

**The Cam Academy Trust**  
**SAFER EMPLOYMENT POLICY**

To be read in conjunction with Safeguarding Policies, Keeping Children Safe in Education and DfE Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings

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## 1. Introduction

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect and require all employees of the trust and school community to share this commitment. We will ensure that our employment policies and practices support the development and maintenance of an environment where children and young people are safe and able to make the most of their opportunities to learn. Our policies and practices will support the recruitment, retention, deployment and development of competent, well-motivated employees who are suited to and fulfilled in the roles they undertake.

The first step towards safeguarding and promoting the welfare of children in our schools is to ensure that we recruit and select employees, workers and volunteers in accordance with best safer recruitment practice. However, we recognise that this is only one aspect of securing a safe environment for children and young people. This policy is designed to bring together in one document the link to all the different strands of our practice that promotes safer employment. The policy is grounded in the good practice set out in Part 3 of *'Keeping Children Safe in Education'*.

## 2. Scope of the policy

This policy applies to all employees, trustees, governors, volunteers, agency workers, supply staff and anyone else who undertakes work of any kind on our premises.

Where an employee has transferred into the Trust and has enhanced terms that are subject to TUPE then these terms will continue to apply.

An equality impact assessment may be undertaken to ensure that individuals with protected characteristics are unintentionally disadvantaged by this policy or practice.

## 3. Roles and responsibilities

The Trustees and Governing Bodies will:

- prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required; and ensuring volunteers are appropriately supervised;
- ensure that the trust and each school have effective policies and procedures in place for the recruitment of all staff and volunteers, in accordance with DfE guidance and legal requirements;
- delegate responsibility for recruitment and selection to the Chief Executive Officer of the Trust and Principal/Headteacher at each school. The Chief Executive Officer or Headteacher may not delegate the power to offer employment to any other senior manager or governor;
- be responsible for the appointment of a new Principal/Headteacher;
- ensure that each school has effective policies and procedures in place for promoting safer employment and safeguarding;
- undertake appropriate training in relation to safeguarding;
- monitor each school's compliance with safer employment and child protection and safeguarding policies on an annual basis.

The Principal/Headteacher (reporting to Chief Executive Officer/Primary Executive Leader) will:

- ensure that each school operates safer recruitment practices and ensure that all appropriate checks are carried out on staff, volunteers and others;
- ensure that each school operates safer employment practices at all times and make sure that senior leaders, managers and staff fully understand the important part they play in achieving a safe environment for children and young people;
- monitor contractors' and employment agencies' compliance with this document;
- promote the welfare of children and young people at all times.

All other staff, volunteers, agency workers, supply staff, visitors and others will be expected and required to comply with the spirit and intention of this document.

## 4. Recruitment and Selection

### 4.1 General principles

This policy provides a good practice framework to comply with the principles set out in our Staff Equality & Diversity Policy and the Equality Act, 2010. We fully recognise the value of, and will seek to achieve, a diverse workforce which includes people from different backgrounds with varied skills and abilities. We are committed to ensuring that the employment of all members of our school community is fair, transparent, consistent, and efficient and promotes equality of opportunity.

We will ensure that people are treated solely based on their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the Staff Equality and Diversity Policy.

All posts within the trust are exempt from the Rehabilitation of Offenders Act, 1974, so all applicants will be required to declare spent and/or unspent convictions, cautions and bind overs (except those that are protected see 4.3.3) and to undertake an enhanced Disclosure and Barring Service (DBS) check. The trust is committed to ensuring that people who have been convicted are treated fairly and given the opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position within The Cam Academy Trust.

We will:

- ensure that governors and staff who undertake recruitment receive regular safer recruitment training, including refresher training and successfully achieve safer recruitment accreditation;
- ensure that all job descriptions and person specifications specify the safeguarding responsibilities of the posts;
- ensure that safeguarding responsibilities are explicit in the job description of the Designated Safeguarding Lead
- ensure that all advertisements, recruitment packs, policies and Trust and school websites reflect the fact that we take our responsibilities for child safeguarding very seriously;
- ensure that every appointment panel includes at least one member who has received safer recruitment training;
- implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that all reasonable steps are taken to avoid appointing anyone who is:
  - unsuitable to work with children; or
  - is disqualified from working with children; or does not have suitable skills and experience for their intended role;
- maintain a single central record of recruitment and vetting checks in line with DfE requirements;
- ensure that the terms of engagement for any contract with a contractor or agency requires them to adopt and implement the same standards as are described in this policy, which we will monitor;
- require staff who are convicted or cautioned for any offence during their employment with The Cam Academy Trust to notify the Principal/Headteacher at the school at which they work in writing of the offence and the penalty without delay.

### 4.2 Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school.
- A person specification may also be provided. This will also include a statement on our commitment to safeguarding and promoting the welfare of children and young people.
- An application form. CVs will not be accepted as part of your application.
- A recruitment pack containing:

- A description of the school relevant to the vacant post.
- Information about the Trust and benefits
- Reference to the Staff Equality & Diversity Policy.
- Reference to the Child Protection/Safeguarding Policy.
- DBS and other pre-employment checks required.
- The closing date for the receipt of applications.
- An outline of the terms of employment including salary.
- Reference to the Safer Employment Policy.

#### **4.2.1 Job descriptions and person specifications**

All job descriptions and person specifications will set out the role's safeguarding responsibilities and will be prepared using standard templates. The precise range of responsibilities will differ but every post, whether paid or voluntary, will include responsibility for ensuring the safety and security of children and young people.

#### **4.2.2 Disclosure and Barring Service (DBS) Checks**

The school will identify whether an DBS check is required. There are three types of checks; Standard, Enhanced and Enhanced with a Barred List check. The level of DBS certificate required, and whether a prohibition or s128 check is required, will depend on the role and duties of an applicant.

For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaged in "regulated activity".

For all other staff who have an opportunity for regular contact with children who are not engaged in "regulated activity", an enhanced DBS certificate, which does not include a barred list check, may be appropriate. This will include contractors that would have the opportunity for contact with children and who work under a temporary or occasional contract.

#### **4.2.3 Advertising**

The Cam Academy Trust advertise all vacant posts to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or where members of our staff are at risk of redundancy, we reserve the right to advertise the vacancy internally first either across The Cam Academy Trust or within a specific school before considering an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, satisfactory reference requirements and any other necessary checks.

Wherever the advertisement is placed, it will include information on the school's commitment to safeguarding and promoting the welfare of children and the requirement for a DBS check. The recruitment pack will also include a copy of the schools Child Protection or Safeguarding policy and a statement of the school's commitment to child safeguarding.

The advert will specify whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers. If they are disclosed, they will not be taken into account.

All adverts state the requirement for a certificate of good conduct or overseas police check for staff that have lived or worked abroad for over 3 months. In addition, for teaching posts, a letter of professional standing from the professional regulating authority in the country in which the applicant has worked may be required.

In accordance with Keeping Children Safe in Education, the school will consider carrying out an online search as part of their due diligence on shortlisted candidates. Where an online check will be conducted, this will be indicated in the invitation to interview letter. Schools will only take into account data that is relevant to the role.

Online searches are conducted in line with the Data Protection Act and are always updated to reflect any changes in regulations.

#### **4.2.4 Application forms**

The Cam Academy Trust will use a standard trust wide application form for every applicant; CVs will not be accepted. We will expect and require candidates for all posts, paid or voluntary, to provide a full employment history and to account for any gaps or discrepancies either on the application or, subsequently, at interview.

Applicants should be aware that providing false information is an offence and could result in their application being rejected or in summary dismissal if the applicant has already been appointed. This may also result in the matter being referred to the police and/or a professional regulatory body e.g. the Disclosure and Barring Service.

### **4.3 Selection**

#### **4.3.1 Shortlisting**

Shortlisting will always be carried out by a minimum of two people (normally three), using an agreed shortlisting form in the interests of transparency. The short-listing criteria will be drawn from the person specification for the vacant post. The shortlisting panel will agree the candidates to be called for interview and the notes of their decision will be signed and retained on the appointment file.

In accordance with the statutory requirement, every shortlisting panel will have at least one member who has undertaken Safer Recruitment Training. In addition, at least one member will have undertaken general recruitment or equalities training (it is recommended that those who shortlist carry out the interview for a consistent approach).

If the field of applicants is felt to be weak the post may be re-advertised.

Where the school has carried out an online search on shortlisted candidates as part of the due diligence, any concerns which arise may be discussed with the applicant at, or prior to the interview stage.

All shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. For example:

- If they have a criminal history
- whether they are included on the barred list
- whether they are prohibited from teaching
- whether they are prohibited from taking part in the management of an independent school
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children's social care
- if they have they been disqualified from providing childcare (Childcare Disqualification Regulations 2018)
- any relevant overseas information

Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will be asked to physically sign a hard copy of the application at the point of interview.

#### **4.3.2 References**

References will be sent for in relation to all shortlisted candidates before interview so that any safeguarding concerns can be explored further with the referee and taken up with the candidate at interview. The Cam Academy Trust will always expect to take a reference from the current employer. The only exception to this will be where the candidate has indicated that they do not wish their current employer to be contacted prior to appointment. Where this applies, a reference will be sought from the second referee prior to the interview and the reference from the current employer will be taken up immediately after the interview and before the offer of appointment is confirmed.

References are the “property” of the shortlisting panel and strict confidentiality will be observed. Ideally references should be shared with the lead interviewer only.

We will not accept employer testimonials or ‘bearer references’ i.e. those provided by the candidate and/or marked ‘to whom it may concern’. If a candidate for a teaching post is not currently employed as a teacher, it is advisable to check with the school, school or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving. References must be in writing and be specific to the job for which the candidate has applied. The Cam Academy Trust will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. We will use a reference request form whose format is in accordance with *‘Keeping Children Safe in Education’*.

Reference requests will specifically ask the referee to confirm:

- the referee’s relationship with the candidate;
- details of the applicant’s current post and salary;
- performance history and conduct;
- all formal time-limited capability warnings which have not passed the expiration date
- all formal time-limited disciplinary warnings not relating to safeguarding concerns which have not passed the expiration date
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; NB cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious should also not be included in any reference
- whether the referee has any reservations as to the candidate’s suitability to work with children. If so, we will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be discussed with the candidate at interview.

We reserve the absolute right not to make an appointment if there are significant concerns, as our first priority is the safeguarding of the children at the schools within The Cam Academy Trust.

It is recognised that in some cases employers are only providing confirmation of a candidate’s dates of employment and whether or not there were any disciplinary issues. Candidates will not be penalised where this is the case.

#### **4.3.3 Providing References for Prospective Employers**

Schools are not legally obliged to provide a reference to existing or former employees, as this only applies to industries regulated by the Financial Services Authority. Nonetheless, it is custom and practice in education to provide references for employees, and refusal to give a reference could inaccurately suggest that an employee is unsuitable and give rise to several issues, including:

- **Discrimination:** failure to provide a reference because of one of the protected characteristics will entitle an employee or ex-employee to bring a claim for discrimination.
- **A claim for breach of contract:** for example, where it is custom and practice to provide a reference, it may become an implied contractual term that one will be provided for employees.
- **A breach of the implied term of trust and confidence:** if an employer refuses to provide a reference for an employee.
- **Victimisation:** where the subject has previously brought discrimination proceedings against the employer, given evidence in connection with such proceedings, made an allegation of unlawful discrimination or done anything else under, or by reference, to the discrimination legislation.

The Cam Academy Trust recognises the importance of references and expects staff with delegated responsibility for writing references to provide a factually correct account of an individual's employment history. Standard school reference requests should be fully completed to avoid requests for additional information. Where additional information is requested, it is advisable to respond in writing. This better strengthens the referee's position if they are challenged at a later date.

Those staff with delegated responsibility for writing references must understand what is and is not appropriate to include in references, and some of the legal liabilities which may arise.

The following advice should assist staff when responding to reference requests.

You should always:

- ensure that only those with delegated responsibility\* for writing references provide these, this is usually the Headteacher. References should be retained on file in line with ICO data retention guidelines.
- make sure that any comments about performance are not related to a disability.
- check that all the information given is factually correct or is based on best knowledge - be prepared to provide evidence to support the information should any of the details be challenged.
- ensure that comments on suitability for a new job are given with care because they will be more difficult to justify objectively.
- mark references as "Strictly Private and Confidential".
- ensure that practice is consistent.
- fully complete standard reference requests from prospective employees.

\*SLT/Heads of Department

You should never:

- include the employee's sickness absence record since this will be discriminatory under the Equality Act 2010.
- provide a "glowing" reference for an employee who is presenting cause for concern as a means of enabling them to leave the school. This is both dishonest and unethical. It is not good management practice and may give rise to legal action by the recipient or subject.
- avoid giving an honest reference in respect of an employee who is presenting cause for concern. However, the matter to be referred to in the reference should have previously been discussed with the individual and evidence of the concerns provided.
- expect information provided within a reference to be treated as confidential by a prospective employer.
- provide "to whom it may concern" references.
- provide information about an individual by email or verbally on the basis of additional information which is not intended to be part of a reference. Employers may be liable for negligent misstatements about ex-employees, even if those statements were not contained in a written reference.

Agreed references should be shared as per the terms of any settlement agreement.

#### **4.3.4 Declaration of convictions**

It is the Trust's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000. The policy on the recruitment of ex-offenders is available on request.

Failure to disclose any relevant offences or give false information will disqualify any offer of employment or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

#### **4.3.5 Selection process**

This will differ depending on the nature of the post but will always include a face-to-face professional interview with a minimum of two people (normally three). For some posts, including for members of the leadership group or teaching posts, the selection process will normally include some activity involving children e.g. meeting the school council, teaching a lesson, etc. The Headteacher/Principal is expected to involve at least one governor in the appointment of all senior teaching staff.

##### **Briefing:**

All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the suitability of the advertised job.

##### **The formal interview:**

Before the interview, the selection panel will agree on the interview format, including any other assessment methods. The interview questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked.

The selection process for every post, paid or otherwise, will include an opportunity to discuss the candidate's understanding of safeguarding issues. Questions will include:

- Finding out what attracted the candidate to the post being applied for and their motivation for working with children
- Exploring their skills and asking for examples of experience of working with children which are relevant to the role
- Probing any gaps in employment or where the candidate has changed employment or location frequently, asking for the reasons for this

The interview will also explore potential areas of concern to determine the applicant's suitability to work with children. Area that may be concerning and lead to further probing include:

- Implication that adults and children are equal
- Lack of recognition and/or understanding of the vulnerability of children
- Inappropriate idealisation of children
- Inadequate understanding of appropriate boundaries between adults and children
- Indicators of negative safeguarding behaviours

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

The interview will also include a discussion of any convictions, cautions or pending prosecutions the candidate has declared. If the candidate has not made any declaration, the interview panel will give them a further opportunity to share any information regarding their background that may influence the decision on their appointment.

The responses given by all the candidates to all the questions will be noted and retained after the interview. The interviewers will sign and date the copies of all interview notes, which will be retained for six months from the date of interview. The interview notes for the successful candidate will be retained on their personnel file for the duration of their employment.



#### **4.3.6 Recruitment Decision**

After all the candidates have been interviewed, the selection panel will consider all the information available to them and will assess each candidate against the criteria for the post. This should identify which candidate should be appointed. The selection panel will make notes of the reason for its decision and will sign and date the notes, which will be retained for six months after the date of the interview. The notes relating to the successful candidate will be retained indefinitely as indicated above.

Recruitment decisions should be shared with the Director of Finance & Operations but budgeting purposes.

#### **4.4 Pre-appointment checks**

An offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to the following pre-appointment checks will be undertaken before any new employee begins work at any Cam Academy Trust school:

- Satisfactory references\*: we will take up at least two references, one of which will be from the former or most recent employer. Ideally, we will aim to have references that cover the last five years of the candidate's career;
- Verification of identity (including Birth Certificate): We will obtain verification of the candidate's identity to comply with the requirements of the Immigration, Asylum and Nationality Act, 2006.
- Verification of qualifications relevant to the post; Pre-employment medical screening: the successful candidate will be asked to complete an on-line confidential medical questionnaire, which will be assessed by the Occupational Health provider;
- Verification of the right to work in the UK;
- Satisfactory DBS Enhanced Disclosure: we will obtain a satisfactory enhanced DBS certificate including barred list check if relevant;
- Childcare disqualification declaration
- Teacher prohibition from teaching check (teaching posts only);
- Section 128 check (management positions only)
- Overseas checks: If the person has lived or worked outside the UK for over 3 months, further appropriate checks will be made including the request for a Certificate of Good Conduct/Police check.
- Disqualification under the Childcare Disqualification Act 2006, as amended

The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks

Relevant checks must also be conducted for volunteers

\*If the candidate was not working with children in their last job, it is recommended a further reference is sought from a previous employer where they did work with children.

##### **4.4.1 Childcare Disqualification**

For staff who work in childcare provision or who are directly concerned with the management of such provision, The Cam Academy Trust needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.

##### **4.4.2 Administration**

Proof of identity and other documentation will be verified by an appropriately trained member of staff, as designated by the Chief Executive Officer/Principal/Headteacher. Candidates will be expected to produce original certificates, e.g. birth certificates, qualification certificates and other documentation. We will not retain the original documents but will take photocopies to be retained on the successful candidate's personnel file. We will sign and date the copies and will annotate them with the wording 'original document seen on (date) by (name)'.

If the original documents cannot be produced, we will require a properly certified copy. Where candidates have obtained their professional qualifications outside the UK, a certified comparability check will be required from UK National Information Centre (UKNIC).

#### **4.4.3 Employment offer**

Where possible, we will negotiate a provisional start date with the preferred candidate, however all the pre-employment checks set out above must be completed **before** the appointment is confirmed and the employee begins work. The only exception to this is the DBS certificate, where the risk assessment described in 4.4.4 may apply. Once all pre-employment checks have been satisfactorily completed, the offer of employment will be confirmed, and the contract of employment will be issued. In all circumstances, the new employee will receive the contract no later than 8 weeks of the employment commencing, although we will aim to ensure that the documentation is supplied before they take up their new post.

#### **4.4.4 Commencement of employment prior to receipt of DBS certification**

In exceptional circumstances, provided no criminal record has been disclosed, the school may undertake a risk assessment to determine whether the successful candidate may commence employment prior to receiving the DBS certificate. A full risk assessment will be undertaken by the Principal/Headteacher who will document their decision using a risk assessment template.

#### **4.4.5 Record retention/Data protection**

All schools within The Cam Academy Trust will retain all interview notes on all candidates for a 6-month period, after which the notes for all but the successful candidate will be shredded. The 6-month period will allow the trust to deal with any data access requests, recruitment complaints or complaints of discrimination raised in the Employment Tribunals.

Under the Data Protection Act 2018, applicants have the right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the Principal/Headteacher within 6-months of the interview date.

We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Recruitment Privacy Statement provides specific details in accordance with the GDPR principles and can be found on the Trust website.

#### **4.4.6 Personnel file**

The school will retain the following recruitment and selection information for the successful candidate for the duration of their employment with The Cam Academy Trust:

- application form: signed by the applicant
- interview notes: including questions, answers and explanation of any gaps in the employment history
- references: minimum of two
- self-disclosure of convictions form
- proof of identity: copies of birth certificate/passport/driver's licence, etc.
- proof of right to work in the UK
- proof of academic qualifications
- Certificate of Good Conduct (where applicable) which may include for teaching positions, a letter of professional standing from the professional regulating authority in the country (or countries) in which the applicant has worked
- evidence of medical clearance from the Occupational Health service
- evidence of the DBS clearance and barred list check
- Teacher prohibition check (where applicable)
- Evidence of a Section 128 check (where applicable)
- Offer of employment letter and signed contract of employment
- Disqualification under the Childcare Disqualification Act 2006, as amended (where applicable)

The school will normally collect personal information from the applicant, when we have obtained consent to do so, where we require personal information for the purpose of a contract, or where the processing is in our legitimate interest and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person. The school will retain a record of consent as evidence that we have obtained consent to collect and process the data and applicants have been advised of the purpose of the collection and processing.

You have the right to withdraw your consent at any time and can do so by informing the school's Data Protection Officer, with the exception of documents that are required for a statutory requirement.

The school will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

Personnel files will be kept securely and will only be accessed by the Principal/Headteacher and their nominee.

## **5. Contractors**

All contractors and agencies supplying staff to work in the school are expected and required to undertake safer recruitment pre-employment checks.

Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. We have arrangements in place with contractors to make sure that they, or any employee of the contractor, working at our schools has been subject to the appropriate level of DBS check, if any such check is required.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. Individual schools are responsible for determining the appropriate level of supervision depending on the circumstances.

If a contractor working at a school is self-employed, we shall consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

We will always check the identity of contractors and their staff on arrival at the school.

## **6. Agency, Supply or partner organisations**

The Cam Academy Trust does not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visiting staff employed by supply or partner agencies, e.g. Local Authority or NHS. The school will request written confirmation that confirms the individual has undergone appropriate checks including DBS checks.

The school will check that the person presenting themselves for work is the same person on whom the checks have been made.

The Principal/Headteacher will use their professional judgement about the need to escort or supervise visitors.

## **7. Single Central Record**

In line with DfE requirements, each school within The Cam Academy Trust will maintain a single central record of recruitment and vetting checks. The record will include details of all employees including casual staff, agency workers (whether paid directly or through an agency), teacher trainees on salaried routes, volunteers, governors who also work as volunteers and those who provide additional teaching or instruction for students but are not directly employed e.g. sports coaches, artists, language tutors, etc.

The single central record will indicate when these checks were completed / obtained and by whom as outlined in paragraph 4.4.6.

To record agency workers or supply staff, the school will request written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check has been provided in respect of the member of supply staff and the date that confirmation was received. The Cam Academy Trust will not undertake checks on such staff except where there is information contained in the DBS disclosure. However, we will check that the person arriving is genuinely the person the agency has referred to us by asking them for photographic proof of identity.

Where checks are carried out on volunteers, schools should record this on the Single Central Record

The Principal/Headteacher will ensure that the single central record in their school is regularly subject to scrutiny. Each school will maintain a log recording each occasion it is reviewed. The single central record should be reviewed on a termly basis by a senior member of staff. It should also be reviewed at least on an annual basis by the Director of Education or Primary Executive Leader, the Principal/Headteacher, the Trust HR Manager and the safeguarding representative of the local governing body. The compliance of the single central record will be one element of the annual safeguarding report presented to the local governing body and the Trust board (as required).

## **8. Induction**

Every new member of staff, paid or voluntary, will be entitled to an induction to The Cam Academy Trust and the school at which they will be working. The details of the induction programme will vary depending on the individual's role in the school, but all new starters will receive guidance on safeguarding from one of the Designated Persons for Child Protection on their first day. The guidance will include a copy of Part 1 of Keeping Children Safe in Education, the Guidance for Safer Working Practice and information on how to raise a concern if the new employee identifies poor practice during the course of their employment.

Every induction programme will include a checklist, which the new employee or volunteer will sign and date as soon as they have completed each activity. A copy of the induction checklist will be placed on their personnel file for future reference. An induction programme will cover all relevant matters of School policy but in particular safeguarding and promoting the welfare of children, this will include the:

- Child protection/Safeguarding Policies which will include amongst other things the procedure to deal with peer-on-peer abuse
- Behaviour policy (which includes measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)
- Staff Behaviour Policy (also known as Code of Conduct)
- Safeguarding response to children who go missing from education
- Role of the designated safeguarding lead (including the identity of the designated safeguarding lead and deputies)
- Copy of Keeping Children Safe in Education (Part 1)

It is the responsibility of the Designated Safeguarding Lead to ensure the school's policies are known and used appropriately, as outlined in *Keeping Children Safe in Education*.

## **9. Probationary periods**

Support staff will be subject to a six-month probationary period during which their performance and behaviour will be monitored. In exceptional cases, the probationary period may be extended for up to a further six months if necessary.

## **10. Training and development**

All members of staff and volunteers will receive Basic Child Protection Training at three-yearly intervals, in accordance with the Local Safeguarding Children Board (LSCB), organised by the Designated Safeguarding Lead (DSL). The DSL and any other Designated Personnel (DP) will receive refresher training every two years.

The DSL is responsible for ensuring that all staff are aware of the relevant policies and procedures for child safeguarding and are able to identify when a child may be suffering or at risk of suffering harm or neglect. The DSL will ensure that all staff and volunteers understand the principles of 'Safer Working Practice' (see above) and recognise that the school has a protective ethos in which the needs of the children are paramount.

All staff and governors who are involved in recruitment and selection will be provided with suitable training including Safer Recruitment training to ensure that they can discharge their role effectively.

#### **11. Code of Conduct**

The Schools Code of Conduct, which refers to the DfE 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings', sets out the standards of behaviour we require from all of our employees. The Schools Code of Conduct sets out the basic rules and principles that govern the way we work.

The Schools Code of Conduct will be provided to all new employees as part of their induction. Copies will also be made available on the shared drive at each school. The following members of the school community are also expected to abide by the principles contained in the Code of Conduct:

- Volunteers
- Governors
- Agency workers / Supply staff
- Consultants
- Contractors

In addition, teachers, including the Principal/Headteacher, are expected to abide by the Teacher Standards that state they should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

The Cam Academy Trust undertakes to apply these Codes of Conduct fairly and consistently. We expect the Principal/Headteacher and other school leaders at each school to apply the Codes of Conduct robustly to ensure that the integrity of members of our school community is beyond reproach. Where necessary, we will enforce the Codes of Conduct through our disciplinary rules and disciplinary procedure.

#### **12. Contact with children outside work**

Whilst we wish members of the school community to work together in a positive manner, we do not encourage employees or volunteers to make contact with children and young people outside work. Our employees are strongly advised to follow the good practice advice contained in the 'Guidance on Safer Working Practice for Adults who work with Children and Young People'. This is for the safety of the children, which is paramount and in the best interests of the members of staff or volunteers.

We recognise that in some circumstances staff may have family members who are students at the school or close family friends.

#### **13. Acceptable use of ICT/social networking**

In line with the guidance in section 12 above, employees must not have personal contact with children and young people via their personal e-mails or social networking sites such as Facebook. Employees should make sure they are following the advice issued by all of the trade unions on this issue, which is also covered in 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings'. This is for the safety of the children and for the adult concerned.

#### **14. Dress code**

All staff and volunteers should dress appropriately for a setting in which impressionable children and young people will be present. If in doubt, advice on this issue can be obtained from the Principal/Headteacher, some trade unions also produce guidance on suitable dress codes. Further information can also be found in the 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings'.

## **15. Self-disclosure**

During their employment with The Cam Academy Trust, all employees and volunteers are required to disclose any changes of circumstances to the Principal/Headteacher. This includes details of any criminal investigations, convictions or warnings to which they may be subject, or any relevant information that a reasonable employer might consider would impact on their employment.

Employees should always discuss with their line manager any difficulties or problems that may impact on their suitability to work with children and young people, so that appropriate support can be provided, or action taken. Failure to notify the Principal/Headteacher of any conduct that may or will result in the employee or volunteer being placed on one of the government's Disclosure and Barring Service's barred lists will be treated as gross misconduct and may result in summary dismissal.

## **16. Monitoring safer employment practice**

The Principal/Headteacher is responsible for monitoring the academy/school's adherence to safer recruitment and safer employment practice. The Principal/Headteacher will report to the full Local Governing Body (LGB) annually on safer employment practice in the school.

The Local Governing Body (LGB) will appoint one governor to act as the safer employment champion, who will support the Principal/Headteacher in ensuring that that school operates fair practices that ensure a safe environment for children and young people.

The school will also participate actively in the annual safer employment audit. The results of the audit will be shared with the full Local Governing Body (LGB) and immediate action will be taken to improve our practices if the report indicates any areas of concern.

## **17. Annual safeguarding report**

The Principal/Headteacher and Chair of Governors will complete an annual child protection and Safer Recruitment monitoring report, which will be presented to the full Local Governing Body (LGB) for endorsement and action. The Director of Education will send a report to the Trust Curriculum Standards Committee.

## **Appendix One: School policies that relate to child safeguarding**

*The following list is not intended to be exhaustive, so your school may have other documents you would also wish to reference below:*

School Safeguarding and Child Protection Policy (annual)

Staff Equality & Diversity Policy

Staff Employment Policy

School Learning and Development Policy

School Code of Conduct

Whistle Blowing Policy

Staff Disciplinary Policy  
Acceptable Use of ICT Policy  
Complaints Procedure  
Lone Working Policy  
Volunteers Policy  
Intimate Care Policy  
First Aid Policy  
Physical Handling and Restraint Policy  
Behaviour Management Policy

All of the above policies will be kept under regular review on a three-yearly basis, unless specified otherwise.

### **Appendix Two: Reference documents and websites**

'Keeping Children Safe in Education'

'Working Together to Safeguard Children'.

'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'.

Disclosure and Barring Service website:

[www.gov.uk/government/organisations/disclosure-and-barring-service/](http://www.gov.uk/government/organisations/disclosure-and-barring-service/)