



## Recruitment and Selection Policy (incl Safer Recruitment, References and Staff Induction)

Believing in Excellence means that the Trust has key values that all members of our schools' community live by. These are:

- Respect;
- Resilience;
- Responsibility.

Date of Policy	September 2025
Date agreed by Trustees	September 2025
Date of next review	December 2027

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## **A Recruitment and Selection**

### **Key points**

- The recruitment process should be fair, open and transparent;
- Selection should be valid and justifiable and based on job related objective criteria;
- Recruiting Managers/Trustees/Governors should be trained in recruitment and selection or be able to demonstrate equivalent experience, knowledge and skills;
- Pre-employment checks must be carried out to verify recruitment decisions;
- Particular considerations apply to young workers aged 18 or under;
- The Trust Schools may conduct online searches for shortlisted candidates as part of the Trust's due diligence checks, and can discuss any findings with the applicant at interview;
- Wherever possible, the shortlisting panel and interview panel should be the same people.

### **1. Scope**

- 1.1 This policy applies to all Trust employees.
- 1.2 The term "recruiting manager" includes those staff, Trustees and Governors, who have been nominated for recruitment and selection panels to recruit all employees.
- 1.3 This policy should be used for any appointment requiring a selection procedure. For exemptions from the selection procedure, see Section 6 below.

### **2. Principles**

- 2.1 The Trust recognises and values the diversity of its workforce and communities and wants to ensure that all the attributes, talents and skills available throughout the community are recognised when employment opportunities arise. Its principle is that jobs should be filled by those best able to do them.
- 2.2 The Trust takes every possible step to ensure that its staff, and potential staff, are all treated fairly and given equal opportunity and support appropriate to their needs. All employment decisions including those on recruitment, selection, promotion, training and career development, are based solely on job related objective criteria.
- 2.3 The Trust opposes all forms of discrimination on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, gender reassignment, marital and civil partnership status, sex, sexual orientation, medical condition (including people living with HIV or AIDS), disability and age.

### **3. Who makes Appointment Decisions?**

- 3.1 Appointment decisions are the responsibility of the Trustees. For the majority of posts, this responsibility is delegated to the Chief Executive Officer (CEO) and/or senior staff.
- 3.2 For the CEO post, the responsibility for recruitment and selection is delegated to an appointment panel of nominated trustees. They are required to shortlist and interview candidates and make a recommendation to the full Trustee Board who make the final appointment decision.
- 3.3 For Primary Executive Headteacher (PEH) and Chief Operating Officer (COO) posts, recruitment and selection will be led by the CEO but there will be representation on the recruitment and selection panel from the Trustee Board.
- 3.4 For Heads of Phase and Heads of School posts, recruitment and selection will be led by either the CEO or PEH with representation on the panel from the Local Governing Board.

3.5 For Deputy and Assistant Headteacher posts, recruitment and selection will be led by either the CEO/PEH or the Head of School/Phase with representation on the panel from the Local Governing Board/Senior Leadership Team.

3.6 For all other posts please refer to the CET scheme of delegation.

#### **4. What are the Recruiting Manager's Responsibilities?**

4.1 The recruiting manager should ensure they are fully trained or able to demonstrate from previous experience that they have the skills and knowledge required to successfully implement this policy and recruit and select in a fair and open way. This should include an understanding of diversity and equality in employment and relevant employment legislation such as safeguarding of children.

4.2 The Trust's recruitment and selection criteria follows;

- Planning and preparing selection. Planning the selection process and preparing job descriptions and person specifications;
- Writing and placing an advert. Make use of previous adverts/templates and consider how and where to advertise;
- Shortlisting applicants and inviting to interview. Prepare how to shortlist (through agreed criteria, i.e. assessment against the job description and person specification) and what to include in the invitation to interview;
- Interviewing and assessing candidates. Consider interview tasks and the emphasis on these. Prepare relevant questions for the role and what to ask and not to ask;
- Contacting candidates after interviews. Agree what to say to successful and unsuccessful candidates;
- Pre-employment checks and references. Obtain pre-employment checks and references.

Recruiting managers are required to have an understanding of their role and responsibilities in each stage.

4.3 Where an applicant has indicated under Declaration of Interests that they know or are related to an existing employee, it is the responsibility of the recruiting manager that any potential conflicts of interest should be declared to the CEO, PEH, COO or Head of HR as appropriate, in advance of shortlisting, for decision as to whether the employee should be removed from the recruiting panel. Any recruiting panel member must declare to the Recruiting Manager, CEO, PEH, COO or Head of HR as appropriate, if they know a potential candidate.

4.4 Trust staff involved in the recruiting process must ensure that the recruitment decisions are based solely on assessment through the appointment process.

4.5 The shortlisting and interview panel must consist of a minimum of two people and it is essential that at least one member of the selection panel has achieved certification on Safer Recruitment, through the completion of the training assessment process.

4.6 In recognition of the range of information easily accessible online, recruiting managers may wish to undertake an online search of their candidates, paying particular attention to social media profiles and news items. In doing so they must ensure they respect individuals' right to privacy and process any information in accordance with the relevant data protection guidelines. In the event they find content which is of potential concern (e.g. the candidate has been critical of this organisation or previous employers or has been mentioned in high profile and/or relevant news items) they should explore this at interview. Advice can be sought from the CEO, Head of HR or the Trust's HR Advisors.

## **5. Appointments exempt from selection procedures**

5.1 There are a number of occasions where direct appointments can be made without the full selection process. These include:

- **Redeployments** – people on redeployment are given the opportunity to apply for jobs before they are advertised. This includes employees who are subject to a notice of redundancy, those who have become disabled during the course of their employment and those who for health reasons require alternative employment. If successful, the post will not be advertised externally.
- **Temporary/fixed term to permanent contracts** – people on temporary/fixed term contracts can be made permanent as long as the appointment to the temporary/fixed term post had been subject to a competitive process.
- **Career opportunities** – The CEO may designate some posts as suitable development opportunities for existing employees. These are not advertised externally. An example could be project work to support an employee's continuing professional development (CPD).

## **6. What about Agency Staff?**

6.1 The Trust aims to fill all vacant posts with directly employed staff. The use of agency staff should therefore be kept to a minimum and used for short-term or emergency staffing needs only. However, where a longer-term arrangement is in the best interests of the Trust's schools', then this should be implemented.

## **7. Employing Young People**

### **7.1 Children aged 16 or under**

Children who are legally required to attend school (generally aged 16 or under) may be employed in limited circumstances for specified periods of time per day and per week between 0700 and 1900 hours.

7.2 There are categories of prohibited employment for children of compulsory school age, (see Child Employment Employer's Guide via the government website - [www.gov.uk](http://www.gov.uk)). Those categories likely to be of most relevance to the Trust are:

- Work in a commercial kitchen
- Collecting or sorting refuse – such duties may form part of some cleaning jobs.

7.3 If the school engages children under 16, the school has a legal responsibility to apply for an employment permit prior to the start of employment.

### **7.4 Workers aged 16 and 17**

For school employees over the minimum school leaving age, but under 18, restrictions on the number of hours worked and other safeguards still apply.

7.5 The safeguards include the right to redundancy pay, paid time off for study or training and the requirement for a risk assessment to be carried out with a specific duty to consider the impact of young workers' immaturity and inexperience on their health and safety in the workplace.

## **8. Who deals with complaints?**

8.1 Complaints should be made in writing to the Recruiting Manager or Director of HR or Chief Executive Officer as appropriate. If the complaint involves the Recruiting Manager the Chief Executive Officer will deal with the complaint. If the complaint involves the Chief Executive Officer, this will be directed to the Chair of Trustees.

## **9. Second/Third Candidate**

- 9.1 In the event that the appointed first candidate is unable to take up their role, or has to leave the role, for personal or professional reasons (eg moves to a new job), then the school may go back to the second preferred candidate (or third candidate where necessary) as long as this is within 3 months of the starting date of the first appointed candidate, as per the Trust's offer letter of appointment.
- 9.2 In the event that another trust post (in any of the trust schools) for the same area of work becomes available, for example, due to a resignation, then the schools may go back to the second/third candidate as long as this is within 3 months of the original interview date.

## **10. Recruitment and Retention Allowances**

- 10.1 The Trust can offer allowances to recruit and retain staff where recruitment is difficult in market conditions or to cover short term to meet school priorities. Any offer is agreed by the Chief Executive Officer.

## **11. Enhanced Disclosure and Barring Service (DBS)**

- 11.1 A confirmation of offer to successful candidates is subject to an enhanced DBS clearance. This will initially be undertaken when a conditional offer of appointment has been made.
- 11.2 For Trust staff moving roles within trust schools the following will apply;
- If the member of staff is taking up a new job role in a different school (change of work base) then a new DBS will need to be competed;
  - If the member of staff is taking up the same job role in a different school (change of work base) then a new DBS will not be required.
- 11.3 After 10 years a member of staff will have their DBS renewed.

## **B Safer Recruitment**

### **1. Principles**

- 1.1 The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- 1.2 All posts within the Trust are exempt for the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS).
- 1.3 The Trust will ensure that appropriate staff who undertake recruitment have received accredited safer recruitment training.
- 1.4 The Trust will ensure that every appointment panel includes one member who has received accredited safer recruitment training.
- 1.5 The Trust will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- 1.6 The Trust will keep and maintain a single central record of recruitment and vetting checks in line with DfE (Statutory guidance Keeping Children Safe in Education) requirements.
- 1.7 The Trust will ensure the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this policy.
- 1.8 Staff who are convicted or cautioned for any offence during their employment are required to notify the Trust in writing, including both the offence and the penalty.

## **2. Roles and responsibilities**

- 2.1 It is the responsibility of the Trustee board to:
- Ensure the Trust has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements;
  - Monitor the Trust's compliance with them.
- 1.9 It is the responsibility of the Chief Executive Officer and other managers involved in the recruitment and selection process to:
- Ensure that the Trust operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the Trust's schools';
  - Monitor contractors' and agencies' compliance with this document;
  - Promote safeguarding of children and young people at every stage of the recruitment and selection process.
- 2.3 It is the responsibility of all potential and existing workers, including volunteers to comply with the terms of this policy.
- 2.4 It is the responsibility of all contractors and agencies to comply with safer recruitment pre-employment checks.
- 2.5 The Trustee board has delegated responsibility to the Chief Executive Officer to lead in all appointment outside of the leadership group.
- 2.6 Trustees and Governors may be involved in staff appointments, but the final decision will rest with the Chief Executive Officer. The Chief Executive Officer may delegate the selection process of staff outside of the leadership group to other managers in the school, but it is the Chief Executive Officer who remains responsible for the final decision to appoint.
- 2.7 For the Chief Executive Officer post, the responsibility for recruitment and selection is delegated to an appointment panel of nominated trustees. They are required to shortlist and interview candidates and make a recommendation to the full Trustee Board who make the final appointment decision.
- 2.8 It is the responsibility of all staff to read and understand Part 1 of the Keeping Children Safe in Education, and to sign to this effect. This record is then retained for inspection purposes.

## **3. Advertising**

- 3.1 To ensure equality of opportunity, the Trust will advertise vacant posts to encourage as wide a field of candidates as possible, normally this will entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.
- 3.2 All advertisements will contain the Trust's safeguarding statement.

## **4. Application forms**

- 4.1 The Trust requests all candidates to complete an application form. CV's will not be accepted. The Trust requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.
- 4.2 Trust staff already employed by the Trust who are looking to work within the same role within another Trust school where there is a vacant post, will only be required to complete the supporting statement section of the application form. Their application will be treated in line with the recruitment process.



- 4.3 Trust staff already employed by the Trust who are looking to work in a different role within another Trust school where there is a vacant post, will be required;
- to complete the full application form when the job is advertised externally
  - to complete the supporting statement section of the application form when the job is advertised internally.

Their application will be treated in line with the recruitment process.

- 4.4 Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the application has been selected, and where appropriate a referral to the police and other professional bodies.

## **5. Self-declaration of convictions by shortlisted job applicants**

- 5.1 Working within a school is exempt from the Rehabilitation of Offenders Act and this role is eligible for an enhanced DBS check and access to the barred list.
- 5.2 Only shortlisted applicants will be asked to complete the **Shortlisting – employment self-declaration and disclosure form** as fully as possible and return this before the interview. The self-declaration form meets the requirements of Keeping Children Safe in Education (paragraphs 216 -219).
- 5.3 The only people who will see the information will be those directly involved in the recruitment process. All information will be handled in accordance with the Criminal Records Code of Practice. At interview, or in a separate discussion, the school will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.
- 5.4 Following a successful interview, the school will require an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) as part of the pre-employment checks.
- 5.5 Having a criminal record will not necessarily bar an application from working for the school. This will depend on the nature of the post applied for and the circumstances and the background of their offences. However, failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. The school also complies with the Disclosure & Barring Service's Code of Practice, which is available at [DBS code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/344222/DBS_Code_of_Practice.pdf).
- 5.6 The school will ensure that anyone making appointment decisions has the necessary information and support to assess the relevance and circumstances of any offences. The Executive Headteacher or Primary Executive Headteacher's approval is required to confirm the appointment in cases of previous offences.
- 5.7 All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.
- 5.8 All posts in school are exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:
- All unspent convictions and conditional cautions
  - All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](#)

The filtering rules were updated on 28th November 2020 as follows:

- Warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate.
- The multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.

- 5.9 The information disclosed on this form will not be kept with an application form during the application process.
- 5.10 Further information on filtering can be found at Nacro [Criminal Record Support Service | Nacro](#)
- 5.11 There is a [list of offences](#) that will always be disclosed on a Standard or Enhanced DBS certificate (unless they relate to a youth caution). These are known as 'specified offences' and are usually of a serious violent or sexual nature or are relevant for safeguarding children and vulnerable adults. [List of offences that will never be filtered from a DBS certificate - GOV.UK \(www.gov.uk\)](#)

## 6. Online Recruitment Checks

- 6.1 KCSIE states as part of the shortlisting process schools **should consider** carrying out an online search as part of their due diligence on the **shortlisted** candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. The Trust inform shortlisted candidates that online searches may be done as part of due diligence.
- 6.2 A "Google search" of the shortlisted candidate's name will be undertaken to look for any information which is publicly available via news articles etc. NB: KCSIE makes no mention of searching social media accounts (whether privacy settings are 'open' or 'closed') and to do so should be avoided as it could be construed as intrusive covert investigation which could lead to legal action.

## 7. Interview

- 7.1 The selection process will include a face to face interview with at least one selection panel which will include questions relating to safeguarding children (in line with Safer Recruitment Training).
- 7.2 For some vacancies, it may be appropriate for the selection process to include a panel of young people of an appropriate activity with pupils.

## **8. Proof of Identity and Right to Work in the UK, and Verification of Qualifications and/or Professional Status**

- 8.1 Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006. In accordance with KCSIE best practice is checking the name on their birth certificate, where this is available. Similar information is also required to undertake an enhanced DBS check on the preferred candidate.
- 8.2 Shortlisted candidates will also be required to provide original proof of their qualifications and professional status by producing documentation on the day of the interview. The school will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate. If the original documents are not available, the school will require sight of a properly certified copy. Where candidates have obtained qualifications abroad, a certified comparability check by UK ECCTIS will also be required. UK ECCTIS is the UK's National Agency responsible for providing information and opinion on academic, vocational and professional qualifications from across the world: [Home Page \(ecctis.com\)](http://ecctis.com)
- 8.3 The Trust may also undertake a validity check on any qualification documentation direct with the issuing body should the trust deem there to be a need to do so.
- 8.4 Proof of identity and other documentation will be verified by the recruiting manager, CEO, Head of HR.

## **9. Employment offer**

- 9.1 When the offer of employment is made (verbally and in writing) this should only be made subject to the successful completion of all pre-employment checks.
- 9.2 It may be possible to agree a provisional start date with the preferred candidate (as a guide this is approximately 1 month from interview date), however, with the exception of enhanced DBS disclosures, all pre-employment checks must be completed before a person's appointment is confirmed. In the case of enhanced DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment. All employees and volunteers working in a relevant setting (see the Disqualification under the Childcare Act Policy) are required to complete a Childcare Disqualification Self - Declaration Form a Statutory guidance published by DfE provides further information: [Disqualification under the Childcare Act 2006 - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- 9.3 Once all pre-employment checks have been satisfactorily completed, an offer of employment will be made, and the contract of employment issued in accordance with employment legislation.

## **10. Commencement of employment prior to enhanced DBS check being received**

- 10.1 In exceptional circumstances it is permitted to commence employment prior to receiving a DBS check. However, a Barred List check and risk assessment must be carried out by the CEO or a designated person. The risk assessment should include that the employee must not be unsupervised or left alone with pupils until a DBS check has been received and the decision is taken that the DBS check meets the requirements of the post.

## **11. References – see section C.**

## **12. Pre-employment checks**

- 12.1 The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be from the current, former or most recent employer. If you have previously worked in a school, the reference must come from the Headteacher.
- Verification of the candidate's identity in line with the requirements of government advice: [How to prove and verify someone's identity - GOV.UK \(www.gov.uk\)](https://www.gov.uk/how-to-prove-and-verify-someone-s-identity)
- Verification of right to work in the UK (see the GOV.UK website) [Checking a job applicant's right to work - GOV.UK \(www.gov.uk\)](https://www.gov.uk/checking-a-job-applicant-s-right-to-work)
- A satisfactory enhanced DBS clearance with a barred list information check where the person will be engaging in regulated activity.
- A health assessment carried out by the Trust's Occupational Health provider.
- Verification of (professional) qualifications as appropriate.
- Verifications of qualified teacher status, successful completion of induction year and confirmation that the teacher is not subject to any prohibition orders (all accessed from the school via the DfE Employer Access or Teacher Services online check) as required by law for teachers – see : [Teacher status checks: information for employers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/teacher-status-checks-information-for-employers)

A check for a section 128 direction for management positions and Trustees/Governors.

### **13. Record retention and data protection**

- 13.1 The school will retain all interview notes on all applicants for a 12 month period, after which time notes for unsuccessful candidates will be confidentially destroyed (shredded). The 12 month retention period will allow the trust to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment Tribunal. For successful candidates, interview notes will normally be held as part of their personnel file.
- 13.2 Under data protection law, applicants have a right to request access to notes written about them during a recruitment process. Applicants who wish to access their interview notes must make a written subject access request in writing to the Trust at any point while the record is still held by the trust.
- 13.3 In gathering information to make recruitment decisions the trust will ensure that they act proportionately and minimise wherever possible the intrusion into the private lives of their staff. Accordingly, the trust will handle information fairly and lawfully and take care not to breach:
  - The Data Protection Act
  - The General Data Protection Regulations
  - The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) ("the Exceptions Order")
  - The Human Rights Act 1988.

### **14. Personnel file records**

- 14.1 The Trust will retain the following information which will make up part of the personnel file, for the successful candidate, in line with the Trust's HR retention schedule

- Application form
- References
- Disclosure of convictions form
- Proof of identification
- Eligibility to work in the UK, (see the GOV.UK website for more information)
- Evidence of qualifications
- Evidence that the Employer Access online checks have been made – teaching qualification, successful completion of induction year and no prohibition orders in place (and section 128 checks for academies)
- Proof of professional qualifications (e.g. QTS, NPQH etc.).
- Evidence of a pre-employment health assessment from the Occupational Health provider
- Evidence of the DBS clearance, the actual DBS certificate will not be retained
- Certificate of Good Conduct (where applicable to DBS checks)
- Copy of any risk assessment for any positive disclosure made
- Copy of self-declaration form – Disqualification under the Childcare Act (for relevant positions)
- Section 128 checks for Trustees/Governors.

## **15. Single Central Record of Barring and Recruitment Pre-employment checks**

15.1 In line with DfE requirements, the Trust will keep and maintain a single central record of recruitment and pre-employment checks. The central list will record all staff who are employed at the Trust including casual staff, supply agency staff whether employed directly or through an agency, volunteers, trustees/governors, and those who provide additional teaching or instruction for pupils but who are not staff members.

15.2 The single central record will indicate whether or not the following have been completed:

### Staff worksheet

- Name, job title and start date
- Identity
- Right to work
- Enhanced DBS
- Children's barred list
- Qualification checks for any qualification legally required for the job (e.g. QTS)
- Prohibition from teaching checks
- Overseas check
- References
- Childcare disqualification
- Section 128 checks for governors
- Online checks for new employees with effect from 1<sup>st</sup> September 2022 (undertaken in accordance with KCSIE para 220 (if the governing board of the school has chosen to include an online check for shortlisted candidates in relation to safeguarding suitability (see section 6 of this Policy)
- Staff completing the check

### Governors' worksheet

- Name, job title and start date
- Identity
- Enhanced DBS
- Children's barred list
- Overseas check
- References
- Childcare disqualification
- Section 128

#### Volunteer worksheet

- Name, job title and start date
- Identity
- Enhanced DBS
- Children's barred list
- Overseas check
- References
- Childcare disqualification
- Staff completing checks

#### Third party worksheet

- Name, company, start date
- Identity
- Written confirmation obtained
- CRB/Enhance DBS
- Children's barred list
- Staff completing checks

- 15.3 In order to record supply provided through an agency on the record, the Trust will require written confirmation for the supply agency that it has satisfactorily completed the checks described above. However, identity checks must be carried out by the Trust to check the person arriving is the person the agency intends to refer to them.
- 15.4 School management staff will be given a copy of the DfE guidance on Working Together to Safeguard Children: [Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/303671/Working_together_to_safeguard_children_-_2015.pdf) and asked to sign a declaration that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all times.

## **16. Whistleblowing**

- 16.1 All staff are subject to the Trust's Whistleblowing Policy – Raising Concerns.

## **17. Safeguarding culture and vigilance**

- 17.1 The Trust adopts a culture of vigilance where all concerns are listened to and taken seriously. Any allegations will follow DfE and Local Authority procedures and refer any allegation for initial consultation to the Local Authority Designated Officer (LADO).

## **18. Section 128 checks for Governors / Trustees**

- 18.1 Governors/Trustees are only required to have an Enhanced DBS Check without the barred list check (unless in addition to their governance duties they also engage in regulated activity). It is the responsibility of the governing body to apply for a certificate for any of their members who do not already have one. (Paras 312 KCSIE)
- 18.2 A section 128 direction will also be disclosed where an enhanced DBS check with barred list information is requested, provided that 'child workforce independent schools' is specified in the parameters for the barred list check.
- 18.3 A section 128 direction disqualifies a person from holding or continuing to hold office as a governor of a trustee
- 18.4 This school undertakes DBS checks for governors and has undertaken retrospective section 128 checks for all existing governors. Section 128 checks will be undertaken for all prospective governors as part of the application process for joining the governing body.

## **19. Designated Safeguarding Lead**

- 19.1 In the Trust the role of the Designated Safeguarding Lead (DSL) and Deputy Safeguarding Lead (DDSL), is referred to explicitly in the job description of the relevant staff.
- 19.2 This is a statutory requirement set out in Annex C of Keeping Children Safe in Education.

## **20. Individuals who have lived or worked outside the UK**

- 20.1 Individuals who have lived or worked outside of the UK must undergo the same checks as all other staff in the Trust. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, the Trust must make any further checks that is considered appropriate so that any relevant events that occurred outside the UK can be considered.
- 20.2 Following the UK's exit from the EU, the Trust should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was an EEA country or the rest of the world.
- 20.3 These checks could include, where available:
- Criminal records checks for overseas applicants – Home Office guidance can be found on [Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/criminal-records-checks-for-overseas-applicants) , and for teaching positions:
  - Obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restriction, and or that they are aware of any reason why they may be unsuitable to teach (this is often the Department/Ministry of Education but varies across the world. Whilst the safeguarding and qualified teacher status (QTS) processes are different it is likely this information will be obtained from the same place).

- Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the [Regulated professions database - European Commission \(europa.eu\)](https://ec.europa.eu/regional_policy/en/information/publications/regulated_professions_database)
  - Applicants can also contact the UK Centre for Professional Qualifications: [Home Page \(ecctis.com\)](https://ecctis.com) who will signpost the appropriate EEA regulatory body.
- 20.4 Where available such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.
- 20.5 Where this information is not available the trust should seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.
- 20.6 Although sanctions and restrictions imposed by another regulatory authority do not prevent a person from taking up teaching positions in England, the trust will consider the circumstances that led to a restriction or sanction being imposed when considering a candidate's suitability for employment. Further information can be found in DfE guidance: [Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/criminal-records-checks-for-overseas-applicants)
- 20.7 Not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country. The trust should also be mindful that the criteria for disclosing offences in other countries often have a different threshold than those in the UK. The Home Office provides guidance on criminal records checks for overseas applicants which can be found on [Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/criminal-records-checks-for-overseas-applicants)
- 20.8 Some overseas qualified teachers can apply to the TRA for award of qualified teacher status (QTS) in England. More information about this is available: [Qualified teacher status \(QTS\): qualify to teach in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/qualified-teacher-status-qts-qualify-to-teach-in-england)



## **C References**

### **1. What is the purpose of the reference?**

- 1.1 The purpose of references is to obtain information, in confidence, from a third party, providing a factual check on a candidate's employment history, qualifications, experience and/or an assessment of the candidate's suitability for the post in question.

### **2. Requesting references**

- 2.1 The Trust request the contact details of two referees from all applicants: their current or most recent employer and a second employer. If the applicant currently works in a school, the reference must come from the Headteacher. If an applicant has not been employed, are self-employed, or has only worked for a single employer, we will ask them to provide contact details for an academic tutor. In addition, where the applicant indicates that they have worked for the Trust before, we may also seek a reference from their former line manager. If the applicant is unable to provide two references, a job appointment can not be made. A decision will be made by the Trust to put a risk assessment in place for new starters who do not have complete safeguarding references.
- 2.2 References are generally taken up after interview, however, they can be sought at an earlier stage if necessary. Please note that, if seeking a reference prior to a conditional offer of employment being made, this must not include questions about sickness absence or medical history. Candidates that state that they do not wish us to contact their referees prior to interview should not be penalised in any way.
- 2.3 References will be obtained directly from the referee. The Trust will not rely on references provided by candidates or an open reference, ("to whom it may concern"), as there is no way of checking authenticity and accuracy.
- 2.4 If the referee has not completed the Trust's reference pro forma, the Trust will check that all the relevant questions have been covered in the reference provided and seek further clarification where necessary.
- 2.5 After the selection process, the successful candidate is informed that the trust will be doing a number of pre-employment checks, which includes two references. All pre-employment checks must be deemed satisfactory before a formal employment offer will be made.
- 2.6 References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant.

### **3. What happens if the Trust has concerns with the reference?**

- 3.1 If a reference is not satisfactory then this should be discussed with the Chief Executive Officer/Primary Executive Headteacher/Chief Operating Officer/Director of HR to consider whether to continue with the recruitment process.
- 3.2 The recruiting manager or senior member of staff may, if felt necessary, follow this up directly with the referee.

### **4. Confidentiality**

- 4.1 All references must be kept confidential at all times. This means they should only be disclosed to colleagues directly involved in the recruitment process, or involved in the administration of an employee's contract of employment.

**5. Can prospective employees read their references?**

- 5.1 Under data protection law, individuals are generally entitled to view any of their personal information that is held by a third party, including employment references. Where references are supplied on a confidential basis, these are exempt from the obligation to disclose, and there is no obligation to disclose them to the prospective employee.
- 5.2 In the event that an employee or prospective employee requests to see a reference provided by their former or current employer, either the Chief Executive Officer, Primary Executive Headteacher or Director of HR should be informed. Unless a reference has been specifically supplied on a confidential basis, the prospective employee will be legally entitled to view it. However, depending on the content of a reference, some parts may constitute personal information about the person who wrote it, which it may not be appropriate to disclose to the employee. The reference would need to be redacted before being provided to the employee or prospective employee.

## D Staff Induction

### Purpose

- The staff induction programme at our school provides new members of staff with appropriate information, training, mentoring, and support to help them settle quickly and effectively. The programme ensures that new colleagues are knowledgeable and confident about safeguarding, school policies, and expectations as early as possible.
- The first weeks and months are vital to the success of any appointment. This policy sets out the Safeguarding and Child Protection element of induction, in line with statutory guidance from *Keeping Children Safe in Education (KCSIE)*.

The induction process will:

- Provide information and training on the school's policies and procedures, including the Child Protection policy, Online Safety policy, the Behaviour policy, Whistleblowing policy and the Attendance Policy.
- Explain the school's Staff Code of Conduct to ensure that all staff, volunteers, and governors new to the school understand what is expected of them at the school and gain support to achieve those expectations.
- Provide Safeguarding and Child Protection training and assess its effectiveness.
- Identify and address any specific training needs.

### Aims

- To ensure all schools within the Trust comply with statutory requirements in *Keeping Children Safe in Education*.
- To provide all new staff, volunteers, and governors with safeguarding training and guidance that enables them to keep children safe.
- To support all new colleagues in understanding school routines, expectations, and procedures so that they feel confident in their role.
- To provide a clear induction checklist to support staff in accessing key policies and practical information

### Responsibilities

- **Designated Safeguarding Lead (DSL):** Responsible for the overall management and organisation of safeguarding induction for all new staff, volunteers, and governors.

The DSL will ensure that an Induction Programme is provided personally, which will include:

- An expectation that Part 1 or Annex A\* and Annex B of *Keeping Children Safe in Education* is read
  - Details of help and support available
  - An exemplar of expectations regarding recording a welfare concern or disclosure from a pupil or student.
- **Line Manager:** Welcomes the new staff member, explains the systems and procedures relevant to their role, and ensures induction is completed.
  - **Mentor/Professional Support:** Assigned to teachers and ECTs to provide ongoing support and guidance. For support staff, this role is overseen by the Line Manager.
  - **Senior Leader/HR Manager:** Provides support with the induction checklist and ensures new staff settle into school systems and procedures.

## **Induction Programme**

All new staff, including volunteers and supply staff, will be given appropriate induction advice regarding Safeguarding and Child Protection, and training and resources.

The induction programme will include:

- Staff Induction Checklist
- Induction Pack
- Safeguarding and Child Protection Policy
- Part 1/Annex A and Annex B of Keeping Children Safe in Education
- Staff Code of Conduct
- Online Safety Policy
- Acceptable Use Policy
- Behaviour Policy
- Anti Bullying Policy
- Attendance Policy
- Whistleblowing Policy
- Record Keeping Arrangements
- Health and Safety Arrangements
- Safeguarding response to children who are absent from education, particularly on repeat occasions and/or prolonged periods.
- Understand the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies) This will be outlined within the Safeguarding and Child Protection Policy.

## **Additional Induction Content by Role**

### **Teaching Staff incl classroom support staff**

Line Managers will ensure new teachers and classroom based support staff are aware of:

- Behaviour systems.
- Pupil reports and parents' evenings.  
Marking and homework expectations.
- Rewards systems.
- Schemes of work.
- Emergency procedures (fire, lockdown, evacuation).
- Financial procedures (e.g. raising a purchase order)
- Absence reporting procedures.
- Other key school policies.

### **Support Staff**

Line Managers will ensure new support staff are aware of:

- Absence reporting procedures.
- Emergency procedures (fire, lockdown, evacuation).
- Financial procedures (e.g. raising a purchase order)
- Other key school policies.

### **Governors**

Governors will be provided with induction advice, training, and resources by the Clerk to Governors and/or DSL. This will include:

- Safeguarding and Child Protection Policy.
- *KCSIE*.
- DfE information on the role of governors.

## **Induction Checklist**

### IT Checklist

1. Lanyard and Name Badge
2. Windows and Google Login
3. Induction on Google Drive and Intranet
4. Laptop / Chromebook / Tablet
5. School Calendar access

### Tour of School

1. Meet and Greet staff
2. Where the staff toilets are
3. Photocopiers - and how to use them
4. Canteen / staff room
5. Admin - pigeonholes / office etc
6. Fire exit points and fire evacuation muster points
7. Keys (Site Team - key Audit log completed)

### Absence Procedures

1. Details of who to call / by when
2. Absence management procedure shared

### Systems checklist

1. Log in and induction on Google Drive
2. Log in and induction on MIS (Arbor)
3. Accident/Incident system (Medical Tracker/ESCC H&S system (where required for the role)
4. Appraisal system (eg Bluesky)

### Additional login inductions (where applicable)

1. Bedrock vocabular
2. TimesTables Rockstars
3. Jasmine REAL PE
4. Edukey

### Admin Procedures

1. Email protocol
2. Process of sending letters to parents
3. Finance and Purchase Orders
4. Staff Handbook
5. School Improvement Plan: priorities shared
6. Share rotas break duties / lunchtime rota / class timetables / PPA timetable as appropriate
7. SEN pupil information / medical information

### Health and Safety

1. Health and Safety Policy

2. Evacuation plan and procedures
3. First aid and accident reporting

#### DSL checklist

1. Log in and Induction to My Concern
2. Complete safeguarding training
3. Complete PREVENT training
4. Read KCSIE and passed quiz

Please confirm that the Safeguarding Policy and Code of Conduct have been shared and the Staff Declarations google form has been completed by the new member of staff