for any cut marks / paper damage around the photograph.

5. CHECK FOR IMAGE SUBSTITUTION

- Check for damage around the image.
- Check the safeguards are present and undamaged.
- Look for an unusual UV reaction in the image area.

6. CHECK THE VISAS

- Visas are secure documents in themselves and should have security features to the same standards as passports.

You should also:

- Remember that there are thousands of stolen blank documents in circulation – PRADO below has links for checking some documents
- Allow for the fact that the passport may have been applied for fraudulently (i.e. it may be a genuine passport which was obtained by presenting other fraudulent documents).

Helpful Websites:

1. PRADO- European document information:

<http://www.consilium.europa.eu/prado/EN/homeIndex.html>

2. CPNI document verification guidance: please note, loads slowly

http://www.cpni.gov.uk/documents/publications/2007/2007044-gpg_document_verification_guidance.pdf

3. UKBA website guidance for employers:

<http://www.ukba.homeoffice.gov.uk/employers/preventingillegalworking>

4. National Counter Terrorism Security Office: www.nactso.gov.uk

Other useful numbers: UKBA Command & Control Unit - for a local immigration team: 0300 123 4699



USEFUL WEBSITES

PRADO- European document information:

<http://www.consilium.europa.eu/prado/EN/homeIndex.html>

PRADO – Mobile portal:

<http://prado.consilium.europa.eu/mobile/>

CPNI document verification guidance:

<http://www.cpni.gov.uk>

Home Office website guidance for employers:

<https://www.gov.uk/government/publications/prevent-illegal-working-in-the-uk>

Document Verification – Summary

Construction

- Perfectly rounded corners.
- Detailed metallic embossing.
- International Civil Aviation Office (ICAO) sizing.
- Neat within its cover.
- Tight against the spine.
- Stitching in a straight line with undamaged holes.
- Dull reaction under UV light.
- Alignment of laser perforated/needle printed holes.



Watermarks

- Compare to a genuine modern watermark.



- Does it look multi tonal, 3D and fuzzy round the edges?
- Negative effect with a dark background
- NO reaction under UV light?

Intaglio ink & Latent images

Intaglio Ink:

- Raised texture.
- Should see solid colours and linework

Latent Images:

- Only visible when orientated into an oblique angle.
- Should NOT be visible when viewed straight on.

Ultra violet (UV) features

- Compare to a reference document.
- Random fibres/Planchettes in random patterns on every page.
- Fibres/Planchettes submerged to different depths.

Optically Variable Ink (OVI)

- OVI should NOT just reflect light and sparkle.
- OVI should have a noticeable colour change when the angle of orientation changes.

Microprint

- Look for disrupted lines.
- Use a magnifier of at least 10x to view microprint to ensure letters are properly formed.
- Look for document specific/personalised Micro print.

Substituted Photographs & Images

- Check for degradation of the security features.
- Check for misalignment of the security features.
- Is there a lack of any security features?
- Check for overlays/turfing.

Machine Readable Zone font

0 1 2 3 4 5 6 7 8 9
A B C D E F G H I
J K L M N O P Q R
S T U V W X Y Z <

Appendix 10 SAMPLE REFERENCE REQUEST FORM

Academy Name _____

To: (referee's name and organisation)
Request for a reference in respect of: (name of applicant)
In regard to application for: (title of post applied for)
<p>Please confirm the following details</p> <p>The applicant's period of employment with you:</p> <p>From _____ To _____</p>
The applicant's current or most recent job title with you
The main duties and responsibilities of that post:
The applicant's reason for leaving your employment:
How long have you known the applicant?
In what capacity do you know him/her?
Did the applicant perform his/her duties satisfactorily? Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
If No please provide details of any areas needing improvement and any remedial action taken:
<p>Please see the job description and person specification attached and comment on the applicant's suitability for this appointment. It would also be helpful if you could describe any strengths and weaknesses you consider the applicant has demonstrated in relation to the requirements of this job and give examples (please continue on a separate sheet if necessary).</p>



Please comment on the effectiveness of the applicant's interactions with:

a) Other adults

b) Children and young people

Are you completely satisfied that the applicant is suitable to work with children? Yes [] No []

If no, please provide specific details of your concerns and the reasons for your doubts:

To the best of your knowledge has the applicant ever had an allegation made against them, which was founded, in regard to his/her behaviour towards children?

Yes [] No []

If Yes please give full details of the nature and date(s) of the allegation(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken and if so what that was?

Has the applicant been the subject of a disciplinary action in respect of which penalties or sanctions remain in force?

Yes [] No []



If Yes please give full details of the nature and date(s) of the misconduct and the penalties or sanctions still in force.

Would you re-employ this person?

Yes () No ()

If No, please confirm reasons _____

Do you give permission for this reference to be shared with the candidate?

Yes ()

No ()

Printed name:

Signature:

Position:

Organisation:

Appendix 11 Self-Declaration Form

Congratulations on being shortlisted.

Please return this disclosure to the school **at least one day prior to interview**. If we have not received this, we reserve the right to withdraw the offer of interview.

POST APPLIED FOR:		Date:	
Surname:		Previous name(s) (if any):	
Forename(s):		Preferred title:	Date of birth
National Insurance No:	Teacher Ref. No (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):	

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; preemployment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Please read the information [Ministry of Justice - GOV.UK \(www.gov.uk\)](http://www.gov.uk) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email helpline@nacro.org.uk or phone 0300 123 1999 Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848.

Please use the attached flow chart to determine if you need to disclose any convictions or cautions.

1. Do you have any convictions or adult cautions that are unspent? Yes / No
If yes, please provide details here
2. Do you have any other cautions or convictions that would not be filtered? Yes / No
If yes, please provide details here
3. Do you have any cautions or convictions for offences committed in another country which would be relevant to your suitability for this post in line with the law in England / Wales? Yes / No



If yes, please provide details here

4. Are you currently being investigated by the police, or have you been charged with an offence which has not yet reached court? Yes / No

If yes, please provide details here

5. Are you known to the police or children's social care for any other reason that could affect your suitability for this post? Yes/No

If yes please provide details here

6. Are you included on the DBS children's barred list? Yes / No

If yes, please provide details here

7. Are you included on the DBS adult barred list? Yes/No

This question can only be asked if you are recruiting for a post working in regulated activity with adults over the age of 18 years.

8. * **TEACHERS ONLY**) Are you, or have you ever been, prohibited from teaching by the TRA or NCTL or sanctioned by the GTCE? Yes / No / Not applicable

If yes, please provide details here

9. Have you been prohibited from management of an independent school (s128)? Yes / No / Not applicable

If yes, please provide details here

10. Have you lived or worked outside the UK for more than 3 months in the last 5 years? Yes / No *

If yes, please provide details here

11. Are you subject to any sanctions relating to work with children in any country outside the UK? Yes / No

If yes, please provide details here

Please complete the declaration below:

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

Signed:

Date:

Please return this form to: [name](#)

DBS Disclosure risk assessment process and safer recruitment checklist for volunteer

APPENDIX 12

This pro-forma should be completed in all cases when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

Section 1: Applicant details	
Name:	
Post applied for/Volunteer role:	
Start date	
Day and time	
Section 2: Initial assessment	
2.1 Is the activity carried out for the purpose of the Academy and does it provide opportunity for contact with children?	<p>Please Choose</p> <p>If no – an enhanced DBS is NOT required.</p> <p>If yes – please complete section 2.2.</p>
<p>2.2 Will the person be supervised by an adult on a day to day basis and has the identified “supervisor/s” had an enhanced DBS and barred list check.</p> <p><i>“Supervised”: This means that supervision must be ongoing and must not, for example be concentrated during the first few weeks of an activity and then tail of thereafter becoming the exception not the rule.</i></p>	<p>Please Choose</p> <p>If you cannot confidently say yes to the person being supervised continually by another who is in regulated activity, please indicate why.</p> <p>An enhanced DBS with a Barred List Check must be carried out in this circumstance.</p> <p>Please complete point 2.3</p> <p>If the answer to this question is yes. Please move onto point 2.4</p>
2.3 In order to clarify why the DBS is being undertaken, please outline below the activity the person will be doing.	
2.4 Please indicate the adult/s responsible for supervising the person	Name/s:

Section 3 Wider Considerations	
<p>3.1 Has the Academy's insurer confirmed whether a volunteer would invalidate insurance if for example a child was injured under the supervision of volunteer?</p> <p><i>Most insurers would say that a member of Academy staff must be responsible for the children at all times to be in charge of those children and so a volunteer cannot take charge of children alone. Health and Safety Act places a duty on the member of staff responsible for supervising.</i></p>	<p>Please confirm if the Academy insurance would cover the volunteer for the activity that they will be engaging in.</p> <p>Please Choose</p> <p><i>Please note that invalidating insurance is not a justifiable reason to undertake an enhanced DBS. Therefore, Academies are advised to follow the terms of their insurance policies in respect to engaging volunteers.</i></p>
<p>3.2 Have two references been obtained for the volunteer. Can the volunteer supply at least one reference from someone other than a family member, including a senior person at the employment or voluntary Service?</p>	<p>Please Choose</p>
<p>3.3 Are there any concerns raised about the person's suitability to work with children in any of the references?</p>	<p>Please Choose</p> <p>If there have been concerns raised in the reference about the individual's suitability to work with children, please consult with the volunteer about the concerns raised, and make an informed judgement in consultation with your HR advisor on whether an enhanced DBS may be necessary.</p> <p>Please indicate rationale behind decision making in section 3.4</p>
<p>3.4 Concerns about individual's suitability to work with children raised in reference.</p>	<p>Decision making for undertaking/not undertaking an enhanced DBS and rationale (please include details of professionals consulted with)</p>
<p>3.5 Has the volunteer's identity been verified?</p>	<p>Please Choose</p>
<p>3.6 Is the volunteer aware of any reason why they should not volunteer to work with children?</p>	<p>Please Choose</p>



3.7. Does the volunteer have a connection to the Academy? i.e. are they a parent/relative of a pupil.	Please Choose
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Section 4: Decision Making

	Decision Made	Completed by:
<p>Unsupervised Volunteer: High Risk – the Academy cannot guarantee the volunteer will be supervised.</p> <p><i>“Unsupervised”</i>: This means that supervision cannot always be guaranteed to be ongoing. Please refer to 2.2</p>	Application for an enhanced DBS check with a barred list check must be made.	
<p>Supervised Volunteer: High Risk – the person has no previous connection with the Academy AND cannot provide references from elsewhere.</p> <p><i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the Academy should consider whether the person’s uncorroborated background would raise an unacceptable risk.</i></p>	Application for enhanced DBS check is/ is not needed. State reason(s) below:	
<p>Supervised Volunteer: Medium Risk – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the Academy, and no issues have come to light that would mean they would be unsuitable.</p> <p><i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the Academy may wish to do so, as no enhanced DBS has been seen.</i></p>	Application for enhanced DBS check is/ is not needed. State reason(s) below	
<p>Supervised Volunteer: Low Risk – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR</p>	Application for enhanced DBS check is/ is not needed. State reason(s) below:	



<p>the Academy knows the person well (e.g. may be a former employee) <i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the Academy may decide to obtain a new enhanced DBS.</i></p>			
<p>Outcome of DBS risk assessment</p>	<p>No DBS <input type="checkbox"/></p>	<p>Enhanced DBS <input type="checkbox"/></p>	<p>Enhanced DBS with barred list check <input type="checkbox"/></p>

Section 5: Form completed by.	
Name:	
Signature:	
Position in Academy:	
Date:	
Signature of Headteacher	
<p>This form must be kept in the HR file of the volunteer.</p>	



The purpose of this protocol is to set out when it is appropriate to use external media in recruitment advertising and to clarify accountabilities for reducing advertising costs whilst optimising recruitment opportunities.

The protocol for the involvement of media in external recruitment advertising is dependent on agreement by the LGB or (Directors when appropriate) regarding:

- A pre-defined list of posts, based on the level and type of post (i.e. senior grade or professional etc.) where media can be employed to support recruitment, for example:
 - Teachers
 - Principals

- A prescribed list of media (including on-line and print options);
 - Academy and Exceed Learning Partnership Website
 - Local Authority Website
 - Partners in Learning
 - TES - Times Educational Supplement
 - Twitter

- The perceived need, based on current recruitment situation (i.e. if post has required re- advertising etc.) in order to determine where one-off exceptions apply.

- Academies wishing to place media advertising that falls outside of these parameters must present a business case to Leadership Team, to seek an exemption to the protocol.

Appendix 14 – Disclosure of Convictions and Disclosure of Cautions Chart

