



Bedford Inclusive Learning and Training Trust

Achieving • Believing • Collaborating

Safer Recruitment Policy

Policy Status: Other

Review Cycle: 2 Years

Owner: HR Director

Date: May 2026

Approved by: Trust Board

Date: May 2026

Review Date: May 2028

BILTT is committed to safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment. The post is subject to satisfactory references from previous employers, enhanced DBS & health clearance.

What should this policy achieve?

- This policy sets out the procedures used by Trustees, LGB Members and all staff when seeking to recruit high quality staff. It acknowledges that this is a serious responsibility and that there are important statutory requirements that must be followed for key elements of this process.
- This policy demonstrates that Trustees, LGB Members and staff recognise the importance, as highlighted in the recommendations set out in the Richard Enquiry (2004) and the statutory guidance in the latest version of 'Keeping Children Safe in education' (KCSiE) of putting in place safeguarding procedures to "prevent people who pose a risk of harm from working with children" ensure that only those suitable to work with young people are employed by the school.
- This policy is part of the Academy Trust's procedures to create a culture of safer recruitment, adopting practices that "help deter, reject or identify people who might abuse children" (KCSiE).

What are the principles involved?

- Each Trust Academy shall follow the guidance set out within this policy for each stage of the recruitment process.
 - The recruitment process has 9 steps that must be followed:
- Preparing the job pack for applicants
- Advertising the post either externally, internally or both
- Shortlisting
- Gathering references
- Interviewing
- Making a conditional offer of employment
- Carrying out appropriate safeguarding checks and checking references
- Providing relevant induction
- Issuing a contract of employment
- This policy acknowledges that each Trust Academy and the Trust Board are aware of their statutory responsibilities to check staff who work with children, "taking proportionate decisions on whether to ask for any checks beyond that which is required and ensuring that volunteers are appropriately supervised" (KCSiE).
- This document fulfils the statutory requirement for a written recruitment and selection policy to be in place (KCSiE) setting out the agreed procedures across the Trust.
- All posts within school are exempt from the Rehabilitation of Offenders Act 1974 <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974> and therefore all applicants will be required to declare (unfiltered) spent and un-spent convictions, cautions and bind overs and have an Enhanced Criminal Records Disclosure Check with Barred List. The Trust are committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

Who manages this policy?

- The HR Director will update the Safer Recruitment Policy following changes to legislation but at least every two years.
- In each Trust Academy, the Headteacher has overarching responsibility for ensuring that recruitment is carried out in line with the guidance set out in this policy. The Executive Principal may delegate this responsibility to the HR Director for the recruitment of staff to the Central Team.
- Following the appointment of each new member of staff, they will be allocated an appropriate Line Manager/Mentor to oversee their induction, training and support.
- In each Trust Academy, the HR Director shall appoint a Recruitment Officer, who will as part of their Job Description support the Headteacher in carrying out the day-to-day tasks associated with all aspects of the recruitment process.
- The HR Director will either act themselves or will appoint a Recruitment Officer from the HR Team carry out these tasks for appointments to the Central Team.

What are the aims of this policy?

- To ensure that recruitment procedures prioritise the safeguarding of children and meet the requirements of the relevant legislation
- To ensure that appropriate checks and balances take place to ensure that only those suitable to work with young people are employed by the Trust
- To ensure that there is consistency of approach across the Trust
- To ensure that recruitment procedures are fair and transparent
- To ensure that recruitment procedures do not discriminate in any way
- To ensure that sensitive documentation is stored securely with regard to Data Protection legislation
- To provide a checklist for the process to recruit staff and ensure that all aspects are completed in the correct order so there is a robust procedure in place for Safer Recruitment within BILTT (**Appx 1**)

Guidelines for advertising

- When advertising, post details will be kept to a minimum but will include a safeguarding statement, state the requirement for an Enhanced DBS Check, Social Media Checks, Health Clearance, satisfactory references, Probationary Period and that CVs will not be accepted. Full details – including safeguarding statements (again) - will be provided in detailed job packs.
- All vacant posts will be advertised at School, Trust, local or national levels, as appropriate.
- Headteacher and Deputy Headteacher vacancies will usually be advertised nationally.

Agreed contents of job packs

- A letter outlining the procedure for application and emphasising that the school takes its safeguarding responsibilities extremely seriously. This should also contain a reminder to candidates to contact their referees so that a swift response is received by the Academy to their reference request.
- Information about the post, including the start date, whether it is a fixed term, casual or permanent post, whether it is part-time or full-time and the actual salary/pay grade.
- Information about the interview process.
- A relevant Person Specification, including the completed Risk Assessment Grid.
- A relevant Job Description, which makes reference to safeguarding procedures.

- A BILTT teaching or support staff application form, or a 'MyNewTerm' link to apply online (which includes an Equal Opportunities section and a Criminal Record disclosure section)
- Application guidelines to ensure that application forms are filled out correctly.
- The BILTT Vision and Ethos Statement.

Guidelines for shortlisting procedures

- Short-listing is carried out with the involvement of a Senior Leader / the Headteacher / Department Lead. Where possible, this is done in partnership with the relevant Line Manager.
- The short-listing panel must contain at least one person who has received the appropriate Safer Recruitment training. Any errors, discrepancies or contradictions should be highlighted and the candidate questioned about these if called for interview.
- When shortlisting for a senior leadership post, where possible, this is done in partnership with at least one LGB Member/Trustee from that school. A senior leader from one of the other Trust Academies may also be invited.
- Short-listing grids are used so that only those candidates meeting the required minimum criteria should be considered for interview and reasons for decisions are evidenced.
- Once applications have been received, they are stored securely, for reasons of data protection.
- The Equal Opportunities section will be removed from applications and kept securely as they arrive and prior to short-listing. The shortlisting/interview panel should not have access to the Equal Opportunities information. However, the panel must be given any requests for interview under the Disability Guaranteed Interview Scheme, the candidate must meet all the essential criteria in the Person Spec to be offered an interview under this scheme.
- For Headship short-listing & interview, the panel must contain the Executive Principal, at least one Trust Academy Headteacher or SIA, in addition to at least one Trustee/LGB Member from the LGB of the recruiting academy.
- Applications of unsuccessful candidates will be securely stored and destroyed after 6 months.
- To meet safeguarding recommendations, referees will be asked to provide a range of information, including whether or not they consider the candidate suitable to work with children.
- The BILTT reference request form (**Appx 4**) will be used for this purpose and be sent along with the Job Description and Person Spec to the referee. Open references or references from relatives or friends will not be accepted. References will be compared with the application form & any discrepancies discussed with the candidate at interview.
- A member of staff who is not directly involved in the recruitment process, should carry out an online search on shortlisted candidates as part of due diligence. This may help identify any incidents or issues that have happened, and are publicly available online which the school might want to explore with the applicant at interview. Any information gathered must not be used to unlawfully discriminate against the candidate and should feed into the process only information that impacts safeguarding or reputation. This should avoid any risk of irrelevant information such as age, gender or race being passed on. Information should be treated in the same way as any other information relevant to the process, such as that contained in the application form, the DBS certificate and the references; review it and, if appropriate, allow the candidate to address any concerns that come up.
- Interview questions should be reviewed during the shortlisting meeting and must include at least one (but preferably more) robust question on Safeguarding children.

Guidelines for inviting candidates to interview

- Letters/emails inviting candidates for interview should provide an outline of the activities for the day.
- If a task is involved, details of the task should be provided.
- Letters/emails should be sent in time for candidates to prepare for any given tasks and to make arrangements to attend.
- The letter of invitation to interview should clarify whether there is a two-part selection process on the day.
- If requests for references have not previously been issued, they should be sent out at the point of inviting candidates for interview, to two relevant professional referees. References must be taken up for all interviewees, including internal candidates. References from Line Managers at the same school can be used providing that Line Manager is not taking any part in the selection or interview process.

Guidelines for carrying out interviews

- Candidates will be asked to present their identification prior to being shown around the relevant school and introduced to the Interview Panel. During times of lock down, interviews will be held via video link and candidates will show their identification & qualification documents on screen and if appointed, present their original documents on their first day at the latest.
- On arrival, candidates will be asked to put an original signature on their application form if they have not already done so. Candidates will be given a Criminal Records Declaration Form to complete, sign and give to the Chair of the interview panel. If there is a disclosure on the Criminal Records Declaration Form, a 1:1 discussion should take place to enable a risk assessment form to be completed. Borough HR advice can be sought before any offer of employment is given. **(Appx 2)**
- As per statutory requirements, all interview panels will always contain at least one member who has received Safer Recruitment training [Regulation 9 of the School Staffing (England) Regulations 2009].
- For teaching posts, the Interview Panel will consist of a minimum of 2 people. At least one member of the Senior Leadership Team should be present and where possible, a LGB Member/Trustee should also be involved.
- For non-teaching posts, the panel will consist of a minimum of 2 people and may include a LGB Member/Trustee, a Senior Leader or a relevant Line Manager.
- In order to ensure that the recruitment process generates as wide a range of information as possible, there will normally be a classroom session/task in addition to the requirement of responses to interview questions.
- Where this has previously been made clear to candidates, the interview may take the form of a two-part selection process and candidates will only be asked to remain for the second part where performance in the first part has been at least good.
- In addition to the questions drawn up in advance and used to interview all candidates, the Interview Panel may ask any additional individual question necessary to clarify any gaps in employment history or a point made in the letter of application. This relates in particular to satisfying the panel about any matters relating to safeguarding.
- All unsuccessful candidates will be contacted by a member of the interview panel and offered feedback on their performance at interview (verbally by phone or by email)
- The Interview Panel will record their notes relating to each candidate's performance on an interview grid, to inform discussions at the end of the interviews and so that agreed strengths and weaknesses can be fed back to candidates. Each candidate will have a separate

interview grid for each of the interviewers, with a comments section and scoring column next to each question. These notes will be securely retained for 6 months.

Guidelines for making a conditional offer of employment

- Every attempt will be made to make a decision on the day of the interview and all interviewees will be told when they can expect a decision.
- Every attempt will be made to contact all candidates by telephone so that they know the outcome on the day of the interview, or soon after.
- Any verbal offer will state that it is made subject to certain checks and conditions being met (see below).
- Following a verbal offer over the telephone and acceptance, the successful candidate will receive a letter/email of confirmation. This letter will also state that the offer is made subject to certain conditions being met and ask for a written acceptance by email or post. This letter/email will be sent within 2 working days of the candidate verbally accepting the post.
- The conditional offer of a job will make it clear that the required checks are - receipt of two positive professional written references, enhanced DBS Clearance, Social Media Checks and medical clearance by Borough Occupational Health. All letters must state that there is a 6-month probationary period for all staff.
- The conditional written/email offer of a job will be accompanied by Enhanced DBS application & Barring List documentation and a Health Questionnaire which the candidate will be required to complete promptly.
- Where not already received, successful candidates will be asked to bring in original documents as proof of their qualifications, DBS clearance evidence and Right to Work evidence. Photocopies will not be accepted. Documents will be photocopied, signed and dated for retention on HR files (except a DBS certificate which must only be retained where absolutely necessary and securely disposed of within 6 months).

Requirements for carrying out recruitment checks on new staff

- An Enhanced DBS Certificate must be obtained from the candidate as soon as practicable after an offer of appointment has been made and prior to them taking up their new post. DBS Certificates are no longer sent to the Academy, so new employees are required to present their DBS Certificate on arrival at school on their first day, if they have not been presented before this. The DBS Certificate number and date should be recorded on the Single Central Record. A copy should only be taken of the DBS certificate in exceptional circumstances and the copy must be securely shredded within 6 months. Copies of the documents used as evidence for the DBS check should be signed and dated then securely stored on the employee's personnel file along with the snapshot document from the Mencap website which gives a summary of the clearance information.
- BILTT's DBS checks are carried out by an external provider, using an online service to speed up the process, BILTT currently uses MENCAP for this service.
- For all staff engaged in 'regulated activity' an enhanced DBS together with barred list information must be obtained.
- For all roles, an additional check against the prohibited from teaching list is required from the DfE portal <https://services.signin.education.gov.uk/my-services> All lists should be checked on this site in the 'Find a Teacher' section.
- For all posts (including LGB Members and Trustees), a further check against the 'prohibited under section 128 provisions' will also be carried out from the DfE portal.
- For Trustees/LGB Members who have an opportunity for regular contact with children, but who are not necessarily engaging in regulated activity, an enhanced DBS certificate with

Barred List will still be required as they may make regular visits to the school. The Chair of Trustees for BILTT will have their DBS check countersigned by the Secretary of State.

- Contractors/engineers working on site within the school day will be viewed by pupils/students as a 'safe person' so will need an Enhanced DBS Clearance, but do not require a Barred List Check as they are not engaged in Regulated Activity. Those without DBS Clearance will be closely supervised by Site Staff or will work on the site when no pupils are present.
- DBS checks are not statutorily required if a new member of staff is moving from a school post in England within the last three months; however, the Trust will always automatically carry out a check for all new members of staff appointed from employers outside the Trust.
- DBS checks must be carried out (including barred list information, if they are working in regulated activity) for any volunteer, as all volunteers may be required to work outside the classroom with pupils e.g. hearing them read and pupils will see them as a 'safe person'.
- Any DBS certificate which contains details of offences not previously disclosed must be shown to the Headteacher immediately and a risk assessment completed (**Appx 2**). Advice must be sought from Borough HR Services in this instance before the employee is allowed to start work (see (**Appx 3**) Disclosure and Barring Service Checks & Rehabilitation of Offenders)
- Two written references must be taken up on all new employees, volunteers and LGB Members/Trustees – referees shall be asked whether the candidate is judged by them as a suitable person to be working with children. This applies even where the post holder is not engaged in regulated activity, as they will be viewed by pupils/students as a 'safe person' as if they were a member of the Academy staff. When a candidate is appointed, their written references will be verified by means of a telephone call to the referee by the Headteacher /authorised person. Following the offer of employment, the appropriate referee should be contacted again to gain absence data from the last employer. (**Appx 4**)
- For staff who provide childcare (e.g. After School Club Playworkers, Breakfast Club staff etc) appropriate checks also need to be carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009, if that care involves students under the age of 8 years old.
- Social Media checks will be conducted for all new staff.

When appointing a new member of staff, some additional employment checks must also be carried out. These include:

- Verifying a candidate's identity, following government guidelines (see GOV.UK website). You should be aware of name changes and it is best practice to check the name on their birth certificate (where available)
- Verifying a candidate's mental and physical fitness to carry out their work responsibilities as per the requirements in Education (Health Standards) (England) Regulations 2003 via Borough OH.
- Verifying a candidate's right to work in the UK. If there is uncertainty as to whether an individual requires permission to work in the UK, further guidance is available on the GOV.UK website. <https://www.gov.uk/guidance/recruit-teachers-from-overseas> The applicant can obtain a letter from the professional regulating authority (previously this was called a 'certificate of professional competence' and was only for teaching positions) The nature and detail of information provided (where available) can vary in different countries. You must obtain the required DBS certificates for individuals who have lived or worked outside the UK, even if they've never been to the UK.
- You should apply the same approach for individuals who have lived or worked outside the UK, regardless of whether this was in an European Economic Area (EEA) country or the rest of the world. Applicants can find contact details of regulatory bodies in the EU/EEA and

Switzerland on the <https://ec.europa.eu/growth/tools-databases/regprof/> Applicants can also contact The UK Centre for Professional Qualifications <https://cpq.ecctis.com/> who will signpost them to the appropriate EEA regulatory body.

- Obtaining references or feedback where appropriate if the candidate has lived or worked outside the UK. Further overseas checks where necessary.
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
- Verifying relevant qualifications (see also 11.6 above) for teachers this will be done by checking <https://teacherservices.education.gov.uk/EmployerAccess/GetTeacherList> printing off the report for the HR file and 'claiming' the teacher.
- If an existing member of staff takes on a new position where their duties change significantly, or the amount of contact that they have with students is increased then they should undertake a new Enhanced DBS Clearance, with Barred List check if appropriate.
- Agencies who provide staff to work in regulated activity within school will need to provide written notification that they have carried out all of the necessary Safer Recruitment checks that the Trust would perform, including an Enhanced DBS check (with Barred List). Agency staff will not start work until photo ID confirms that they are the person on whom the checks have been made. HR Staff should get a copy of the enhanced Disclosure and Barring Service (DBS) check from the agency where it disclosed any "matter or information" or "any information was provided to the employment business".
- Contractors who work in the school will provide proof of an Enhanced DBS Check (& Barred List where they are involved in regulated activity) and photo ID. Contractors who do not have Enhanced DBS checks must be closely supervised at all times by Site Staff or work when there are no pupils in school.

Definitions of regulated activity

- Regulated Activity includes teaching, training, instructing, caring for, supervising or providing guidance & advice to children if the person is unsupervised.
- Regulated Activity includes driving a vehicle that only provides passage for children.
- Regulated Activity includes work across a limited range of educational establishments with the opportunity for contact with children e.g. music tutors, sports specialists, educational psychologists etc.
- Regulated activity includes engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.

Single central record

- Each individual Academy within the Trust must keep its own Single Central Record. This must cover all staff, agency staff, volunteers and contractors, including visiting staff and supply teachers. A separate Single Central Record is kept for staff in the Central Team and held at Greys Kempston.
- The Clerk to the Trust Board will obtain the SCR information for all Trustees. This information will be updated when appropriate and passed on to individual academies where any changes have taken place, so that individual academy records and the MAT SharePoint area can be appropriately updated. LGB Members will have their DBS checks and renewals carried out by HR staff at their school.
- The Single Central Record must contain at least the following information including who undertook the checks and on what date:
 - Identity check
 - Barred list check (where appropriate)

- An enhanced DBS check, including number and date
- A prohibition from teaching check (where appropriate)
- Social Media Check
- Two Reference Checks
- A section 128 check (where appropriate for management positions including LGB Members/Trustees)
- Further checks on people who have lived or worked outside the UK
- Qualifications check (where appropriate)
- Right to work in the UK check
- Checks on supply staff (confirming that the relevant checks have been carried out by the agency)
- Checks on volunteers (where they are carrying out regulated activity)
- Other useful information can be included in the Single Central Record for ease of access for each Academy, but it must contain at least the information in 13.3 including the date of the check and who it was checked by.

Guidelines about inducting new members of staff

- Wherever possible, the successful candidate will be given the opportunity to visit the Academy prior to taking up their new post, in order to provide an appropriate initial induction session.
- The induction process will include a session with a Senior Leader, who will take the new post holder personally through the safeguarding sections of the school's Code of Conduct for staff.
- Upon taking up a new post, the member of staff's Line Manager will arrange for appropriate training and support – this may include shadowing existing experienced members of staff, attending in-house training or accessing training from external sources.
- All new staff members shall undergo safeguarding and child protection training as part of their initial induction. This training should be in line with advice from the LSCB and should be updated regularly (all staff should receive training annually) [See KCSiE].
- New staff will not be allowed to start work in the classroom until their Induction is complete and signed off.

Retention of staff records when staff leave BILTT

Staff records should be archived securely for an indefinite period in case of any future child protection concerns about that member of staff being raised. Additionally, a 'leavers' tab is acceptable on the Single Central Record for ease of accessing basic information quickly on leavers but is not a requirement and may not be practical.

BILTT is committed to safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment.

Posts are subject to satisfactory references from previous employers, enhanced DBS Check, Social Media Check, Health Clearance and a six-month Probationary Period for all staff.

BILTT Safer Recruitment Process Checklist (May be customised to suit each setting as appropriate)

Vacancy Title _____ Date _____

Action	Initial	Date
Get JD & PS from SLT – to include Safer Recruitment Statement		
Get closing, shortlisting, interview & start dates & interview questions from SLT		
Ensure there is <u>at least</u> one interview question on Safeguarding Children		
Write advert & post onto relevant recruitment portals and other publications as relevant to the role - include Safer Recruitment Statement		
Do purchase order form for advert and cost if applicable		
Publish advert as appropriate		
Copy applications. <u>Keep original</u> and make copy electronic document <u>without</u> equal opps information for Interview Panel.		
Closing date:		
Provide/email copy application forms, advert, JD & PS & questions to Interview Panel		
Send email to candidates who have been shortlisted to ensure they are still interested		
Schedule times for interviews and tasks		
Send email/letter to candidates inviting for interview & ID/DBS docs list & task		
Send email to unsuccessful candidates		
Chase up candidates who have not accepted		
Check application forms - original signatures & criminal declaration form ready		
Reference 1 received – signed & dated by HT/Line Manager		
Reference 2 received – signed & dated by HT/Line Manager		
On day of interview:		
• Original signature on application form – sign at interview if electronic/none		
• Declaration of criminal record form completed and original signature obtained		
• Photocopy original documents for DBS clearance		
• Photocopy original documents for right to work (birth certificate or passport)		
• Photocopy original documents for proof of NI number		
• Photocopy original documents for photo ID (passport or driving licence)		
• Photocopy original documents for quals (QTS & degree) / (maths & Eng) etc		
After interview:		
Send conditional offer & statement of terms & conditions electronically along with relevant links for DBS & OH checks		
Send new starter forms for candidate to sign including bank account details form		
Acceptance letter/email received		
Send/email new starter pack – Enhanced DBS, Health Clearance, info form etc		
Complete verification of DBS docs for MENCAP online		
Check for disqualification/section 128 etc on DfE database		
Health clearance received & certificate printed		
Enhanced DBS & Barred List clearance received & snapshot printed		
Checked https://teacherservices.education.gov.uk/EmployerAccess/GetTeacherList & printed, all areas in 'Find a Teacher' section		
Further overseas checks where appropriate		
Enter details on single central record		
Put staff details on HR system/SIMS etc & set any access levels		
Do new starter form for BILTT ICT		
Ensure P45 has been sent to payroll via the Portal		
Induction Programme – member of SLT responsible informed		

Complete Social Media check		
On First Day at Work:		
Original documents seen (if not already done)		
Original Enhanced DBS seen, number and date recorded on SCR		
Contract signed by new starter		
Full Induction completed		

This checklist should be completed and filed with the HR paperwork for each successful candidate

BILTT Disclosure Review and Risk Assessment**Confidential****Appendix 2**

Individual's initials		Date of Birth	
Disclosure No		Disclosure Date	
Position		Date discussed with individual	
Was the conviction declared on the application form?			
Is the conviction or other matter revealed relevant to the position in question?			
How serious is any offence or other matter revealed?			
Does the individual agree that the information provided is correct?			
How long is it since the offence or other matter revealed?			
Does the individual have a pattern of offending behaviour or other relevant matters?			
Have the applicants circumstances changed since the offending behaviour or other relevant matters?			

The circumstances surrounding the offence and the explanation offered by the individual			
What is the nature of the contact that the individual will have with children/vulnerable adults?			
Can any safeguards be implemented to reduce or remove any risk?			
What supervision is available?			
Suitability for employment in the above post	* Suitable / Unsuitable <i>(delete as appropriate)</i>		
Signed (Headteacher)			
Print Name		Date	
HR Advice Provided by			
Signed		Date	

Disclosure & Barring Service Check (was Criminal Records Bureau Check)

Where appropriate, candidates will be required to complete a Disclosure & Barring Service (DBS) check. If the post they are applying for carries this requirement it will be clear at the application stage.

An enhanced DBS check must be undertaken for all posts where candidates will be working directly with children & young people (under 18) or vulnerable adults.

The Disclosure must be satisfactory before confirmation of any offer of employment. On receipt of disclosure from the DBS, a risk assessment (**Appx 2**) will be undertaken to assess suitability for the role and to evaluate the implications of any offences and/or convictions.

The Recruiting Manager will consider the specific disclosure in relation to the post applied for. Things they will take into account will include:

- The type of offence and sentence given
- The position applied for
- When the offence(s) occurred
- Any mitigating circumstances
- Candidate's attitude
- Whether the candidate declared the offence(s)/conviction(s) on the 'Declaration of Criminal Records' form.

Disclosure information will be retained for a maximum of six months in lockable and non-portable storage cabinets and access is restricted to members of the HR Safeguarding Team for unsuccessful candidates. After this time, the information will be confidentially shredded by the HR Safeguarding Team. Photocopies of disclosures for successful candidates will be kept along with the risk assessment (**Appx 2**) undertaken at the time.

BILTT has adopted and abides by the Disclosure & Barring Service Code of Practice. <http://www.homeoffice.gov.uk/agencies-public-bodies/crb/>

Rehabilitation of Offenders Act

BILTT recruits based on merit and ability to perform the duties of the role; having a criminal record will not automatically exclude candidates from gaining employment.

The Rehabilitation of Offenders Act 1974 states that, once a conviction is 'spent', it does not have to be revealed in most circumstances. However, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended in 1986 and 2001, says that you must declare 'spent' convictions when applying for certain posts; these relate mainly to posts working directly with children and young people, or vulnerable adults.

Candidates who are selected for interview will be asked to complete a 'Declaration of Criminal Records' form.

Applicants for positions which are exempt from the Act will be asked to **declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/cautions or reprimands** (applicants for positions which are not exempt from the Rehabilitation of Offenders Act will be asked to provide details of all unspent convictions).

Any details declared on the form may be discussed at interview.

For more information about the 'Rehabilitation of Offenders Act 1974' please visit

<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>

<https://www.nacro.org.uk/data/files/rehabilitation-of-offenders-act-1974-guide-v3-1036.pdf>

REFERENCE REQUEST

Applicant Name:			Post applied for:		
Name of referee:			Relationship to the applicant:		
How long have you known the applicant & in what capacity?			Current/previous job title of the applicant:		
Dates of employment: MM/YYYY to MM/YYYY			Reason for leaving if applicable		
Candidate's pay scale & annual salary:			Annual Allowances, benefits & regular overtime:		
PLEASE ASSESS THE APPLICANT FOR:	Excellent	Good	Satisfactory	Poor	Not known
Attendance, reliability & punctuality	☐	☐	☐	☐	☐
Honesty & integrity	☐	☐	☐	☐	☐
Performance	☐	☐	☐	☐	☐
Relevant knowledge and skills	☐	☐	☐	☐	☐
Ability to prioritise & manage workload and stress	☐	☐	☐	☐	☐
Ability to work with others	☐	☐	☐	☐	☐
Exercising responsibility and showing initiative	☐	☐	☐	☐	☐
Relationships with children/vulnerable adults	☐	☐	☐	☐	☐
Relationships with colleagues and other professionals	☐	☐	☐	☐	☐

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In accordance with Section 60 of the Equality Act 2010 we cannot ask you about the applicant's health or absence record before interview or an offer of employment has been made, therefore we will contact you again to obtain this additional information if necessary. Please indicate your preferred method of contact below:

Please insert email the address of the person to get this information from quickly:

_____@_____

Signed:		Print name:	
<i>I am authorised by my organisation to give this reference, it is accurate and nothing significant is omitted.</i>			
Job Title:		Date:	
Name and address of company: (Company Stamp)			
NB we may phone you to authenticate this reference.			

Under paragraph 24 of schedule 2 of the Data Protection Act 2018; even if an individual makes a subject access request, they are not entitled to receive a copy of this reference. However, you, or the prospective employer can disclose the reference to the individual if you/they chose to do so.

Please return the completed form to:

Name here

BILTT email address here

Many thanks for completing this reference request

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment.

**REFERENCE REQUEST FORM
SICKNESS ABSENCE INFORMATION**

Please complete this form but DO NOT return unless we contact you to request it.

Section 60 of the Equalities Act 2010 states that an employer cannot seek information about an applicant's health or sickness absence record prior to interview or before making an offer of employment

Reference for:			
Position applied for:			
Date of absence	No of days	Reason given	
Signed:		Print name:	
Position:		Date:	
Company:			

Many thanks for completing this reference request

Please return the completed form to:

Name here

BILTT email address here

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment.

PERSONAL REFERENCE REQUEST

Applicant name:												
School name (delete as required) :	BILTT / Grange Academy / Greys Education Centre / St John's Special School											
Name of referee:												
Address of referee:												
Email address of referee:												
Contact numbers of referee:												
In what capacity do you know the applicant?												
How long have you known the applicant?	Years											
Please complete dates:	Date from (dd/mm/yy)						Date to (dd/mm/yy)					
Please comment on the following (please complete all sections)												
Candidates suitability for the role applied for												
Relationship with others												
Strengths and weaknesses												
Reliability												
Confidentiality												
Communication skills												
Ability to be an effective member of a team												
Ability to work independently												
Communication – oral and written												
Commitment & conscientiousness												
Common sense												
Are you aware of any reason why the applicant may not be suitable for a post in a school working with children or vulnerable												

adults? If yes, please give details below. This must be answered please	
Are you aware of any safeguarding issues concerning this person? If yes, please give details below. This must be answered please	

If there is any other information that you would like to tell us about the candidate, which is not included elsewhere on this reference, please do so below or attach a separate sheet.
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I am authorised to give this reference, it is accurate and nothing significant is omitted. (Tick as appropriate)	Yes ☐	No ☐
Signed:		
Print name:		
Date: NB we may phone you to authenticate this reference		

Under paragraph 24 of schedule 2 of the Data Protection Act 2018; even if an individual makes a subject access request, they are not entitled to receive a copy of this reference. However, we could disclose the reference to the individual if asked to do so.

Please return the completed form to:

Name here

BILTT email address here

Many thanks for completing this reference request

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TRUSTEE & LGB MEMBER REFERENCE REQUEST

Applicant name:												
School name (delete as required) :	BILTT / Grange Academy / Greys Education Centre / St John's Special School											
Name of referee:												
Address of referee:												
Email address of referee:												
Contact numbers of referee:												
In what capacity do you know the applicant?												
How long have you known the applicant?	Years											
Please complete dates:	Date from (dd/mm/yy)						Date to (dd/mm/yy)					
Please comment on the following (please complete all sections)												
Candidates suitability to be a Trustee/LGB Member												
Relationship with others												
Strengths and weaknesses												
Reliability												
Confidentiality												
Communication skills												
Ability to be an effective and efficient member of a team												
Communication – oral and written												
Commitment & conscientiousness												
Courage to challenge												
Common sense												
Are you aware of any reason why the applicant may not be suitable for a post in a school working												

with children or vulnerable adults? If yes, please give details. This must be answered please	
Are you aware of any safeguarding issues concerning this person? If yes, please give details below. This must be answered please	

If there is any other information that you would like to tell us about the candidate, which is not included elsewhere on this reference, please do so below or attach a separate sheet.
--

I am authorised to give this reference, it is accurate and nothing significant is omitted. (Tick as appropriate)	Yes ☐	No ☐
Signed:		
Print name:		
Date: NB we may phone you to authenticate this reference		

Under paragraph 24 of schedule 2 of the Data Protection Act 2018; even if an individual makes a subject access request, they are not entitled to receive a copy of this reference. However, we could disclose the reference to the individual if asked to do so.

Please return the completed form to:

Val Pendall, Clerk to BILTT Val.pendall@biltt.org

Many thanks for completing this reference request

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VOLUNTEER REFERENCE REQUEST

Applicant name:												
School name (delete as required) :	BILTT / Grange Academy / Greys Education Centre / St John's Special School											
Name of referee:												
Address of referee:												
Email address of referee:												
Contact numbers of referee:												
In what capacity do you know the applicant?												
How long have you known the applicant?	Years											
Please complete dates:	Date from (dd/mm/yy)						Date to (dd/mm/yy)					
Please comment on the following (please complete all sections)												
Are you able to recommend this applicant for a volunteer role at our school without any reservations? If your answer is no, please explain your reservations.												
This volunteering role involves working with children. As part of our safeguarding checks, do you know of any reason why this applicant is not suitable to work with children? If yes, please explain why.												
How would you describe the applicant?												
What do you consider to be the applicants strengths and weaknesses?												

If there is any other information that you would like to tell us about the candidate, which is not included elsewhere on this reference, please do so below or attach a separate sheet.

Under paragraph 24 of schedule 2 of the Data Protection Act 2018; even if an individual makes a data access request, they are not entitled to receive a copy of this reference. However, we could disclose this reference to the individual if asked to do so.

Please return the completed form to:

Name here

BILTT email address here

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Policy review Log

Date of change	Overview of change
March 2026	Change HR Manager to HR Director