



Safer Recruitment Policy

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Statement of intent

Three Spires Trust has implemented this policy to assist with recruitment and employee selection. It outlines the Trust's recruitment procedure and how the Trust ensures a commonality of approach to the consideration of safer recruitment at all levels of the recruitment process across our family of academies.

The safety and protection of the Trust's students is always at the forefront of the Trust's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the Trust.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Education (Academy Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Sexual Offences Act 2003
- The Academy Staffing (England) Regulations 2009
- Rehabilitation of Offenders Act 1974
- Education and Skills Act 2008
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Education Act 2002
- Equality Act 2010
- Amendments to the Exceptions Order 1975, 2013 and 2020

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2023) 'Keeping children safe in education 2023' (KCSIE)
- DfE (2018) 'Staffing and employment advice for schools'
- DfE (2020) 'Governance handbook'
- DfE (2020) 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'
- DfE (2021) 'Basic check ID checking guidelines from 1 July 2021'
- DfE (2021) 'Recruit teachers from overseas'
- DfE (2021) 'Right to work checks: employing EU, EEA and Swiss citizens'

This policy operates in conjunction with the following policies:

- Safeguarding and Child Protection Policy
- Complaints Procedures Policy
- Disciplinary Policy and Procedure
- Teacher Appraisal Policy
- Teacher Capability Policy
- Single Central Record (SCR) Policy
- DBS Policy
- Records Management Policy
- Data Protection Policy
- Online Searches Procedure

2. Definitions

Regulated activity includes:

- Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Working for a limited range of establishments (known as 'specified places', which include academies and colleges), with the opportunity for contact with children, but not including work undertaken by supervised volunteers.
- Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Regulated activities do not include:

- Paid work in specified places which is occasional and temporary and does not involve teaching or training.
- Supervised activities which are paid in non-specified settings.
- A supervised volunteer who regularly teaches or looks after children.

Teaching role – refers to a role involving planning and preparing lessons and courses for students; delivering lessons to students; and assessing and reporting on the development, progress and attainment of students. These activities are not teaching work for the purposes of KCSIE 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 or other person nominated by the Principal to provide such direction and supervision.

Standard DBS – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether or not they are spent under the Rehabilitation of Offenders Act 1974. This is not acceptable for anyone working in regulated activity or anyone who is unsupervised in our academies.

Enhanced DBS – this provides the same information as the standard DBS, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

Enhanced DBS with barred list check – this check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children's barred list.

Children's barred list – the DBS maintains a 'barred list' of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the candidate is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

Section 128 check – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent academy (which includes academies and free academies). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained academy.

Safer recruitment – this is the safeguarding and protection of students during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

3. Roles and responsibilities

The Board of Trustees is responsible for:

- Agreeing and monitoring effective policies to ensure recruitment across the Trust is in accordance with the legislation outlined in [section 1](#).
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the Trust.
- Appointing an appropriate recruitment panel for all central team recruitment and for the recruitment of Principals across the Trust.

The Director of Safeguarding and SEND is responsible for:

- Ensuring that each Academy has adequate members of staff and governors who have undergone safer recruitment training.
- monitoring that appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the Trust
- Discussing with the CEO and/or Principal the suitability of a candidate when a reference has disclosed safeguarding concerns or prior allegations.
- Monitoring the academy's SCR to ensure that the necessary vetting checks for employees are carried out.

The Academy Committee is responsible for:

- Agreeing and monitoring effective policies to ensure recruitment at the academy is in accordance with the legislation outlined in [section 1](#).
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the Academy.
- Appointing an appropriate recruitment panel.
- Ensuring that all recruitment panel members have undertaken unconscious bias training before the selection process begins.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
- Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process.

- Ensuring a member of the Trust board is on the recruitment panel for a new Principal.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.
- Monitoring the academy SCR to ensure that the necessary vetting checks for employees are carried out.
- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring that the salary of the successful candidate is determined.
- Accommodating the needs of new employees and making reasonable adjustments when necessary.
- Ensuring that the DPO reviews this policy and that any recruitment data that is kept is in accordance with the Records Management Policy.
- Ensuring that they have the skills to carry out effective selection processes, including knowing when and how to request references.
- Establishing a recruitment panel including at least one individual who has completed safer recruitment training.

The recruitment panel is responsible for:

- Creating the advert and ensuring it meets all the necessary requirements.
- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Appropriately delegating responsibility for recruitment to the Principal.
- Setting appropriate recruitment procedures, as per the scheme of delegation.
- Ensuring that the interview addresses leadership ability, team working skills, reasons for interest in joining the academy, integrity, understanding of the academy's ethos and vision, and why the candidate believes they would be a good fit for the academy.
- Ensuring that the interview addresses safeguarding practices.
- Appointing an Appointing Manager who will be responsible for the entire management of the recruitment process.
- Agreeing with the successful candidate when other members of the academy community will be informed about their appointment, including staff members and parents.
- Ensuring that references have been received where requested.
- Ensuring that all references for a shortlisted candidate are properly scrutinised and that information is not contradictory, unclear, or incomplete, with clarification requested when appropriate.
- Asking previous employers of new staff members whether the individual has been subject to capability procedures in the previous two years, ensuring that any anomalies or concerns identified before the final interviews are addressed during the interview.

The Appointing Manager is responsible for:

- Managing the entire recruitment process.
- Sourcing suitable candidates.
- Acting as a point of contact between candidates and the academy.
- Reviewing candidates' applications.
- Preparing the recruitment panel to conduct interviews.
- Organising interviews with shortlisted candidates.
- Ensuring the recruitment process is carried out in line with the relevant policies.

- Ensuring that the candidate chosen to fill a vacancy is suitable for the role.
- Ensuring that all references are shared with the recruitment panel in advance of the interview.

The Recruitment Lead is responsible for:

- Communicating with candidates.
- Conducting the online searches as part of due diligence checks.
- Ensuring that the recruitment panel are aware of any concerns arising from online searches.

The Principal is responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the academy.
- Ensuring that appropriate supervision of employees and volunteers is organised, and for promoting the safety and wellbeing of students generally and throughout the recruitment process.
- Ensuring that all relevant staff members are familiarised with this policy.
- Deciding when it is appropriate or necessary to disclose any safeguarding concerns or allegations as part of a reference.

During the recruitment process, and especially during the initial stages, the recruitment panel and the Principal will be watchful of candidates displaying the following characteristics:

- No understanding or appreciation of children's needs
- Expressing that they want the role to meet their needs at the expense of children
- Using inappropriate language in relation to children
- Expressing extreme views or views that do not support safeguarding practices
- Displaying unclear boundaries with children
- Providing vague answers when asked about their experience and being unable to explain gaps in their employment

The DPO is responsible for:

- Ensuring that all references are handled in line with the Data Protection Policy and relevant legislation.

The DSL is responsible for:

- Discussing with the Principal and recruitment panel the suitability of a candidate when a reference or online search has disclosed safeguarding concerns or prior allegations.
- Liaising about the above matters with the Director of Safeguarding and SEND.

4. Planning, advertising and shortlisting

The job information and associated documents will be published online. The full requirements of the role will be clearly explained, including any employment vetting requirements such as an enhanced DBS check.

The recruitment panel will comprise an Appointing Manager, who is responsible for the management of the entire recruitment process, and at least two other members of staff, with a member of the academy leadership team being one of these. The recruitment panel will be an odd number, so majority votes can

be cast. At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training. The recruitment panel will create the advertisement.

Once a vacancy has been identified, the academy will allow an appropriate amount of time for planning and structuring the recruitment process.

The Academy Committee and Principal will:

- Decide on the recruitment timeframe.
- Decide who will be involved in the process and what their roles will be, e.g. who forms the recruitment panel and who will lead interviewing.
- Prepare the documents that will be provided to candidates, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
- Ensure that application packs, where relevant, state that candidates must be willing to sign the staff disqualification declaration.

Advertising

The academy will consider the following information when advertising for a role within the academy:

- The skills, abilities, experience, attitude and behaviours required for the post
- The safeguarding requirements, including to what extent the role will involve contact with children and young people and whether the appointed staff member will be engaging in regulated activity

Advertisements will include:

- A statement of the Trust's commitment to safeguarding and promoting the welfare of students whilst making clear that safeguarding checks will be undertaken.
- The safeguarding responsibilities of the post as per the job description and person specification.
- Information surrounding whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Vacancies will be advertised through external media, such as WMJobs, with due consideration to the Staff Dignity at Work Policy, ensuring that the advertisement reaches a wide range of groups. Advertisements will contain a statement of commitment to ensuring equal rights. Advertisements will include, or link to, a job description, person specification and detail the closing date. The contact number of the academy lead and details of the application process will be clearly outlined.

Applications will be made online, via the Trust's recruitment platform MyNewTerm.

Application forms

Applicants will be reminded in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.

The Trust Safeguarding and Child Protection Policy, along with this policy will be available to all prospective candidates via MyNewTerm.

Applicants will be required to provide the following:

- Personal details, e.g. their current and former names, current address and national insurance number
- Details of their current or most recent employment, including the reason for leaving
- Full employment history, including explanations for any gaps in their employment
- Qualifications, the awarding body and the date of the award
- Details of references
- A statement of their personal qualities and an explanation of why they meet the person specification to be a suitable candidate for the role

The academy will never accept a CV alone, only completed application forms. CVs can be submitted alongside application forms. When shortlisting candidates for an interview, all application forms will be considered. Candidates who are shortlisted will meet all the essential aspects of the person specification requirements. The academy will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel reads through all applications. Each member of the panel will create their own shortlist which will then be collated and discussed. Candidates will be assessed against the same shortlisting criteria to ensure a fair process.

Shortlisting

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or disclosure of any information making them unsuitable to work with children.

Only those candidates who have been shortlisted will be asked to disclose any relevant information including:

- Whether they are included on the barred list.
- Whether they are barred from teaching.
- Information of any criminal offences committed.
- If they are known to the police and children's social care services.
- Whether they have been disqualified from providing childcare (primary colleagues only).
- Any relevant overseas information.

Applicants will need to sign a declaration via MyNewTerm which confirms that the information they have provided is true.

When shortlisting candidates, the academy will:

- Ensure that the shortlisting panel is an odd number.
- Where the vacancy is for a member of the senior leadership team, ensure that a member of the Executive Leadership Group shall participate in the shortlisting process.
- Assess whether there are any inconsistencies or gaps in the candidate's employment and consider the reasons given for them.
- Explore any further potential concerns.

Requests for further information from candidates will be replied to promptly.

Interviews will be arranged for the shortlisted candidates.

All shortlisted candidates will be subject to online searches in accordance with the online searches procedure and will be notified when shortlisted of this.

5. Invitation to interview

Once a shortlist has been confirmed, the candidates to be invited for interviews will be contacted by the recruitment lead and suitable interview times will be decided. The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.

6. Pre-interview checks

The recruitment panel will complete the necessary pre-interview checks.

Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children
- Verifying that the candidate has qualifications or experience relevant to the post
- Checking references against application forms and noting down discrepancies or concerns, and following up these concerns with referees
- Checking and, where necessary, following up candidates' self-declaration forms
- Online searches

7. Requesting references

Once a candidate, including an internal candidate, has been shortlisted for a position, references will be requested and scrutinised by the recruitment panel. Any concerns will be resolved satisfactorily prior to confirming an appointment. References will always be requested directly from the referee and from a senior person with appropriate authority, rather than a colleague.

References will be requested in written form from the candidate's current employer – if they are unemployed, verification of their most recent period of employment and reasons for leaving will be obtained from their previous employer. Wherever possible, at least one reference will be from employment through which the candidate worked with children.

If the applicant has never worked with children, ensure that a reference from their current employer is received.

If the candidate is a academy leaver or has not been in work for over two years, a character reference will be requested.

When a candidate is applying for a teaching role (including the role of Principal), information about the details of any capability procedures in the previous two years that they may have been subject to, and the reasons for these, will be requested from their current or former employer. They will also be required to disclose any current, ongoing or historic substantiated safeguarding investigations.

Concerns raised following a candidate's reference(s) will be explored further with the referee where appropriate and discussed with the candidate at interview.

Open references, e.g. 'to whom it may concern' testimonials, and unverified information provided by the candidate as part of the application process, will not be relied upon.

Electronic references will be checked to ensure that they originate from a legitimate source and a copy of this confirmation will be retained on the successful candidates' personnel file.

8. Checking references

References will be checked upon receipt to ensure that all questions have been answered satisfactorily and that information is not contradictory or incomplete. The referee will be contacted to provide further clarification where appropriate, e.g. if some answers are vague or insufficient, or contradictory information has been provided. The reference will be compared for consistency with the information on the candidate's application form. Discrepancies between the reference and the application form will be discussed with the candidate at interview.

The recruitment panel will ensure that any past disciplinary action or allegations disclosed as part of a reference are considered carefully when assessing the candidate's suitability for the role. If this involves safeguarding or potential safeguarding concerns, the DSL will be consulted to help assess the candidate's suitability.

Before making a decision not to appoint a candidate based on an unsatisfactory reference, the recruitment panel will consider if HR advice is necessary. Once the decision is made, the Principal will record this on the recruitment file as the reason for non-appointment.

9. Previous disciplinary action

The recruitment panel will ensure that any references requested by the academy include a section asking for any past disciplinary action or allegations to be disclosed. Any disclosures will be carefully considered when assessing the candidate's suitability for the role, in line with this policy.

Information from DBS checks will not be included in references provided by the academy. Information regarding criminal offences from other sources will not be included, unless the Principal deems it appropriate and HR advice has been sought.

When providing references, the disclosure of information about past disciplinary action or allegations not relating to safeguarding will be provided where it is deemed appropriate, e.g. it is relevant to the staff member or former staff member's suitability for the role. Information relating to disciplinary action will generally only be disclosed if penalties or sanctions remain in place for the employee.

Allegations which were proven to be false, unsubstantiated or malicious, e.g. relating to misconduct, will not be included in a reference – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.

If an allegation exists which has yet to be investigated or an investigation is incomplete, the Principal will seek HR advice, and legal advice where necessary, on what information, if any, should be provided to the prospective employer.

10. Confidentiality

Personal data relating to references will be handled in line with the Data Protection Policy. All references will be properly addressed and marked private and confidential.

Information relating to an individual's health and sensitive personal data, e.g. information relating to the individual's ethnicity, religion or trade union membership, will not be disclosed as part of a reference unless 'express consent' has been received from the individual for this purpose.

The person requesting a reference will be offered the opportunity to see it before it is sent, unless the Principal decides this is not appropriate; however, the academy is aware that ultimately, they cannot prevent the person receiving a copy in line with the Data Protection Act. If the person raises comments about the reference before it is sent, the member of staff responsible for the reference will consider the comments and, if they decide to leave it unchanged, record the reason(s) behind their non-agreement.

11. The interview

During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison. Any concerns raised through contact with referees will be discussed with the candidate at this stage. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children.

The academy will use a range of selection techniques to identify the most suitable person for the post.

Interview questions seek to:

- Find 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
- Looking at any gaps in employment or where the candidate has changed employment or location frequently and asking about the reasons for this.

Interviews will also be used to explore the potential areas of concern to determine the applicant's suitability to work with children.

Areas that may raise concerns and lead to further enquiry include:

- Implication that adults and children are equal
- Lack of recognition 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.

The candidate will be given the opportunity to discuss any concerns or ask any questions. The process will always comprise a face-to-face interview; however, the recruitment panel may also request that candidates complete at least one of the following exercises:

- Teach a lesson or an appropriate task for the role
- Provide a training event
- Mark books
- Complete a data task
- Attend a panel about safeguarding, curriculum or leadership etc.
- A academy tour

The Trust encourages our Academies to be creative in the construction of interview days.

12. After the interview

After the interview has been completed, the recruitment panel will:

- Assess all candidates' performance using the same agreed criteria.
- Ask the successful candidate to provide proof of identification and qualifications, and to complete the enhanced DBS check as soon as possible, but no earlier than 3 months prior to commencing employment.
- Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.

Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in line with the Records Management Policy, in case any aspect of the recruitment process is challenged.

After choosing a successful candidate, the academy will:

- Make a conditional offer of employment to the candidate.
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
- Complete the relevant pre-appointment checks.

Once an offer of employment has been made, the candidate's self-declaration form will be reviewed. If a conviction has been declared, and it is spent or filtered, the offer of employment will not be retracted based on this; however, the academy will undertake the relevant assessments to determine whether the candidate is suitable to work in the academy.

13. Pre-appointment checks

All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks. These checks seek to identify whether there is anything that would make the candidate an unsuitable appointment for working with children or as a teacher.

When appointing new staff, the academy will:

- Verify the candidate's identity e.g. checking the name and birth date on a birth certificate.
- Obtain an enhanced DBS certificate (via the candidate) and, for candidates engaging in regulated activity, barred list information.
- Where it has been deemed necessary, obtain an enhanced DBS check with children's barred list information.
- Verify a candidate's ability to carry out their role.
- Verify the person's right to work in the UK.
- Make further checks on any individual who has lived or worked outside the UK.
- Verify professional qualifications, as appropriate.
- For those in management, trustee or governor roles, conduct a section 128 check.

The academy will only obtain a separate barred list check if a newly appointed staff member is engaging in regulated activity before the receipt of an enhanced DBS certificate; or if the individual has worked in a academy where they were in regular contact with children and young people in the three months prior to the new staff member's appointment to the academy.

The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

The recruitment panel will assess all cases fairly and on an individual basis. Where a decision has been made not to appoint somebody because of their conviction(s), it will be clearly documented to enable the academy a chance to defend its decision if challenged.

The academy will consider the following when assessing any disclosure information on a DBS certificate:

- The seriousness and relevance to the post which they have applied to
- How long ago the offence occurred
- Whether it was a one-off incident or a history of incidents
- The circumstances around and at the time of the incident
- Whether the individual accepted responsibility for what happened

If the academy has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the academy to allow the individual to carry out any form of regulated activity.

Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' [web page](#).

There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the candidate has worked:

- In a academy in England in a post which brought them into regular contact with children or young people; or
- In any post in a academy since 12 May 2006 which did not bring the person into regular contact with children or young persons; or

Volunteers

For all volunteers, following a formal application, the academy will undertake a written risk assessment and use professional judgement and experience when deciding what checks, if any, will be required. The academy reserves the right to request barred list information for all volunteers, regardless of whether they are supervised or not.

All unsupervised volunteers engaging in regulated activity will be required to provide the academy with an enhanced DBS check with a barred list check. Existing volunteers in regulated activity do not need to be re-checked if they have already had an enhanced DBS check (including barred list information); however, Three Spires Trust expects that a repeat DBS check will be completed before being left unsupervised with any students. It will be presumed that all volunteers will be engaged in regulated activity.

Candidates who have lived outside the UK

For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary. This includes the safer recruitment checks outlined in the KCSIE statutory guidance.

For candidates who have lived or worked outside the UK, the academy will make further checks where necessary, including, but not limited to:

- Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before.
- For teaching staff, obtaining proof of their past conduct as a teacher from the professional regulating authority in the country in which they worked, where available.
- Obtaining evidence that candidates have the right to work in the UK through the government's [online portal](#), using a share code, or the candidate's date of birth.
- Obtaining proof of candidates' immigration status in the UK.

If a candidate is unable to provide the correct documentation, they cannot submit a DBS check. This is because the right to work in the UK cannot be established.

Following the UK's exit from the EU, academies should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

Agency and third-party staff

In the case of any employee working at the academy who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.

The academy will obtain a copy of the enhanced DBS certificate from the agency or third-party organisation where it has been obtained before the person is due to commence work and has disclosed any matter or information.

Trainee/student teachers

The academy will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried candidates for initial teacher training who are in regulated activity.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The academy will obtain written confirmation from the agency that the checks have been carried out.

Existing staff

If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.

The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children. An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation. The employer of the academy will ensure they have sufficient information to meet the referral duty criteria in 12.23 of this policy.

Contractors

The academy will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. 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. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.

The academy will set out its safeguarding requirements in the contract between the contractor's organisation and the academy.

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

The academy will always check the identity of contractors and their staff on arrival.

Local Governors, Trustees and Members

The recruitment lead will request an enhanced DBS certificate without a barred list check on an individual as part of the appointment process for governors. An enhanced DBS certificate (which will include a barred list check) will only be requested if the governor will be engaging in regulated activity; this also applies to volunteer governors and shall be subject to a Section 128 check. Trustees and members will also be subject to a section 128 check.

Newly appointed chairs of trustees will be subject to a suitability check, which includes:

- An identity check.
- Confirmation of the right to work in the UK.
- An enhanced DBS check.
- Where required, additional information if the individual has lived outside the UK for a period of 12 months or longer.

14. Identification checking process

When checking the validity of identifying documents, the academy will ensure that this is done in the presence of the holder, e.g. in person or via a live video link. In both cases, the academy will be in physical possession of the original documents. The academy will only accept valid, current and original documentation in its physical form.

The academy will request documents with photographic identity, such as a passport, and compare this against the candidate's likeness. The academy will not accept documents that are not in the candidate's current name as recorded on the application form.

The academy will ensure that the candidate declares all previous name changes and provides documentary evidence to support the name change. If the candidate is unable to provide evidence to support the name change, the academy will hold a discussion with the candidate about the reasons why, before validating their identity.

The academy will compare the candidate's address history with any other information the candidate has provided, such as their application form.

The academy will ensure that all letters and statements provided by the candidate are recent e.g. within a three-month period.

15. After the pre-appointment checks

Once the pre-employment checks have been completed, the recruitment panel will:

- Agree a start date with the candidate.
- Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.
- Add the required details of the checks carried out to the academy's SCR.

16. Safer recruitment training

At least one member of the recruitment panel will have completed formal safer recruitment training. The Trust expects that all members of the academy senior leadership team will receive safer recruitment training and it is recommended that this is refreshed every five years.

Staff and governors involved in the recruitment process will have an awareness of information regarding the following:

- The recruitment and selection process
- Pre-appointment and vetting checks, regulated activity and recording of information
- Other checks that may be necessary for, staff, volunteers and others
- How to ensure the ongoing safeguarding of children and legal reporting duties on employers

17. Safeguarding

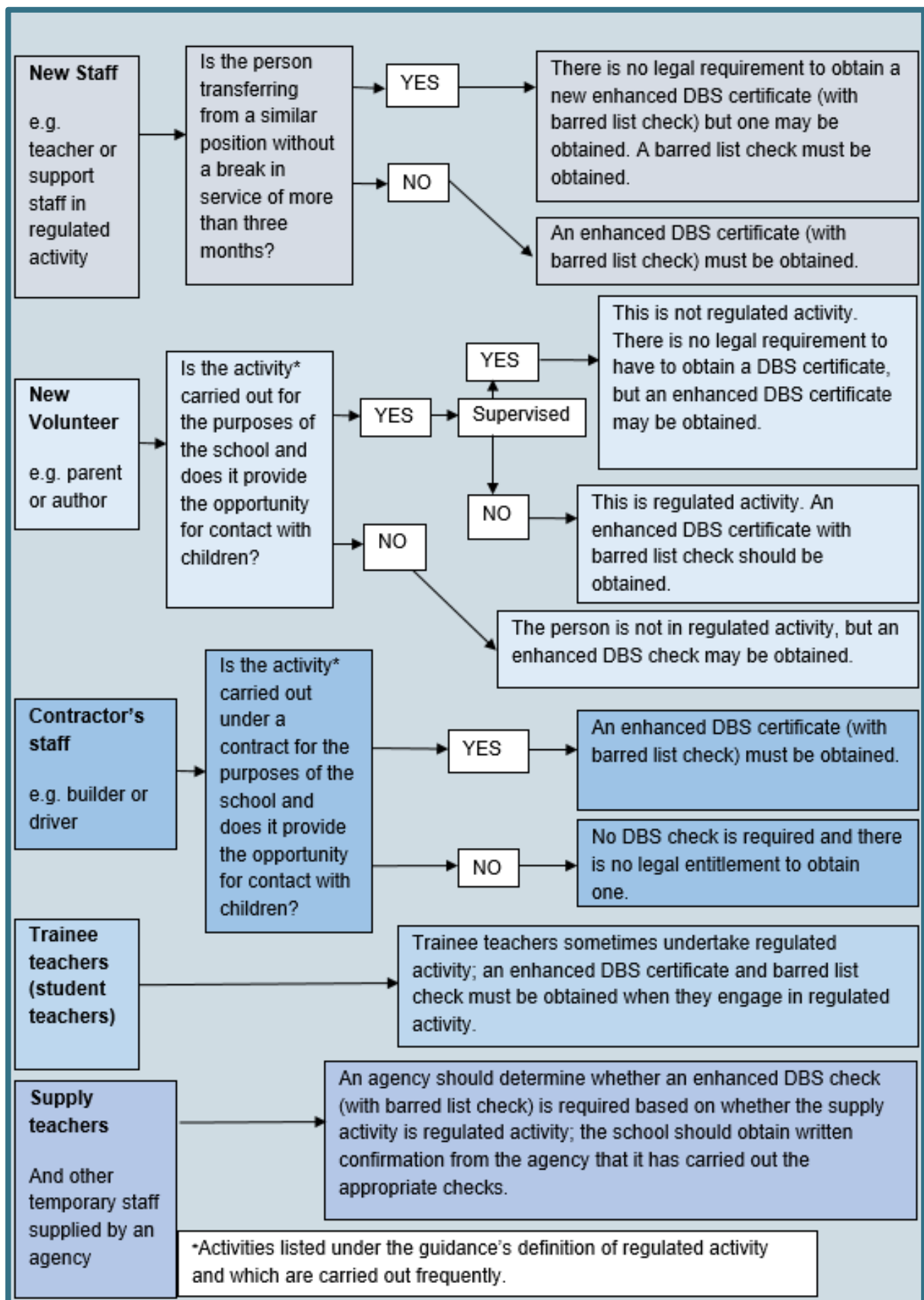
For references provided to the academy, the candidate's suitability will always be assessed with particular regard paid to their suitability to work with children. The DSL and DSS will be consulted where appropriate.

The Principal will recognise the academy's duty to disclose safeguarding concerns overrides any other duties to an employee, and ensure the academy complies with its safeguarding obligations. The DSL will ensure records are kept of all allegations against staff in line with the most up-to-date version of KCSIE.

For all safeguarding allegations, excluding those proven to be malicious, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken, and decisions reached, will be kept on the confidential personnel file of the accused member of staff. Accurate information based on these records will be given in response to future requests for a reference, where appropriate. Safeguarding information will not be given in circumstances where the allegation was found to be false, unsubstantiated or malicious – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.

Appendix one –

Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks



Information to be held on file in a member of staff's personnel file

1	Part 1 – New position request form
2	Part 2 – Selection process
3	Form A – Shortlisting
4	Form B – Interview schedule template
5	Form C – Interview question template
6	Form D – Online searches for shortlisted candidates form
7	Part 3 – Staff Appointment and induction booklet (to be held at the front of all files)
8	Payroll Form
9	Right to Work checklist
10	PEAQ form
11	Applications form
12	Recruitment monitoring form
13	Safeguarding statement
14	References (x2)
15	Copy of offer letter
16	Copy of contract
17	Copies of evidence: <ul style="list-style-type: none">• ID documents• Professional qualifications (where appropriate)