



Important Information for Candidates

Terms & Conditions
Job Applicant Privacy Notice
Safer Recruitment Policy
Recruitment of Ex Offenders Policy

Terms & Conditions

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

DECLARATION

I acknowledge that Peterborough Diocese Educational Trust (PDET) is committed to safeguarding and promoting the welfare of children and young people.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

I confirm that the information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I agree to inform PDET if I am convicted of an offence after I take up any post within PDET. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I agree to inform PDET if I become the subject of a police and/or a social services/(Children's Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, and a medical report, all of which must be deemed by PDET as satisfactory.

I also declare that I will not contact any member of PDET to further this application (and I understand that to do so would disqualify me from further consideration) – unless the advertisement invites me to contact a named individual to seek further details.

PRIVACY NOTICE

This privacy notice is about how we collect, store and use personal information (or personal data) about individuals applying for jobs within our Academy Trust. Peterborough Diocese Education Trust (PDET) is a company incorporated in England and Wales (no. 08509710) and is the Data Controller. The postal registered address of the Academy Trust is Unit 2 Bouverie Court, 6 The Lakes, Bedford Road, Northampton NN4 7YD. Our Data Protection Officer is Angela Corbyn (you can contact her on 07775436141, email: dpo@pdet.org.uk or write to her at the PDET address).

Successful candidates should refer to our privacy notice for staff which explains how their personal data is collected, stored and used. This is available at <https://www.pdet.org.uk/Policies/>

In this privacy notice 'we' and 'us' means the Academy Trust.

Categories of data that we collect (including special category data)

Personal data categories we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Personal identifiers and contact details (such as name, NI number, and address)
- Right to work documentation
- References
- Qualifications and education history
- Employment records (work history, job titles, training records, professional memberships, salary)
- Date of birth
- Race, ethnicity, religious beliefs, sexual orientation (special category data)
- Disability, health and access requirements (special category data)
- Criminal convictions (special category data)
- Trade Union Membership

Why we collect and use job applicant information

PDET as the Data Controller, takes your privacy seriously and will only use your personal information for the following purposes:

- To process your Job Application
 - Enable us to establish relevant experience and qualifications
 - Facilitate safe recruitment, as part of our safeguarding obligations
 - Monitor equalities
 - Ensure appropriate access arrangements can be provided for candidates that require them.
- To send you job alerts as requested by you
- To communicate with you at your request

How we use job applicant information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where:

- We need to comply with a legal obligation
- We need to carry out a task in the public interest
- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

The lawful basis for proceeding is 'contractual.' If unsuccessful – our legal basis for proceeding will be 'legitimate interest.'

Consent

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

How we collect job applicant information

We collect information through the application and recruitment process either directly from you (for example, when you provide information to us in an application form via our 3rd party recruitment portal or an interview) or sometimes indirectly from certain third parties such as an employment agency, referee, former employer or the DBS.

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Retention

We only keep your information for as long as we need to or for as long as the law requires us to in line with our Records Retention Policy which you can find at <https://www.pdet.org.uk/Policies/>

When we may share job applicant information with others

Where it is legally required, or necessary (and it complies with data protection law) we may share your personal data with:

- An 'independent' interview panel member who is not directly employed by the Academy Trust
- Referees named on your application form

The following third parties may access to your information processing activities. We will not share your data with any other parties without your consent and if we change a third party – we will inform you.

Third Party	Purpose	
My New Term	Product Hosting and Support is wholly in the UK	Factsheet available on request

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your referees lives abroad. If this happens we will do so in accordance with data protection law.

Your rights

You have these rights: The UK GDPR provides certain rights for individuals. These include the right of access, rectification, erasure, to restrict processing, data portability and to object. There is more information in our Data Protection Policy. The policy can be found on our website - www.pdet.org.uk/policies. You can complain to our DPO about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner’s Office: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113.

Our use of cookies

This site uses cookies. These are small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping baskets, and provide anonymous tracking data information.

Below explains the different types of cookies that we use on our site:

- Essential Security Cookies, that can help us troubleshoot data breaches/concerns and are needed to comply with security best practices. This data is not shared externally
- Cookies for data held within Access, that remember screen settings and site layout. Whilst not essential, these help us improve the user experience and speed of the application. We do not share these cookies externally.
- A cookie that allows us to provide data to a 3rd party application, we use this to obtain and learn from user feedback.



Safer Recruitment Policy

Recruitment and selection process

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Advertising

When advertising roles, we will make clear:

- › Our school's commitment to safeguarding and promoting the welfare of children
- › That safeguarding checks will be undertaken
- › The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- › 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

Online Application forms

Our application forms will:

- › Include a statement saying 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)
- › Include a copy of our safeguarding policy and our policy on the employment of ex-offenders

Shortlisting

Our shortlisting process will involve at least 2 people and will:

- › Consider any inconsistencies and look for gaps in employment and reasons given for them
- › Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- › Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant overseas information
- › Sign a declaration confirming the information they have provided is true

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

Seeking references and checking employment history

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- › Not accept open references
- › Liaise directly with referees and verify any information contained within references with the referees
- › Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- › Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- › Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- › Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- › Resolve any concerns before any appointment is confirmed

Interview and selection

When interviewing candidates, we will:

- › Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- › Explore any potential areas of concern to determine the candidate's suitability to work with children
- › Record all information considered and decisions made

Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- › Verify their identity
- › Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken

- › Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- › Verify their mental and physical fitness to carry out their work responsibilities
- › Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- › Verify their professional qualifications, as appropriate
- › Ensure they are not subject to a prohibition order if they are employed to be a teacher
- › Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
 - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
 - For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach
- › Check that candidates taking up a management position* are not subject to a prohibition from management (section 128) direction made by the secretary of state

* Management positions are most likely to include, but are not limited to, headteachers, principals and deputy/assistant headteachers.

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

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

Existing staff

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

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- › An enhanced DBS check with barred list information for contractors engaging in regulated activity
- › An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

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.

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

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Volunteers

We will:

- › Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- › Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- › Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- › Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Governors and members

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.

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

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Recruitment of Ex-Offenders Policy

Date	Revision & Amendment Details	By Whom
May 2014		
September 2023	SK reviewed, rebranded and responsibilities. Approved	Melanie Morris

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1. Policy Statement

Peterborough Diocese Education Trust (PDET) is a multi-academy trust (the Trust), committed to the flourishing of all, working together as one, through the affirmation of God's love within a distinctly Christian ethos. It recognises that humanity is 'co-humanity,' inextricably linked with others.

Therefore, the Trust aims for each of its academies to provide a culture:

- with a core focus on relationships
- where the practice of forgiveness and reconciliation is central; and
- where upholding dignity and showing respect to all is fundamental to enable all people to live well together.

This Trust is committed to the principle of equality of opportunity. Subject to the over-riding consideration of protecting children and vulnerable people, we undertake to treat all applicants for positions fairly and not discriminate on the grounds of a Disclosure and Barring Service (DBS) check and/or other associated information regarding an individual's criminal record.

The aim of this policy is to state our approach towards employing people who have criminal convictions.

This Trust is committed to equality of opportunity for all job applicants and aims to select people for employment based on their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training. We will therefore consider ex-offenders for employment on their individual merits. Our approach towards employing ex-offenders is appropriately amended dependent upon whether the job is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.

We will not automatically refuse to employ a particular individual just because he/she has a previous criminal conviction.

The Head Teacher/Recruiting Manager may ask the preferred candidate to disclose any unspent convictions but will not ask job applicants questions about spent convictions, nor expect them to disclose any spent convictions.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the job for which he/she has applied, the individual circumstances of the case will be reviewed and the Trust may, at its discretion, decline to select the individual for employment.

The Head Teacher/Recruiting Manager may wish to contact their HR if the preferred candidate discloses a conviction which the Trust considers is relevant to the post.

2. Jobs that are exempt from the Rehabilitation of Offenders Act 1974

If the role being recruited to is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, the Trust will require the applicant to disclose all convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned). In these circumstances, however, the Trust will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied.

If the job is exempt, disclosure information will be sought in respect of the preferred candidate's criminal convictions and will seek the applicant's agreement to undertake a Disclosure and Barring

Service (DBS) disclosure at the appropriate level. Where the individual is member of the DBS Update Service, the Head Teacher/Recruiting Manager will, with the candidate's permission, conduct a status check on any current certificate.

3. Scope of policy

This policy applies to recruitment into all roles, including volunteers and agency/contract workers.

4. Principles of policy

This Trust is firmly committed to the principles of equality and diversity in its recruitment and employment practices. It is also committed in the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, or offending background. We welcome applications from a wide range of candidates, including those with criminal records and candidates are selected for interview based on their skills, qualifications, and experience.

In accordance with the Disclosure and Barring (DBS) policy and the DBS Code of Practice, Disclosure checks will be requested for preferred candidates conditionally selected for appointment to jobs that involve working with children or vulnerable adults; checks may also be requested for certain other roles as defined within the Eligibility Guidance. For those positions where a Disclosure is required, applicants will be informed that a Disclosure will be requested in the event of them being offered the position.

As a Trust using the Disclosure and Barring (DBS) Service to assess applicants' suitability for positions of trust, the Trust undertakes to comply fully with the DBS Code of Practice.

We make every subject of a DBS check aware of the existence of the DBS Code of Practice, a copy of which can be found on the DBS website:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

We undertake to discuss any matter revealed in a DBS Disclosure with the person seeking the position.

If candidates would like some further advice on whether a conviction is likely to debar them from working with children or vulnerable adults, they should contact the Disclosure and Barring Service for advice.

We ensure that an open and measured discussion takes place about any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or termination of employment.

Having a criminal record will not necessarily prevent a person being appointed, unless the

offence debars the person, or the Disclosure check indicates that the person presents a risk to children or vulnerable adults.

Guidance is provided to managers to help them to assess the relevance and the circumstances of offences. The Head Teacher may also seek further advice from HR.

5. Data Protection

The Trust is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly, and stored and handled appropriately and in accordance with the provisions of the Data Protection Act 2018 and the DBS Code of Practice. Data held on file about an individual's criminal convictions will be held only as long as it is required for employment purposes and will not be disclosed to any unauthorised person.

6. Policy monitoring

Responsibility for the implementation, monitoring and development of this policy lies with the Board of Directors. Day to day operation of the policy is the responsibility of the Head Teacher/Department Manager and nominated officers who will ensure that this policy is adhered to.

7. Complaints

Any applicant who feels that they have been treated unfairly during their recruitment experience in respect of this policy may submit a written complaint to the Trust.