

Leodis
Academies
Trust



RECRUITMENT & SELECTION POLICY

**Adopted by the Trustees of the
Leodis Academies Trust
on 21 October 2021**

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1. INTRODUCTION

- 1.1 Leodis Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- 1.2 The Trust is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the Trust's performance and fundamental to the delivery of a high quality service.
- 1.3 This policy applies to all employees, governors and Trustees who are responsible for and involved in recruitment and selection of staff.
- 1.4 The ultimate responsibility for recruitment and selection lies with the Governing Board. The Governing Board has delegated the responsibility to the Headteacher for appointing all staff, with the exception of the Principal role where the Governing Board will be responsible.
- 1.5 In carrying out our recruitment processes we:
 - 1.5.1 are committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance.
 - 1.5.2 will comply with the requirements of Data Protection Legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018).
 - 1.5.3 our Data Protection Policy sets out how we will comply with Data Protection Legislation.
 - 1.5.4 will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.
- 1.6 In the very exceptional cases where we are required to discriminate due to an occupational requirement this must be approved by the Trust Board/Governing Board who will provide reasons for this requirement.
- 1.7 Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job.
- 1.8 If an applicant makes the Trust aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.

- 1.9 This Recruitment Policy has been produced in line with the DfE guidance 'Keeping Children Safe in Education (Sept 21) in addition to the Leeds City Council Safer Recruitment policy. This policy aims to ensure a safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

2. AIMS

- 2.1 To ensure the recruitment of all staff is conducted in a fair, effective and economic manner. To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.
- 2.3 To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.
- 2.4 To ensure a consistent and equitable approach to the appointment of all school staff.
- 2.5 To ensure the most cost effective use is made of resources in the recruitment and selection process.

3. ROLES AND RESPONSIBILITIES

3.1 The Trust Board

- 3.1.1 The Trust Board are responsible for ensuring that all Academies are aware of this policy. The Trust Board will also hold to account those who breach this policy.

3.2 The CEO Principal

- 3.2.1 The CEO Principal has overall responsibility to ensure that this policy is available for all staff to access and that it communicates the Leodis Academies Trust approach to recruitment and selection.

3.3 The Local Governing Board (LGB)/Local Advisory Board (LAB)

- 3.3.1 The LGB/LAB is responsible for supporting senior leaders and ensuring that this policy is adhered to by those who are responsible for recruitment and selection within their Academy.

3.4 The Principal/Senior Leadership Team (SLT)

- 3.4.1 Principals/SLT are responsible for following this policy when recruiting and selecting any staff.

3.5 Trust Central Team

- 3.5.1 The Trust HR Team will support with the administrative requirements in relation to advertising, interviews, pre-employment checks and contractual documentation.
- 3.5.2 The Trust HR Manager will provide advice and guidance in relation to the application of this policy where required.

4. SAFER RECRUITMENT

- 4.1 All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils.
- 4.2 The recruitment of all applicants and volunteers to our Trust must, without exception, follow the processes of safer recruitment. All offers of employment will be subject to us being satisfied that the applicant or volunteer is a suitable person to work with children and young people.
- 4.3 Any person involved in recruiting to our Trust must read the "Keeping children safe in education" (2021) guidance (or updated statutory guidance) produced by the DfE and the appropriate academy's Child Protection & Safeguarding policy. These can be obtained from Sharepoint.
- 4.4 All recruitment must be planned to ensure that there is adequate time available to recruit safely.
- 4.5 Any person who becomes aware that this policy is not being followed during recruitment must inform the Principal and Trust HR Manager immediately.
- 4.6 All of the checks described in Sections 14 and 16 must be carried out and have been determined as satisfactory before an applicant can start their employment in the Trust.
- 4.7 It is a requirement that at least one member of the interview panel has completed LSCP approved Safer Recruitment Training prior to the start of the recruitment process. Details of those staff who have completed Safer Recruitment Training are held by the central HR team.

5. EQUAL OPPORTUNITIES

- 5.1 The Trust is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

6. ADVERTISING

- 6.1 An Authority to Recruit form must be completed prior to a role being advertised. This ensures that approval for advertising a role is gained from SLT, Finance, HR and the CEO Principal.
- 6.2 Any vacant position will normally be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained. This may be an external advert but on occasion may be advertised internally only.
- 6.3 All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check:

'Leodis Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All offers of employment are subject to an Enhanced DBS check including

barred list check, and where applicable, a prohibition from teaching check will be completed for all applicants.'

- 6.4 All applicants will be signposted to our Recruitment Privacy Notice which sets out how we will gather, process and hold personal data of individuals during and after the recruitment process.

7. JOB DESCRIPTION AND PERSON SPECIFICATION

- 7.1 A job description which describes the duties and responsibilities of the post will be required for all posts. It must be up to date, accurate and specific to the role. The job description must also include a person specification which outlines all of the necessary skills, abilities, experience, attitude, behaviours, qualifications and knowledge requirements for the post.
- 7.2 All job descriptions and person specifications must have a clear reference to an individual's responsibility to safeguard children and promote their welfare
- 7.3 In the case of volunteers, a volunteer role profile must be provided. This must also have a clear reference to an individual's responsibility to safeguard children and promote their welfare.

8. APPLICATION FORM

- 8.1 All applicants are required to fill out our standard application form which will be used to obtain a common set of data from all applicants. CVs will not be accepted in line with Safer Recruitment guidance.
- 8.2 The application form will always include key information on safeguarding. As such, candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the declaration and follow instructions regarding the appropriate disclosure of relevant criminal convictions.

9. REFERENCES

- 9.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be requested directly from the referee using the standardised school form.
- 9.2 All offers of employment will be conditional upon receipt of at least two satisfactory written references. References will:
- 9.2.1 be requested for all shortlisted applicants, including internal applicants;
 - 9.2.2 include the applicant's current or most recent employer and where an applicant for a teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher;
 - 9.2.3 ask the current employer for details of any capability history in the previous two years, and the reasons for this;
 - 9.2.4 be directly from the referee, who will be a senior person with appropriate authority and confirmed as accurate by the headteacher/principal in respect of any disciplinary investigations;
 - 9.2.5 not be accepted if they are 'to whom it may concern' letters;

- 9.2.6 request information on the applicant's suitability to work with children and young people from the last employer where the applicant worked with children (if not currently working with children);
 - 9.2.7 be verified with the person who provided the reference and, where the reference is provided electronically, verify that it is from a legitimate source;
 - 9.2.8 be clarified with the referee where the information is vague or insufficient;
 - 9.2.9 establish the reason for the candidate leaving their current or most recent post;
 - 9.2.10 be compared with the information set out in the application form and any discrepancies discussed with the candidate;
 - 9.2.11 be requested before the interview; and
 - 9.2.12 be explored further with the referee and with the applicant during the interview if necessary.
- 9.3 References will be sought on all shortlisted candidates and will be obtained, where possible, before interview so that any issues or concerns they raise can be explored further with the referee, and/or taken up with the candidate at interview.
- 9.4 The Trust will take reasonable steps to verify references received electronically.

10.SHORT-LISTING

- 10.1 Applicants will be short-listed against the requirements of the person specification. The same people should carry out the short-listing and the interviews and should be at least two people. The outcome of the short-listing process will be recorded and retained.
- 10.2 The equal opportunities monitoring form must be removed from the application and not provided to the short-listing panel.
- 10.3 The short-listing panel are responsible for scrutinising the application forms and identifying any gaps in employment or other areas that may affect an applicant's suitability to work with children and young people. A satisfactory explanation for any concerns must be obtained from the applicant during the interview process.
- 10.4 All short-listed candidates will be sent a self-disclosure form with their invitation to interview. Candidates will only be asked to disclose and discuss criminal convictions and/or cautions which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) that may deem them unsuitable. If they have a disclosure to make they must complete this form and give this to the interview panel for their consideration and further discussion.

11.INTERVIEWS

- 11.1 The interview will assess the merits of each candidate for the post, including at least one question exploring their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate. The use of video conferencing e.g. Microsoft Teams may be used for this purpose in particular circumstances which must be approved by the Principal in conjunction with the Trust HR Manager.

- 11.2 Before the interview commences the interview panel should have:
 - 11.2.1 prepared appropriate questions for the role;
 - 11.2.2 prepared appropriate questions to test the applicant's suitability to work with children and young people;
 - 11.2.3 identified any areas for further probing, e.g. if a criminal record has been declared, any information about past disciplinary action/allegations, or if there are gaps in employment etc;
 - 11.2.4 agreed assessment criteria which reflects the person specification; and decided a structure to the interview and established which member of the panel will ask which questions.
- 11.3 A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning.
- 11.4 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:
 - 11.4.1 the candidate's attitude toward children and young people;
 - 11.4.2 his/her ability to support the Trust's ethos for safeguarding and promoting the welfare of children;
 - 11.4.3 any gaps in the candidate's employment history;
 - 11.4.4 any concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- 11.5 Areas that may be concerning and lead to further questions include:
 - 11.5.1 implication that adults and children are equal;
 - 11.5.2 lack of recognition and/or understanding of the vulnerability of children;
 - 11.5.3 inappropriate idealisation of children;
 - 11.5.4 inadequate understanding of appropriate boundaries between adults and children; and
 - 11.5.5 indicators of negative safeguarding behaviours.
- 11.6 All those involved in interviewing must be properly prepared to undertake the role, which may involve appropriate interview training. As per clause 4.7, at least one person on the interview panel must have completed the appropriate safer recruitment training.
- 11.7 Interviews should be conducted with a minimum of two interviewers on the panel ideally with an equal gender balance to enable one interviewer to assess the applicant, observe and make notes whilst the applicant talks to the other interviewer. The members of the panel must have the necessary authority to make decisions about appointments.
- 11.8 Where a candidate is known personally to a member of the selection panel this will be declared before shortlisting takes place. It may then be necessary to consider changing the selection panel to ensure that there is no conflict of interest.

12. OTHER SELECTION METHODS

- 12.1 In addition to a face to face interview with the interview panel a variety of other selection methods may be used, such as:
 - 12.1.1 Observation of teaching practice in our Trust;
 - 12.1.2 One or more additional panel interviews (for example, a panel made up of pupils from the academy the role is based at);
 - 12.1.3 A presentation;

12.1.4 Written exercises.

- 12.2 Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to the role and will be based on the requirements for the particular post as set out in the job description and person specification.
- 12.3 Candidates will be informed in advance if any selection methods are to be used in addition to a face to face interview and what these are.

13. LEVEL OF LANGUAGE PROFICIENCY

- 13.1 Under the "fluency duty" (Part 7 of the Immigration Act 2016), public authorities are required to ensure that workers in public facing roles are fluent in English (or Welsh in Wales). Public facing roles are those members of teaching and support staff who, as a regular and intrinsic part of their role, are required to speak to members of the public (including students in schools).
- 13.2 The Trust will accept a range of evidence of spoken English language ability as follows:
- 13.2.1 competently answering interview questions in English;
 - 13.2.2 possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad,
 - 13.2.3 passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad.

14. PRE-EMPLOYMENT CHECKS

- 14.1 An offer of appointment to the successful candidate will be conditional upon the following:
- 14.1.1 receipt of at least two satisfactory written references (one of which must be their current or most recent employer);
 - 14.1.2 verification of the applicant's identity, preferably from current photographic ID and proof of address;
 - 14.1.3 verification of the candidate's medical fitness;
 - 14.1.4 verification of qualifications where relevant;
 - 14.1.5 verification of professional status where applicable. For teachers, this will include checking that the individual has the required teaching qualification and has successfully completed any statutory induction, if required, through the Teacher Services System;
 - 14.1.6 satisfactory enhanced DBS check (see Section 16);
 - 14.1.7 for management positions (applicable to governors/trustees, Headteachers, members of the Senior Leadership Team and departmental heads only), verification that they are not subject to a section 128 direction by checking the Teacher Services System;
 - 14.1.8 for teachers and other employees who hold QTS who are working in non-teaching roles, verification that they are not subject to a prohibition order by checking the Teacher Services System;
 - 14.1.9 for teachers, satisfactory check to determine any restrictions/sanctions that have been imposed in other EEA member states, through the provision of a letter of professional standing from the professional regulating authority in the country that they qualified. ¹
 - 14.1.10 a clear children's barred list check (except supervised volunteers);

- 14.1.11 verification of right to work in the United Kingdom;
 - 14.1.12 any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas;
 - 14.1.13 where applicable confirmation that the candidate is not disqualified from providing childcare. This will apply where the applicant has applied for a role working in a before or after school club/activities for children up to the age of 8 or working with children up to the age of 5.
- 14.2 All checks must be appropriately documented and retained on the individuals personnel file with information recorded on the academy's single central record (SCR) in line with the statutory requirements set out in Keeping Children Safe in Education (Sept 2021). Where information is unsatisfactory or there are discrepancies in the information provided this will be followed up.
- 14.3 In the following scenarios, the facts will be reported to the Local Authority Designated Officer (LADO):
- 14.3.1 the candidate is found to be on the relevant barred list;
 - 14.3.2 the DBS Disclosure shows s/he has been disqualified from working with children by a Court;
 - 14.3.3 the candidate has provided false information in, or in support of, his/her application;
 - 14.3.4 there are serious concerns about an applicant's suitability to work with children.
- 14.4 If an individual's DBS certificate has not been issued a member of staff would only be able to commence work if the academy is satisfied that:
- 14.4.1 appropriate supervision is in place;
 - 14.4.2 other checks (references etc) have are completed satisfactorily;
 - 14.4.3 the DBS barred list check has been completed.
- In this scenario, the academy must document their decision and rationale so that there is an appropriate risk assessment in place.
- 14.5 The following personnel should have their details entered on the academy Single Central Record
- 14.5.1 staff in regulated activity;
 - 14.5.2 regular and/or unsupervised volunteers, including Governors;
 - 14.5.3 supply staff;
 - 14.5.4 regular visiting professionals in regular contact with children – e.g. coaches;
 - 14.5.5 contractors in regular contact with children.
- 14.6 All leavers will be deleted from the Single Central Record immediately.

15. POST APPOINTMENT INDUCTION

- 15.1 There will be an induction programme for all staff which includes the arrangements for Child Protection and Safeguarding, Keeping Children Safe in Education (Part 1 (or Annex A as appropriate) and Annexe B) and Safer Working Practice Guidance.

16. DISCLOSURE AND BARRING SERVICE (DBS) CHECKS – NEW EMPLOYEES AND VOLUNTEERS

16.1 The Trust will carry out a risk assessment to determine if a DBS check is required for each volunteer in accordance with the current Keeping Children Safe in Education document. If a volunteer is assessed as requiring a DBS check, the following DBS checks will be undertaken for new appointments, before the employee or volunteer starts work:

Who?	Definition	Type of check
Employees who will be engaging in regulated activity	<p>As an educational institution which is exclusively or mainly for the provision of full-time education to children, Leodis Academies Trust is an establishment specified in the relevant legislation. Activity carried out in this establishment will therefore be regulated activity relating to children if it meets the definition in the relevant legislation, including that it is carried out:</p> <ul style="list-style-type: none"> • Frequently by the same person (for example once a week or more); or • On more than three days in any period of 30 days. <p>Note – personal care of a child because of age, illness or disability including physical help with eating, toileting, washing, bathing or dressing is always regulated activity regardless of how frequently it is carried out.</p>	An enhanced DBS check with children’s barred list check will be obtained.
Unsupervised volunteers	As above	<p>An enhanced DBS check with children’s barred list check will be obtained. Those applying for Chair of Trustee posts must also have their identity verified for a stipulated professional as part of their DBS check.</p>
Supervised volunteers	<p>Where an individual is a volunteer (e.g. carrying out activity that is unpaid) they will not be engaging in regulated activity if:</p> <ul style="list-style-type: none"> • They are being supervised by someone that is in regulated activity; and • The supervision is regular and day to day (e.g. it is ongoing); and • The supervision is reasonable in all the circumstances to ensure the protection of children (this may take into account for example, the age (including the variation in ages), number and vulnerability of children the individual is working with, the nature of the work and opportunity for contact with children, whether other individuals are helping to look after them and how many workers a supervisor is supervising). 	<p>We are unable by law to obtain a barred list check on a supervised volunteer.</p> <p>We will however obtain an enhanced DBS check (with no barred list check) for supervised volunteers.</p>

- 16.2 In exceptional circumstances a new employee or unsupervised volunteer may be able to start before the enhanced DBS check has been received, but not before the children's barred list check has been completed. Clause 14.4 provides some more detailed information regarding this.
- 16.3 DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR). We are not required to retain a copy of the DBS certificate, however we may choose to do so for decision making purposes. Any copy will be held for no longer than necessary, and up to a period of six months and be processed in line with Data Protection Legislation.
- 16.4 Any candidate who refuses to produce their DBS disclosure will not be able to start work at the Trust and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in Trust.
- 16.5 Applicants (free for volunteers) can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required using the DBS Update Service. Applicants or volunteers should be asked if they have subscribed to this service. The cost of this service is £13 per year. The expectation is that individuals personally fund this if required. Where the applicant or volunteer has subscribed they should provide the original disclosure document to be verified and the Update Service will be checked for any changes.
- 16.6 Applicants will only be asked to declare convictions and cautions that are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Information relating to an individual's criminal record will only be shared with the relevant people to enable the Academy to make a decision about their suitability to work with children and young people.

17. DISCLOSURE AND BARRING SERVICE (DBS) CHECKS – EXISTING EMPLOYEES AND VOLUNTEERS

- 17.1 An enhanced DBS check and a children's barred list check will be carried out for all existing staff and unsupervised volunteers (subject to risk assessment) where their contact with children or young people has increased from that at their time of appointment or where their level of responsibility has significantly increased.
- 17.2 An enhanced DBS and children's barred list check may be carried out on any employee or unsupervised volunteer (subject to risk assessment) where the Academy has concerns about an individual's suitability to work with children and young people. An enhanced DBS (no barred list check) may be carried out on any supervised volunteer (subject to risk assessment) where the Academy has concerns about their suitability to work with children and young people.
- 17.3 DBS certificates will only be issued to the applicant. The Trust expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.

- 17.4 All existing employees are required to inform the Principal of the Academy they work within of any change in their criminal record. This includes convictions, cautions, arrests and police investigations which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). The Trust requires all employees to sign a declaration on an annual basis that there has been no change in their criminal record. Action may be taken as a result of any change or any failure to inform the Academy or Trust of any change.

18. AGENCY/SUPPLY STAFF

- 18.1 In the case of agency staff, the Academy must ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out in section 14, including DBS and children's barred list checks, that the Trust would otherwise complete for its staff. The Academy must obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This must be recorded in the single central record (SCR).
- 18.2 When the supply member of staff arrives at the Academy, their identity will be checked and it will be confirmed that they are the same person on the documentation from the agency. The supply staff's details will be entered on the Single Central Record (SCR).

19. BREACHES OF THE POLICY

- 19.1 Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.
- 19.2 Any complaint in relation to this policy, including its application will be managed through the Trust's complaints policy or grievance policy (for existing employees).

20. RECORD KEEPING AND DATA PROTECTION

- 20.1 All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the Trust in line with our Privacy Notice for Vacancy Applicants, our Workforce Privacy Notice (for appointed candidates), our Records Retention Policy and in line with the requirements of Data Protection Legislation.

21. REVIEW OF POLICY

- 21.1 This policy is reviewed bi-annually by the Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

Appendix 1 - Safer Recruitment Checklist

Post _____

Date _____

Recruitment and selection checklist	Initials	Date
Pre-interview:		
Planning - Timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc		
Vacancy advertised (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked		
Applications on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing		
Short-list prepared		
References – seeking Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy		
References – on receipt Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible) (If received by email – accompanying email to verify authenticity. If not from professional email address, follow up to ensure authenticity)		
Invitation to interview - Includes all relevant information and instructions and the self-disclosure form.		
Interview arrangements - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards		
Interview - Explores applicants' suitability for work with children as well as for the post		
Self-Disclosure – Completed self-disclosure is submitted and seen by the member of the panel who is safer recruitment trained.		
Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure		
Conditional offer of appointment: pre appointment checks. Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks and, for non-teaching posts, a probationary period		
References before confirmation of appointment: (if not obtained and scrutinised previously) (If received by email – accompanying email to verify authenticity. If not from professional email address, follow up to ensure authenticity)		
Identity (if that could not be verified at interview)		

Qualifications (if not verified on the day of interview)		
Permission to work in UK, if required		
School record sight of DBS certificate - where appropriate satisfactory DBS certificate.		
DBS Barred list check – applicant is not barred from working with Children (this must be completed before the applicant commences work)		
Childcare (Disqualification) Regulations 2009 Letter – for any staff who work in childcare provision or who are directly concerned with the management of such provision as defined in the statutory guidance		
Health – the candidate is medically fit Medical Pre Employment Questionnaire		
Prohibition from Teaching Work Check – For those carrying out teaching work (see below) the teacher has not been included in the prohibition list or interim prohibition list or has a GTCE sanction.		
Qualified Teacher Status (QTS) Check – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body		
Overseas Checks – for individuals who have lived or worked abroad in the last 5 years. (For those carrying out teaching work within the EEA area this will include an EEA prohibition order check through Employer Access until Jan 21, after this date it will include a reference from any education employer overseas in the same period)		
Statutory Induction Completed (for teachers who obtained QTS after 7 May 1999 and are not employed as NQTs)		
Risk Assessment – for Volunteers a written Risk assessment in relation to undertaking an Enhanced DBS		
Child Protection & Online safety training and other induction such as H&S, Safe Working Practice / code of staff behaviour, etc including: Safeguarding & Child Protection Policy Safer Working Practice Guidance Whistleblowing procedures KCSiE & Annexe A ICT Acceptable Use Policy Online Safety Policy & Guidance Children Missing Education Policy Behaviour Policy		

Each of the following activities is teaching work: planning and preparing lessons and courses for pupils, delivering* lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils.

* “delivering” includes delivering lessons through distance learning or computer aided techniques. The activities specified above are not teaching work for the purposes of the Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher(2) or other person nominated by the head teacher to provide such direction and supervision.

* “delivering” includes delivering lessons through distance learning or computer aided techniques. The activities specified above are not teaching work for the purposes of the Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher(2) or other person nominated by the head teacher to provide such direction and supervision.

Appendix 2 - Disqualification from Childcare information for new employees

In 2017, the Department for Education issued updated guidance to schools on the Disqualification from Childcare Regulations and reminded school 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 who in connection with:

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

The disqualification criteria is listed in the statutory guidance "Disqualification under the Childcare Act 2006" (DfE 2018) and includes:

- caution or conviction for certain criminal offences
- certain grounds relating to the care of children (e.g. parental right order, supervision order or care order)
- 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.

If the post you have been appointed to at Leodis Academies Trust is involved in the provision of early years care during the school day and/or later years childcare, I have a legal obligation to make you aware that you have a duty to report any relevant information to the Principal 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 the statutory guidance "Disqualification under the Childcare Act 2006" (DfE 2018) Table A – Relevant Offences.

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 the Principal personally aware of any relevant information, in writing, within 2 days of your interview. 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 the Principal only' and hand delivered to the Academy.

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 the Principal aware of any relevant information immediately.