



Flourish
Learning Trust

Safer Recruitment Policy

Key Elements

This document provides a framework for the efficient and effective recruitment of all categories of staff at Flourish Learning Trust in line with the Department of Education Document “Keeping Children Safe in Education” September 2023

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Trustees

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1. Policy Statement

The safe recruitment of staff into the Trust is the first step to safeguarding and promoting the welfare of the children and young people. Whitefield Academy Trust is committed to safeguarding and promoting the welfare of all and expects all staff, including agency, contractors and volunteers, to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of highly competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The Trust recognises the value of a diverse workforce which includes people from different backgrounds with different skills and abilities. The Trust is committed to ensuring that the recruitment and selection of all who work within the Trust is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. The Trust will uphold its obligation under law and national collective agreements not to discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, gender reassignment, pregnancy or maternity, religion or belief.

This document provides a good practice framework to comply with the principles set down in the Trust's Equality Information and Objectives Plan.

All posts within the Trust are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and to have enhanced DBS checks.

Staff are required to renew their DBS every three years, except for those signed up to the Update Service which renews every year. In addition, they are required to complete a declaration annually stating that they have not committed any offences during the past year.

DBS checks will also be undertaken on existing staff where:

- 1) there are concerns about an existing staff member
- 2) an individual moves from a non-regulated role to a regulated one
- 3) there has been a break in service of more than 12 weeks

2. Aims of Policy

- To ensure that all recruitment practices are compliant with DfE safeguarding guidance, with clear links to safeguarding policies and procedures, thereby ensuring as far as possible that all staff recruited to work in the Trust are suitable to work with children and young people.
- To ensure a consistent and equitable approach to the appointment of all staff.
- To ensure that newly recruited staff possess the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the schools.
- To ensure that the appointment process is fair and transparent and all relevant equal opportunities legislation is adhered to.



3. Responsibilities

The Board of Trustees, with appropriate advice from the Chief Executive Officer (CEO), Principals and Chief Operating Officer, (COO) are responsible for determining the staffing complement of the schools and for all appointments to the Academy.

Trustees also hold the ultimate responsibility for safeguarding across the Trust.

The Principals/CEO and COO with support from the Head of HR have delegated responsibility from the Trustees for the appointment of staff within the structure approved by the Board.

The selection panel for any position has responsibility for ensuring that a fair, equitable and non-discriminatory process is maintained throughout the recruitment and selection process.

4. Safer Recruitment Systems

The Trust will:

- ensure that every appointed panel will have at least one member who has completed external safer recruitment training within the past 3 years and successfully completed the assessment.
- ensure that all staff who are regularly involved in recruitment have completed external safer recruitment training or, as a minimum, school training in recruitment.
- implement checks to ensure that all possible steps are taken to identify and exclude from the process any person who is unsuitable to work with children and young people, or who is disqualified from working with children and young people, or does not have the appropriate qualifications for the intended role.
- maintain a Single Central Record of recruitment and vetting checks in line with DFE requirements
- ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure

Trustees will monitor compliance with these measures.

5. Advertising

5.1. Pre-recruitment process

Identifying vacancies – a vacancy can arise through a resignation, retirement, restructuring or through a creation of a new post.

Before recruiting, a job analysis should be carried out; this will involve reviewing or creating a new job description. Prior to advertising a requisition to fill a vacancy form must be completed.



5.2. Senior Leadership Posts

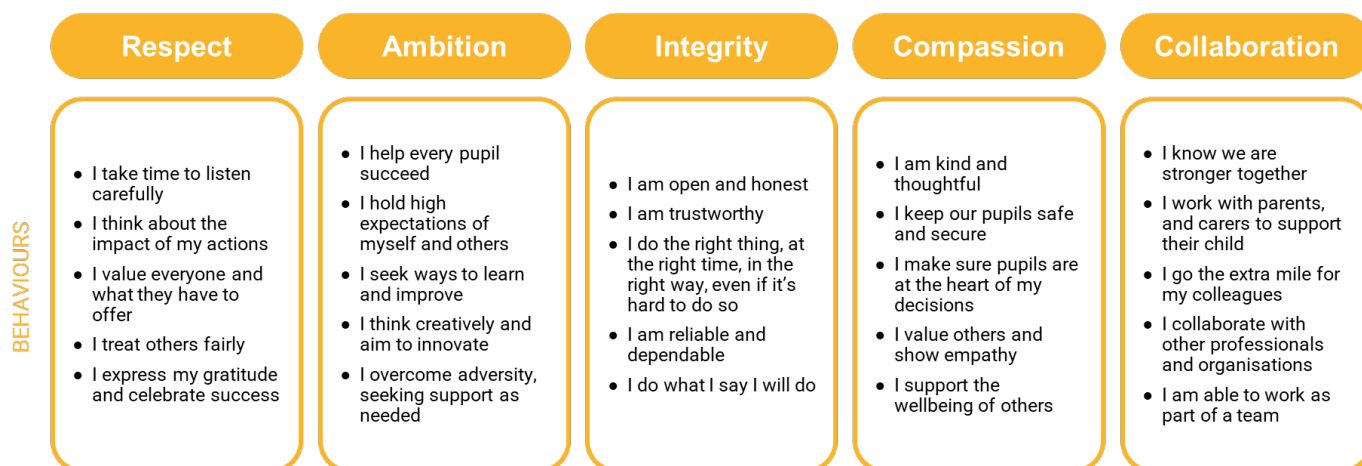
All leadership posts will be advertised as the Board of Trustees considers most appropriate given the nature of the post. As a general rule the CEO, Principal and COO positions will be advertised externally i.e. on relevant internet job sites.

Other senior leadership posts will be advertised internally or externally following discussions between the CEO, Principal and at least one Trustee. The reasons for their decision will be documented.

Internal advertisements are issued across the Trust.

All adverts will state; **Whitefield Academy Trust is uncompromising in its commitment to safeguarding children and young people.**

The Trust is committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit, ensuring best practice in our recruitment process is essential to our commitment. We are a values driven organisation and committed to upholding the following principles:



5.3. Other Posts

As part of our recruitment strategy the Trust will advertise all teaching posts externally on the Trust Website, Government website, TES, LinkedIn, Twitter, local authority websites and any other specialist websites or publication.

In addition, all teaching positions will be advertised on a rolling basis on our website and LinkedIn.

Non-teaching positions will be advertised on relevant websites and in the local press, including LinkedIn and Twitter.

Promotion opportunities for teaching and non-teaching staff will normally be advertised internally in the first instance. Should a suitable candidate not be identified then the post may be advertised externally.

The advert includes a statement of terms and conditions relating to the post (hours, salary scale), information about the recruitment process (interview dates), the skills, abilities, experience, attitude, and behaviours required for the post, a statement of the importance of safeguarding and our commitment to equality, diversity and inclusion through upholding the Trust's values. Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has been advertised with the last 6 months and an appointment can be made from the subsequent interviewees.



Where there is demonstrable good reason not to advertise, the discussion will be documented.

Where the role involves contact with children and young people and involve engaging in regulated activity relevant to children, reference will always be made in advertisements to the requirement for the successful applicant to undertake an enhanced –barring level check via the Disclosure & Barring Service (DBS).

Reference will always be made in advertisements on whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

Where a DBS check shows convictions, the CEO and Head of HR will review the completed DBS check and make an assessment. If the risk of employing the candidate is too high, the subject to contract offer of employment will be withdrawn with immediate effect.

6. Information to candidates

Information packs will be sent or made available electronically for all posts to all interested parties.

The information pack will consist of:

- For a senior post a letter from the person leading the recruitment;
- A copy of the school’s Safeguarding Policy and Positive Behaviour Manifesto
- A job description and person specification;

Minimum detail: Job Title; Grade/Scale of Post; Review Date; Job Purpose; Line Management; Specific Responsibilities; Skills & Abilities; Responsibilities; the post-holder’s specific responsibility towards the promotion and the practice of safeguarding the welfare of children and young people with whom they will come into contact; qualifications required; professional registration; the skills, competencies and previous experience required; requirement to be cleared by the DBS for work with children and where appropriate disqualification by association; a statement of the commitment of the Trust to the safeguarding and promotion of the welfare of children and young people.

- An application form, including an equality monitoring form, with details for completion;
- The application form also includes an explanation of posts exempt from the Rehabilitation & Offenders Act 1974, the filtering rules and the need to declare all unspent convictions, cautions, warnings, bind-overs, and current police investigations or pending criminal proceedings. Applicants are requested to declare that they are not on the Children’s Barred List, disqualified from teaching or subject to sanctions imposed by a regulatory body.
- The application form also includes a statement that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- A statement of terms and conditions relating to the post (hours, salary scale)
- Information about the recruitment process (interview dates)
- Any other relevant information regarding the post or the Trust

Applicants are 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.



Applications received after the closing date will not be considered, unless the applicant has given prior notice of a late application which has been agreed by the selection panel.

Applications made through means other than an application form will only be considered if a reasonable adjustment has been made to accommodate the needs of an applicant with a disability.

Curriculum Vitae (CVs) will not be accepted.

All applications must be made using the application form provided for the position to ensure receipt of relevant personal data (including DFE reference number and QTS/QTLS status) educational and employment history (including any gaps), declarations of relationships to existing employees and/or trustees, details of referees and a statement of personal qualities and experience. The application form captures all information outlined in the KCSIE guidance.

7. Selection Process

The Panel

The selection panel will vary depending on the nature of the post being advertised but designation of the shortlisting and interviewing panels is outlined in the Trust's scheme of delegation. Panels should be prior to the shortlisting process and where possible those who shortlist should carry out the interview for a consistent approach.

The panels will include a combination of the key people below depending on the nature of the post:

Appointments	
All appointment panels must contain at least one member who has undertaken Safer Recruitment Training.	
CEO	Trust Board (minimum of 3 trustees) plus one appropriately qualified, independent person
COO	Trust Board (minimum of 2 trustees), CEO
Principal	A minimum panel of three (at least one Trustee, CEO, COO)
Head of Finance	A minimum panel of three (at least one Trustee, CEO and COO)
Heads of other central functions e.g. PDS, HR, Facilities, ICT etc.	A minimum panel of three CEO, executive team member and one other as determined by the CEO
Vice Principals	A minimum panel of three, to include CEO, Principal, and one other
Assistant Principals and senior support staff	A minimum of three (Principal and two others as determined by the Principal).
Head of Department/Faculty	A minimum panel of two to include the Principal and one other as determined by the Principal).



TLR posts	A minimum panel of two to include Principal (or nominated representative) and one other as determined by the Principal
All other school teaching posts	Principal (or nominated representative) and nominated others.
All support staff posts (other than senior posts)	School – two panel members as determined by Principal. Central - Executive team member and one other as determined by the CEO

When a candidate is known personally to a member of the selection panel, this fact should be declared before short-listing takes place. It may be necessary upon this information to make changes to the selection panel to ensure there is no conflict of interest or a breach of the Equality Information and Objectives Plan.

At least one member of the panel must have completed safer recruitment training either face to face or online and organised externally within the past 3 years.

8. Shortlisting

Prior to short listing, the monitoring forms will be removed from the application pack. All requests for reasonable adjustments for special compensation due to disability will be reviewed and appropriate people notified (Chair of Selection Panel).

The panel will consider any inconsistencies and look for gaps in employment and reasons given for them. The panel will 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 school or college might want to explore with the applicant at interview. The panel will explore all potential concerns

Decision making will be based solely on the information available on the application forms.

Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK 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;
- have they been disqualified from providing childcare (see paras 245-249 of KCSIE); and,
- any relevant overseas information.

This information should only be requested from applicants who have been shortlisted. The information should not be requested in the application form to decide who should be shortlisted.



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

The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

Where short-listed applicants have declared that they do have unspent convictions, cautions, earnings, bind-overs or have proceedings pending, and/or have had any sanctions imposed by the Teacher Agency then this will be followed up at or before interview as necessary.

If a disabled applicant meets the minimum criteria for the person specification, then they will be shortlisted. Incomplete applications will not be considered.

The shortlisting panel will note any anomalies, discrepancies or gaps in employment so that these can be considered as part of the shortlisting process and/or explored at interview.

The views of the shortlisting panel will be recorded on the appropriate form.

9. References

References will be requested for all shortlisted candidates, including internal applicants, via reference proforma, and followed up by phone.

References are always taken up prior to interview. This allows any concerns raised to be explored further with the referee and taken up with the candidate at interview.

The Trust does not interview a candidate until at least one adequate reference has been received. References are requested directly from the referee. Open references will not be accepted.

The purpose of seeking references is to allow the Trust to obtain factual information to support appointment decisions.

The HR Department will:

- not accept open references e.g. to whom it may concern;
- not rely on applicants to obtain their reference;
- ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority by following up receipt of the reference with a phone call (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations);
- If a candidate for a teaching post is not currently employed as a teacher, the HR Department will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and reasons for leaving.
- obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed;
- secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer;



- always verify any information with the person who provided the reference;
- ensure electronic references originate from a legitimate source;
- contact referees to clarify content where information is vague or insufficient information is provided;
- compare the information on the application form with that in the reference and take up any discrepancies with the candidate;
- establish the reason for the candidate leaving their current or most recent post; and,
- ensure any concerns are resolved satisfactorily before appointment is confirmed.

When asked to provide references the Trust will ensure the information confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding allegations but should not include information about allegations which are unsubstantiated, unfounded, false, or malicious. References are an important part of the recruitment process and should be provided in a timely manner and not hold up proceedings.

Applicants currently working in a school must provide a reference from their current or most recent Headteacher/Principal. References from family or friends will not be accepted.

The Trust will comply with the 2010 Equality Act and not ask questions regarding any candidate's health or disability prior to the job offer being made.

All references will be scrutinised by either the CEO/Principal/COO and Head of HR before interview.

Where references received after the interview cause concern, these will be addressed prior to the appointment being confirmed.

10. The Interview and Selection Process

10.1. Before interview:

Candidates will have received the recommended information in line with good practice including details of the selection process and the use of any written, numerical, or problem-solving tasks to be required.

The HR Department will ensure that any reasonable adjustments agreed with the panel are in place.

10.2. Interview

All interviews are carried out face to face.

Interview questions and other tasks are prepared in advance and agreed by the CEO/Principal/COO/Head of HR.

Candidates are all asked the same main questions at interview based on the list of essential criteria in the job spec. Any written or oral tasks will be the same for all candidates.

Supplementary questions may differ due to individual candidate's background and experience. The chair of the panel will ensure that no questions are asked which could be viewed as discriminatory.



Interview questions will also explore any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this. Interview questions will also explore any potential areas of concern to determine the candidate's suitability to work with children.

Interviews are used to explore potential areas of concern to determine the applicant's suitability to work with children. Questions will include at least two 'Warner questions' designed to test the candidate's suitability to work with children and young people.

The chair of the interview panel will ensure that a written record will be kept of the outcome of the interview. This includes informal appointments.

The panel will assess the suitability of each candidate for the post on the basis of their responses to the interview questions and other tasks.

When all tasks are completed the panel will seek to agree which candidates are suitable for the post and, where there is more than one suitable candidate, which will be successful. The reasons for their decision will be recorded briefly in writing and may be used in feedback to unsuccessful candidates.

10.3. Job offers to successful candidates

Any offer of employment will be conditional, subject to the satisfactory checks being received and verified (see 10.5). When the interview panel have decided who they would like to appoint to the post the successful candidate will be notified and sent a pack of documentation which they should complete and return promptly to allow any remaining pre-employment checks to take place. The Head of HR/HR Business Partner will oversee this process. The appointment will not be confirmed until all pre-employment checks have been completed.

Successful candidates will normally be offered the post verbally (face to face or by phone), followed by a conditional offer letter and a written statement of particulars of employment.

10.4. Reasonable adjustments

Whitefield Academy Trust seeks to make reasonable adjustments to support the employment of people with disabilities. Where it becomes clear during the recruitment process or as a result of the medical that the successful candidate is likely to need some adjustments to their duties or to the working environment this will be fully discussed with them as soon as possible and before a final offer of employment. The issues discussed and the proposed adjustments will be recorded in writing and a final decision made by the CEO/Principal or COO in discussion with the Head of HR.

10.5. Pre-appointment checks

Offers of employment are fully conditional on:

- receipt of two satisfactory references supporting appointment to the specific post, which have been verified by a follow-up phone call. Any queries or concerns arising from a reference will be followed up before an offer is made. The reference proforma will request whether candidates would be re-employed for the same post and whether there have ever been any safeguarding concerns>
- verification of the candidate's identity following guidelines on the Gov.uk website
- an unblemished DBS certificate (or risk-assessed blemished DBS certificate that meets a high standard of safeguarding*), plus a barred list check for all staff who will carry out regulated activity. The barred lists for children and vulnerable adults will be checked. DBS checks can be made via the Update Service with the applicant's permission. Where the Update Service is used, the HR Department will scrutinize the original certificate to ensure that it is an enhanced check for the appropriate workforce (children and vulnerable adults). We will not keep a copy



of the DBS certificate or if it is necessary to do so, it will not be for more than 6 months. However, we will keep a record of the fact that the vetting took place, who conducted the vetting and the result of the check.

- a check via the Teaching Regulation Agency that a teacher is not subject to a teacher prohibition order
- verification of the candidate's mental and physical fitness to carry out their duties. Successful candidates will be required to complete a medical questionnaire, which will be sent to the Trust's Occupational Health Service Provider for assessment. They may need a face-to-face medical or a phone referral with Occupational Health
- verification that the candidate is entitled to work in the UK, following guidelines on the Gov.uk website
- any further checks required for candidates who have worked outside the UK, including police checks or statements of good conduct. For teachers the Teaching Regulation Agency will give information about sanctions issued within the EEA. Where this information is not available the Trust will seek alternative methods of checking suitability and or undertake a risk assessment.
- verification of professional qualifications and professional registration where this is a requirement of the post
- for members of the Leadership Team (including Trustees) verification via the Teaching Regulation Agency that they have not been prohibited from taking part in the management of an independent school through a section 128 direction.

* The Trust will assess all cases of disclosure information on a DBS fairly, on an individual basis should taking into consideration the explanation from the applicant. A decision not to appoint somebody because of their conviction(s) must be clearly documented, so if challenged the Trust can demonstrate its decision, in line with policy on the recruitment of ex-offenders.

11. Induction

Once appointed, all staff will receive:

A comprehensive online induction programme during their first two weeks of employment. This includes:

- Safeguarding, including PREVENT and FGM, whereby staff are required to sign to confirm they have read and understood a copy of the safeguarding policy and staff Code of Conduct, and that they have read Keeping Children Safe in Education (KCSIE) 2022. This will be monitored rigorously to pick up any concerns early.
- Introduction to autism/visual impairment
- GDPR
- Equality, Diversity and Inclusion
- Health and safety including fire safety and working at height and risk assessments
- Manual handling
- IT security
- All relevant staff (teachers, teaching assistants, other classroom-based staff, lunchtime supervisors and members of the senior leadership team) and all those who work in before or after school care for children under eight are made aware of the disqualification legislation.
- The Trust has policies and procedures in place for continuous vigilance, maintaining an environment that deters and prevents abuse and challenges inappropriate behaviour.



12. Starting without DBS check in place

In exceptional circumstances where the CEO, Principal or COO judges it appropriate for an individual to start work in regulated activity before the DBS certificate is available then a separate barred list check will be carried out if all other relevant checks have been carried out, or where the individual has worked in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to that person's appointment to the organisation and where all other relevant checks have been carried out. A risk assessment will be completed and a separate barred list check applied for only where this is line with KCSIE guidance and held by the HR department. The CEO will make the final decision as to whether it is appropriate for this person to start employment and the safeguards which will be put in place.

12.1. DBS update service

The Trust encourages all new staff join the Update Service as part of their employment contract. The benefits of joining the Update Service are:

- portability of a DBS check across employers;
- free online checks to identify whether there has been any change to the information recorded, since the initial certificate was issued and advise whether the individual should apply for a new DBS check
- individuals will be able to see a full list of those organisations that have carried out a status check on their account.

Before using the Update Service, the HR department must:

- obtain consent from the individual to carry out an online check to view the status of an existing standard or enhanced DBS check;
- confirm the DBS certificate matches the individual's identity;
- examine the original certificate to ensure that it is valid for the children's workforce
- ensure that the level of the check is appropriate to the job they are applying for, e.g. enhanced DBS check/enhanced DBS check including with barred list information.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

13. Appointment and promotion of existing staff

The Trust values the contribution of all staff and as part of professional development staff will be encouraged if appropriate to go for promotion. Internal staff are considered within the same process and using the same tasks as external candidates for a promoted post. Future opportunities for promotion will be discussed during annual appraisals.



In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

14. Use of fixed term and temporary contracts

Posts will only be advertised on a temporary or fixed term- basis for genuine reasons at the discretion of the CEO, COO and the trustees, as advised by the Head of HR. The tenure of each post will be clearly stated in the job advert and job description. Most temporary or fixed term contracts will come to a natural end. Occasionally they may be extended due to the need and demand of the job continuing. If a fixed term contract becomes a permanent role there will be no automatic entitlement for the temporary post holder to be offered the permanent contract. The CEO, COO and trustees will consider the most appropriate recruitment process in the circumstances.

Staff employed on a temporary contract issued by the Trust will follow the same recruitment process as any other permanent employee. All pre-employment checks must be completed.

15. Agency and third-party staff

Before an agency or third-party member of staff works in the Trust, or works with children or young people on the Trust roll outside the school, the Trust will obtain written notification from the agency or third-party organisation that they have satisfactorily undertaken all appropriate checks in respect of individuals they provide to work in the school that the school would have undertaken if they were employing the individual directly; and that those individuals are suitable to work with children, this includes undertaking all required checks on staff providing education on the Trust's behalf through online delivery in line with KCSIE guidance. The Trust will obtain a copy of the certificate from the agency in the event the agency has obtained an enhanced DBS certificate before the person is due to begin work at the school, which has disclosed any matter or information



Where adults supervise children on work experience, the Trust will ensure that the placement provider has policies and procedures in place to protect children from harm and will consider if Children's barred list checks via the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement and undertake these checks if this is deemed to be regulated activity.

The Trust will ensure that any staff from third party organisations have suitable and up-to-date training in safeguarding.

Trainees and students on placements should be subject to the same checks as other members of staff. However, fee-funded trainee teachers' checks should be carried out by the training provider and should be judged by the provider to be suitable to work with children. There is no requirement to record details of fee-funded trainees on the Single Central Record. However, we require written confirmation from the provider that these checks have been carried out and are satisfactory.

These responses are kept on file by the HR Department. The HR Department will ensure that proof of identity is provided to show that the person presenting for work is the same person as whom the checks have been made.

16. Volunteers

With appropriate adjustment, the Trust adopts a similar recruitment process for volunteers as for paid staff including an application form, references, interview and pre-employment checks. The Trust will obtain an enhanced DBS check with barred list for all volunteers deemed to be working in regulated activity with children. Volunteers who work only in a supervised capacity and are not in regulated activity will undergo the safer recruitment checks appropriate to their role, in accordance with the school's risk assessment process and statutory guidance. We will retain a record of this risk assessment.

Under no circumstances will a volunteer who has not been appropriately checked be left unsupervised or be allowed to engage in regulated activity.

17. Contractors

The Trust checks the identity of all contractors and their staff on arrival when they report to a school and requests direct sight of DBS checks (with an online check of the Update Service where appropriate). If a DBS check is needed, one may be conducted by the Trust. As required by statutory guidance, where contractors and/or their staff are engaged in regulated activity, barred list checks are also requested.

The Trust will consider obtaining a DBS check for self-employed contractors who do not have an existing check and subscription to the Update Service.

We will not keep copies of such checks for longer than 6 months.



Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

18. Visitors

The Trust is not entitled to request sight of a DBS check from parents and other visitors to school events.

A member of the SLT will ensure that there is appropriate supervision at all times so that visitors are not left unattended with pupils.

All visitors to the school sites are issued with visitor's badges, which they are expected to wear. For visitors who are there in a professional capacity schools will check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks. Schools should not ask to see the certificate in these circumstances.

19. Trustees

All trustees, local governors and members will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

The chair of the board will have their DBS check countersigned by the Secretary of State and where such a check is made, confirm the individual's identity, and such other checks as the Secretary of State considers appropriate.

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)). [Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

20. Single Central Record

Each school will keep a central record (SCR) of all staff (including salaried trainee teachers, supply staff, volunteers whether employed directly or through an agency, Governors and Trustees) showing that relevant checks have been made as below:

- Verification of candidate's identity
- Qualifications & registration (where requirement of post) including QTS
- Children and Vulnerable Adults Barred List checks
- Enhanced Disclosure and Barring Service check
- Prohibition from teaching check
- Section 128 check where appropriate
- Further checks on people who have lived or worked overseas



- Professional references
- Right to work in UK, including settlement status
- Start date
- Job title

In respect of these checks, the SCR must record the date on which each check was carried out, or the certificate obtained.

The details of an individual are removed from the SCR once they no longer work at the Trust.

The SCR will be kept by the HR Department. The CEO/ Principal/COO or Trust Safeguarding Lead will formally check the SCR at least once each half term and record the outcome. A member of HR and the Principal should have access to the SCR at all times.

The Safeguarding Trustee will formally check the SCR at least once each term and record the outcome.

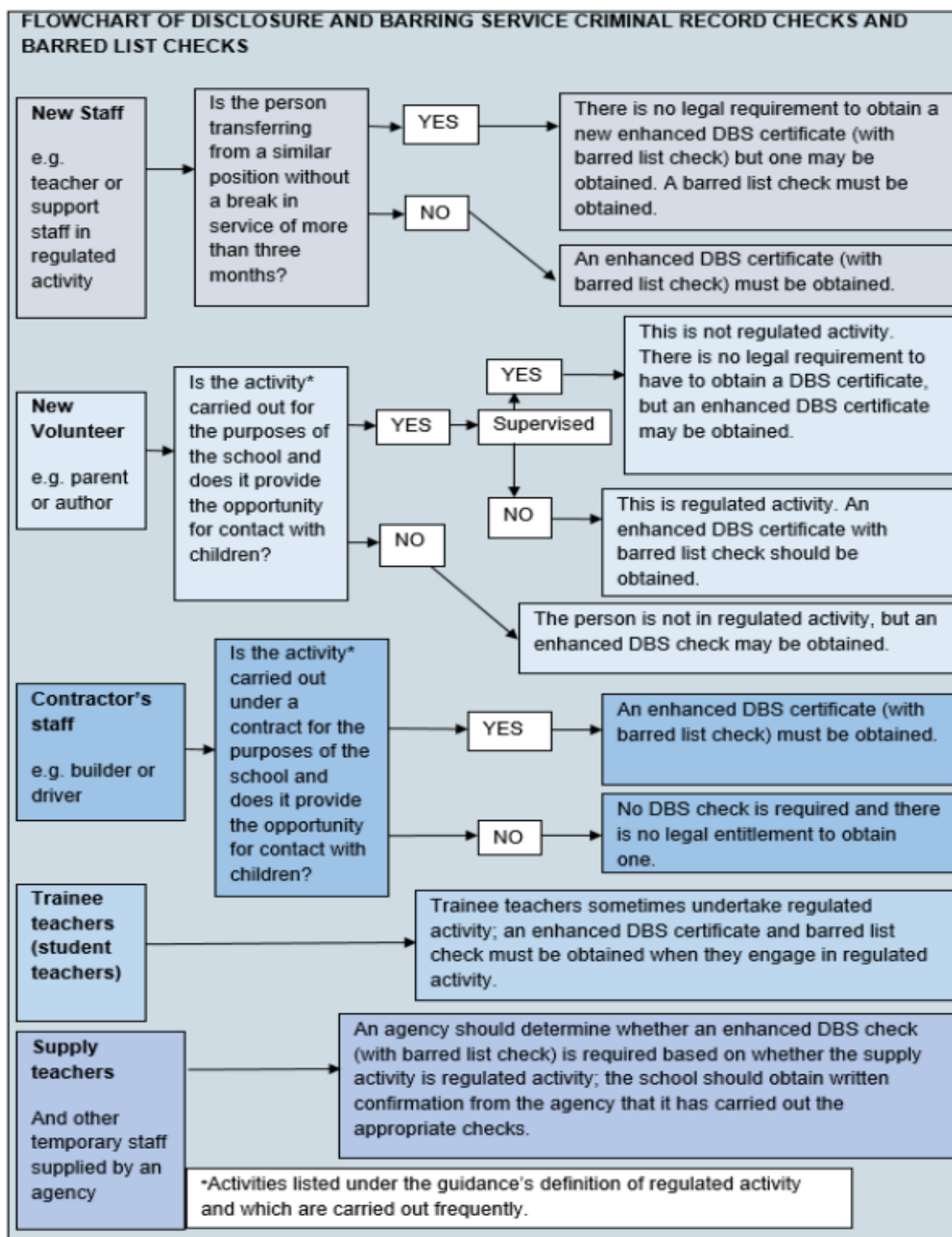
21. General Data Protection Regulation

Records relating to recruitment and selection activities will remain confidential and accessible only to those who require the information either as part of the recruitment decision making process or for the administration of the process (Including monitoring activities for the purpose of this policy or equality policies). Records relating to successful candidates will be placed in personnel files. Records for unsuccessful candidates will be retained in a secure place for a period of six months, after which time they will be destroyed



Appendix A: Flowchart of Disclosure and Barring Service criminal record checks and barred list checks

Taken from 'Keeping Children Safe in Education' 2022





Appendix B: Statutory guidance – regulated activity (children) – Supervision of activity with children which is regulated activity when unsupervised

Taken from ‘Keeping Children Safe in Education’ 2022

This statutory guidance on the supervision of activity with children, which is regulated activity when unsupervised, is also published separately on GOV.UK.

This document fulfils the duty in legislation that the Secretary of State must publish statutory guidance on supervision of activity by workers with children, which when unsupervised is regulated activity. This guidance applies in England, Wales and Northern Ireland. It covers settings including but not limited to schools, childcare establishments, colleges, youth groups and sports clubs.

For too long child protection policy has been developed in haste and in response to individual tragedies, with the well intentioned though misguided belief that every risk could be mitigated, and every loophole closed. The pressure has been to prescribe and legislate more. This has led to public confusion, a fearful workforce and a dysfunctional culture of mistrust between children and adults. This Government is taking a different approach.

We start with a presumption of trust and confidence in those who work with children, and the good sense and judgement of their managers. This guidance applies when an organisation decides to supervise with the aim that the supervised work will not be regulated activity (when it would be, if not so supervised). In such a case, the law makes three main points:

- there must be supervision by a person who is in regulated activity
- the supervision must be regular and day to day; and
- the supervision must be “reasonable in all the circumstances to ensure the protection of children”.

The organisation must have regard to this guidance. This gives local managers the flexibility to determine what is reasonable for their circumstances. While the precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follows.

Supervision by a person in regulated activity/regular and day to day: supervisors must be in regulated activity themselves. The duty that supervision must take place “on a regular basis” means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an ongoing basis, whether the worker has just started or has been doing the activity for some time.

Reasonable in the circumstances: within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case. Organisations should consider the following factors in deciding the specific level of supervision a person will require:

- ages of the children, including whether their ages differ widely
- number of children that the individual is working with
- whether or not other workers are helping to look after the children • the nature of the individual’s work (or, in a specified place such as a school, the individual’s opportunity for contact with children)
- how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity), and
- how many workers would be supervised by each supervising worker.

An organisation is not entitled to request a barred list check on a worker who, because they are supervised, is not in regulated activity.

Examples

Volunteer, in a specified place



Mr Jones, a new volunteer, helps children with reading at a local school for two mornings a week. Mr Jones is generally based in the classroom, in sight of the teacher. Sometimes Mr Jones takes some of the children to a separate room to listen to them reading, where Mr Jones is supervised by a paid classroom assistant, who is in that room most of the time. The teacher and classroom assistant are in regulated activity. The headteacher decides supervision is such that Mr Jones is not in regulated activity.

Volunteer, not in a specified place

Mr Wood, a new entrant volunteer, assists with the coaching of children at his local cricket club. The children are divided into small groups, with assistant coaches such as Mr Wood assigned to each group. The head coach oversees the coaching, spends time with each of the groups, and has sight of all the groups (and the assistant coaches) for most of the time. The head coach is in regulated activity. The club's managers decide whether the coach's supervision is such that Mr Wood is not in regulated activity

Employee, not in a specified place

Mrs Shah starts as a paid activity assistant at a youth club. She helps to instruct a group of children and is supervised by the youth club leader who is in regulated activity. The youth club's managers decide whether the leader's supervision is such that Mrs Shah is not in regulated activity.

In each example, the organisation uses the following steps when deciding whether a new worker will be supervised to such a level that the new worker is not in regulated activity:

- consider whether the worker is doing work that, if unsupervised, would be regulated activity. (Note: If the worker is not engaging in regulated activity, the remaining steps are unnecessary. If the worker is engaging in regulated activity the remaining steps should be followed)
- consider whether the worker will be supervised by a person in regulated activity, and whether the supervision will be regular and day to day, bearing in mind paragraph 4 of this guidance
- consider whether the supervision will be reasonable in all the circumstances to ensure the protection of children, bearing in mind the factors set out in paragraph 4 of this guidance above; and if it is a specified place such as a school, and
- consider whether the supervised worker is a volunteer



Appendix C: Recruitment Process Sheet

APPOINTMENT OF TEACHER CHECK LIST

Name:

Job Title:

Start Date:

FORM	SENT/SEEN (date)	RCD/FILED (sign and date)	PRINCIPAL (sign)
Safeguarding policy/PBS Manifesto			
Keeping Children Safe in Education			
Send link for Prevent/FMG/EDI & Flyer/IT Policy			
Email Line Manager Staff Induction Checklist and probation form			
Conditional Offer Letter			
Contract - T & C			
Job Description & Privacy notice			
Workforce Census Information			
Social Media Check			
Documents for ID (see DBS form for details)– originals seen and scrutinised			
DBS – checked and DBS number			
Right to work in the UK			
Overseas Police Check			
Medical Form			
Reference 1:			
Reference 2:			
Unconditional Offer Letter			
Bank details			
P45/Starter Checklist			
Confirmation of current salary			
Acceptance letter			
Payroll Variation Sheet			
QTS Certificate			
Induction Certificate			
Qualifications/Certificates checked			
Teacher Status Checked			
Section 128 check			
Disqualification Childcare Act 2006			



FORM	SENT/SEEN (date)	RCD/FILED (sign and date)	PRINCIPAL (sign)
Arbor Personal details			
Arbor Professional details			
Arbor Employment details			
EVERY			
SCR			
Judicium			
Add to Esendex/Teacher 2parents			

FORM COMPLETED BY: _____ **PRINT NAME:** _____



APPOINTMENT OF SUPPORT STAFF CHECK LIST

Name:

Job Title:

Start Date:

FORM	SENT/SEEN (date)	RCD/FILED (sign and date)	PRINCIPAL (sign)
Safeguarding policy /PBS manifesto			
Keeping children safe in education			
Send link for Prevent/FMG/EDI & Flyer/IT policy			
Email Line Manager Staff Induction Checklist and probation form			
Conditional Offer Letter/ T & C			
Job Description			
Workforce Census Information			
Social Media Checks			
Privacy Notice			
Documents for ID (see DBS form for details)–originals seen and scrutinised			
DBS – checked and DBS number			
Right to work in the UK			
Overseas Police Check			
Medical Form			
Reference 1:			
Reference 2:			
Unconditional offer letter			
Bank details			
P45/Starter Checklist			
Pension Form			
Confirmation of current salary			
Acceptance Letter			
Payroll Variation Sheet			
Qualifications/Certificates checked			
Section 128 check			
Disqualification Childcare Act 2006			
Arbor Personal details			
Arbor Professional details			



FORM	SENT/SEEN (date)	RCD/FILED (sign and date)	PRINCIPAL (sign)
Arbor Employment details			
EVERY			
SCR			
Judicium			
Add to Esendex/Teacher2parents			

FORM COMPLETED BY: _____ PRINT NAME: _____