



We believe that **all children** deserve the **best education**, and **all staff** deserve to be **valued** and **developed**. Our Trinitas **family**, **Christian faith**, and an unrelenting desire to **improve society**, underpin everything we do. **Creativity, compassion** and **high expectations** drive the trust to ensure that every person within its community **flourishes**.

Trinitas – Faith, Family, Flourish!

SAFER RECRUITMENT POLICY

September 2026

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1. INTRODUCTION

In accordance with the statutory guidance 'Keeping Children Safe in Education (September 2026) (KCSIE), Trinitas Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy sets out the Trust's commitment to safer recruitment and the standards and expectations that underpin its recruitment and selection processes. It is intended to ensure that safeguarding is central to every appointment and that robust, fair, consistent and proportionate processes are applied when recruiting individuals.

Trinitas Academy Trust is committed to recruiting and selecting high quality staff with the necessary skills, experience, qualifications, values and aptitude to care for, nurture and enable pupils to learn and thrive in a happy, caring and safe environment.

All staff and volunteers at Trinitas Academy Trust will be subject to the appropriate pre-employment or pre-engagement checks for their role. The level and nature of checks will depend upon the duties undertaken, the individual's status and whether the role constitutes regulated activity with children.

This policy will be kept under regular review and updated as necessary to reflect changes in legislation, statutory guidance, regulatory requirements

2. EQUAL OPPORTUNITIES

Trinitas Academy Trust is committed to equality of opportunity and to ensuring that recruitment and selection decisions are fair, consistent, proportionate and free from unlawful discrimination.

The Trust will comply with the Equality Act 2010 and will not unlawfully discriminate on the basis of any protected characteristic, namely age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

The Trust will promote equality throughout all stages of recruitment and selection and will make reasonable adjustments where required to support applicants with disabilities.

Safer recruitment procedures will be applied consistently while recognising that individual circumstances and reasonable adjustments may need to be considered.

3. RECRUITMENT OF EX-OFFENDERS

A criminal record will not be treated as an automatic barrier to employment unless there is a specific legal prohibition, including where an individual is barred from undertaking regulated activity with children.

Trinitas Academy Trust complies fully with the Disclosure and Barring Service (DBS) Code of Practice, the Rehabilitation of Offenders Act 1974, the Rehabilitation of Offenders Act 1974

(Exceptions) Order 1975 (as amended), and other relevant legislation relating to the disclosure and consideration of criminal records.

Where the Exceptions Order applies to a role, applicants will be required to disclose unspent convictions and cautions and any spent convictions and cautions which are not protected in accordance with the applicable legislation and DBS filtering rules. Protected convictions and cautions do not need to be disclosed.

Guidance on the disclosure of spent and unspent convictions and cautions, including information about which convictions and cautions are protected and do not need to be disclosed, is available from the Ministry of Justice.

Where criminal record information is disclosed, or information is revealed through a Disclosure and Barring Service (DBS) check, the applicant will be given an opportunity to discuss in confidence any offences or other matters disclosed. Any such information will be considered on a case-by-case basis as part of an appropriate risk assessment before a final decision is made.

3. THE SAFER RECRUITMENT PROCESS

3.1 Safer Recruitment Training

KCSIE guidance states that Governing bodies and proprietors should ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training. Therefore, as a minimum, at least one person involved in the recruitment process at each school will have undertaken appropriate safer recruitment training.

3.2 Advertising

All permanent and long-term temporary posts will be advertised using the most appropriate method.

Job advertisements and recruitment information will:

- detail, the skills, abilities, experience, qualifications, attitudes, and behaviours required for the post;
- detail the safeguarding responsibilities of the post i.e. to what extent the role will involve contact with children and whether the role involves regulated activity with children.;
- make clear the Trust's commitment to safeguarding and promoting the welfare of children and young people; and
- explain that appropriate safeguarding and pre-employment checks will be undertaken.

3.3 Applications

All applicants for any post within the Trust will be required to complete an application form (CVs will not be accepted).

Applications are completed through our online application portal and will require applicants to provide:

- personal details (current and former names, current address and national insurance number);
- details of their present (or last) employment and reason for leaving;
- full employment history (since leaving school, including education, employment and voluntary work), including reasons for any gaps in employment;
- qualifications, the awarding body and date of award;
- details of referees/references; and
- a statement setting out the personal qualities, skills and experience that the applicant considers relevant to their suitability for the post and how they meet the person specification.

3.4 References

All applicants will be asked to provide two referees, one of whom should be the applicant's current or most recent employer. Where the current or most recent employer is in education, the referee should normally be the Principal or equivalent person. Where an applicant is currently employed within the Trust and is applying for a vacancy within the same school, the appointing Principal must not act as a referee. In such cases, the reference from the current employer should be provided by the applicant's line manager or an appropriate member of the senior leadership team (SLT) who is able to comment on their suitability for the role.

Where an applicant who is not currently working with children has done so in the past, a reference will be obtained from the employer by whom the person was most recently employed in work with children.

Where an applicant undertakes additional employment (including temporary or casual work) between the date of the conditional offer and their start date with the Trust, they must inform the Trust without delay. The Trust will consider whether it is necessary to seek a reference from the additional employer, particularly where the role involves working with children, or is otherwise relevant to safeguarding.

References will be sought directly from the referee. Open references and testimonials will not be accepted. References by relatives or friends will not be accepted.

In accordance with KCSIE, references will be sought prior to interview. All shortlisted applicants will be asked to provide consent for their nominated referees to be contacted. Where an applicant does not provide the required consent, the Trust will be unable to obtain the relevant reference and may be unable to progress the application.

Where consent has been provided but it has not been possible to obtain references prior to interview, references will be obtained and scrutinised before an appointment is confirmed.

3.5 Shortlisting

In support of fair recruitment practices, shortlisting is undertaken on an anonymised basis, with personal identifiers (including name and contact details) and equality and diversity monitoring information removed from application materials provided to the shortlisting panel.

During the short-listing process, applications are carefully scrutinised to identify any inconsistencies or discrepancies in the information provided and any gaps in employment.

Incomplete applications will not be accepted, and will be returned for completion.

3.6 Self- Disclosure

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or any other information that may make them unsuitable to work with children. Candidates will be asked to sign a declaration confirming that the information they have provided is true and accurate. Failure to disclose information that must be disclosed, or deliberately providing false or misleading information, may result in the withdrawal of a conditional offer of employment.

3.7 Online Searches

Shortlisted candidates should be aware that the Trust is required to conduct online searches as part of their shortlisting process in order to identify any incidents or issues that have happened, and are publicly available online. Shortlisted candidates will be made aware of this via the online application portal.

3.8 Interview and Selection

All candidates invited to interview will be required to bring evidence of identity, address, qualifications and right to work in the UK.

Interviews will be structured appropriately for the role and may include a combination of the following:

- practical and/or written tasks or exercises relevant to the role;
- lesson observations, teaching activities or other role-specific observations, where appropriate;
- presentations, role plays or group exercises;
- competency and values-based interview questions.

This list is not exhaustive, and interviews will be adapted to reflect the specific requirements and responsibilities of the role.

Any discrepancies or concerns identified during the recruitment process, including those arising from references, online searches or self-disclosure, will be explored with the candidate as appropriate. Where the panel is not satisfied with the explanation provided, this will be taken into account when making the selection decision.

4. OFFERS OF EMPLOYMENT AND PRE-EMPLOYMENT CHECKS

A successful candidate will be offered a conditional offer of employment; subject to a series of checks which are carried out by the HR Department:

- receipt of at least two satisfactory references, confirming that the referee knows of no reason why the candidate should be prohibited from working with young people;
- verification of the candidate's identity – best practice is checking the name on their birth certificate, where this is available;
- verification of the candidate's right to work in the UK;
- enhanced DBS Disclosure, including Barred List information;
- a separate Barred List check which should be considered as part of an overall risk assessment if the candidate is to start prior to DBS clearance;
- verification of the candidate's mental and physical fitness;
- verification of professional qualifications and status (i.e. QTS, NPQH, etc);
- teaching posts - verification of successful completion of Statutory Induction period (applies to those who obtained QTS after 7 May 1999);
- prohibition check for qualified teachers and those in 'teaching work';
- General Teaching Council for England (GTCE) check for historic sanctions and restrictions (imposed by the GTC prior to its abolition in 2012);
- check for any restrictions imposed by countries in the European Economic Area (EEA);
- check for the existence of directions made by the Secretary of State under s.128 of the Education and Skills Act 2008 - Section 128 of the Education and Skills Act 2008 prohibits unsuitable staff and proprietors from "taking part in the management of an independent School." For the purposes of this legislation, Academies and Free Schools are included in the definition of an "Independent School" therefore checks are required to confirm that a relevant person is not prohibited under the terms of this legislation;
- childcare disqualification is an additional requirement to the general child safeguarding arrangements provided under the Disclosure and Barring Service (DBS) regime, which apply to all children. The childcare disqualification arrangements apply to staff working with young children in relevant childcare settings, including primary schools. Specifically, the arrangements apply to:
 - individuals working with children aged 5 and under, including nursery and reception classes;

- individuals working with children under the age of 8 outside school hours (e.g., breakfast and after-school clubs),
 - individuals involved in the day-to-day management of these settings.
- Where a candidate has lived, worked or studied overseas for a period of six months or more within the last five years, in addition to Barred List information and an enhanced DBS check, they will be required to provide a police check from the relevant country. To be considered valid, the police check must meet all of the following criteria:
 - The original document must be provided (photocopies or scans will not be accepted)
 - If the police check is not in English, it must be accompanied by a certified English translation.
 - The check must have been issued no earlier than six months prior to the candidates' departure from the country; or after the candidate's departure, provided they have not returned to that country for a significant period since.

Information and documentation relating to the above checks will be retained securely within the individual's HR file.

5. RETENTION OF RECORDS

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file, in accordance with the Trinitas 'Privacy Notice for Staff' and 'Records Management' policy.

In accordance with the KCSIE guidance, copies of documents used to verify a successful candidate's identity, right to work and required qualifications will be kept on their personnel file. Copies of DBS certificates and records of criminal information disclosed by a candidate will not be kept on file, however the school will record that the DBS check has been carried out and the details of the check.

If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed after six months in accordance with the aforementioned policies.

6. AGENCY/THIRD-PARTY STAFF

We will ensure that any agency or third-party organisation supplying staff provides written confirmation (letter of assurance) that all required pre-employment checks have been completed, including an enhanced DBS check, identity check, professional qualifications check, and if applicable, overseas checks.

Upon arrival to reception **and before** an individual begins working, they will be required to provide a form of photographic ID, from which their identity will be checked against the letter of assurance received from the agency or organisation.

Before agency or third-party staff begin work, they must provide the School/Trust with the original enhanced DBS certificate obtained by the agency or third-party organisation. This must be shared with the School/Trust regardless of whether the certificate discloses any information.

7. CONTRACTORS

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).

Principals are responsible for the safeguarding of the children and vulnerable adults in their care and they shall be responsible for ensuring that adequate measures are in place to safeguard pupils whilst contractors are on the premises.

8. SINGLE CENTRAL REGISTER

It has been a requirement since 2007 that all schools must maintain a Single Central Record of recruitment and vetting checks. There is a Single Central Record kept in each school detailing every member of staff (including volunteers, agency and third-party supply staff, contractors), and all members and trustees of the academy trust.

The register will show which checks have been carried out, when they were carried out and by whom. This will include:

- an identity check;
- a standalone children's barred list check;
- an enhanced DBS check (with children's barred list check) – or a check against the DBS update service if the candidate is subscribed to this;
- a prohibition from teaching check for Qualified Teachers and those carrying out 'teaching work';
- further checks on people that have lived or worked outside the UK;
- a check on professional qualifications (where required);
- a check to establish an individual's right to work in the UK;
- a section 128 check for those in management positions, including Governors/Trustees;
- a childcare disqualification check (where required).

The details of an individual will be removed from the Single Central Record once they no longer work at the School/Trust.

Trustees and Governors are responsible for ensuring that the Single Central Record is maintained in accordance with this policy.

9. MANAGING ALLEGATIONS AGAINST STAFF

Part four of KCSIE is about managing cases of allegations that might indicate a person poses a risk of harm if they continue to work in their present position or in any capacity with children in a school or college and is split into two sections.

Section one: Allegations that may meet the harm threshold [Guidance from the DBS here](#)

Section two: Allegations/concerns that do not meet the harms threshold which may be referred to as 'low level concerns'.

Any allegation against a member of staff or volunteer working within the trust will be treated seriously and in line with Bexley Child Protection Procedures, allegations that meet the harm threshold will be reported to the Local Authority Designated Officer (LADO). Any allegation made against the Chief Executive Officer will be dealt with by Trustees.

Concerns (including allegations) which do not meet the harm threshold, may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken. Any such concerns will be reported to the Trust Lead for Safeguarding and the Chief People Officer and appropriate action will be taken to safeguard children and manage and record any such concerns.

During induction for all staff, procedures for safeguarding children and reporting concerns are shared.

10. MANAGING ALLEGATIONS AGAINST GOVERNORS AND TRUSTEES

If an allegation is made against a Governor or Trustee, the school will follow our normal allegation procedures. Where an allegation is substantiated, we will consider removing the member from office.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. The monitoring of the recruitment process and induction arrangements will be carried out by the Trustees of Trinitas Academy Trust.

It is important that this policy is read in conjunction with the school's Safeguarding and Child Protection Policy and Guidance.

Annex A – Definition of 'Regulated Activity'

For most appointments an enhanced DBS certificate, which includes barred list information will be required, as the vast majority of staff will be engaged in regulated activity.

Regulated activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and The Crime and Policing Act 2026.

Regulated activity includes:

- a) paid and unpaid work that involves teaching, training, instructing, caring for or supervising children, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b) any other type of paid work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children.

Work under (a) or (b) is regulated activity only if done frequently, on more than 3 days in a 30-day period or overnight. Some activities are always regulated activities, regardless of frequency.

This includes:

- c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability
 - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Regulated activity will not be:

- Paid work in specified places which is occasional and temporary and does not involve any of the activities in (a) above.

If you are unclear about the requirements – please seek guidance from the HR Department