

SAFER RECRUITMENT POLICY

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Safer Recruitment Policy

Aim of the Trust

One community. Many ideas. Everyone's future.

We aim to provide an exceptional education for every child in the Trust through an ethos of collaboration and high aspirations and through the principles of quality learning using curiosity, exploration and discovery.

Links

This policy is linked with:

- Equity, Diversity, Inclusion & Belonging Policy
- Safeguarding and Child Protection Policy in each academy

It is based on the following statutory guidance:

- The current version of [Keeping Children Safe In Education - GOV.UK](#)
- Disqualification under the Childcare Act 2006 and the 2018 regulations
- Education and Skills Act 2008, Section 128
- Equality Act, 2010
- Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975

Principles

The Arbib Education Trust is committed to providing a safe and secure environment for children, staff, volunteers and visitors. In order to achieve this, we have steps in place to ensure that we recruit suitable individuals who share our commitment to safeguarding and to promoting the welfare of students / children.

Purpose

This policy sets out the minimum requirements of the recruitment process that aims to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children and young people;
- Identify and reject applicants who are unsuitable for work with children and young people;
- Put systems in place to prevent unsuitable candidates from applying for a position;
- Achieve the Trust's ambition of ensuring a consistent and equitable approach to the appointment of all staff and volunteers and to ensure that all relevant equal opportunities legislation is adhered to.

All appointing staff and interview panel members will be briefed on this policy before selecting applicants for interview or interviewing. The selection panel for any position will have responsibility for ensuring that a fair, equitable and non-discriminatory process is maintained throughout the recruitment and selection activities.

They are also responsible for ensuring that matters relating to child protection, safeguarding and the promotion of the welfare of children and young people is central to the recruitment process.

Guidelines

Considering the Vacancy

The Headteacher will have oversight of all appointments within their academy. The Executive Principal will have oversight of all Trust Central role appointments.

When a member of staff leaves an academy within the Trust, the Headteacher, in agreement with the Executive Principal, should assess whether the role needs to be replaced by reviewing how that role meets the Academy or Trust's present and future needs. Where an increase in student numbers or change in curricular provision generates the need for additional staff, it is the Headteacher and Executive Principal's responsibility to assess the level and nature of that need and whether it can be resourced within the annual budget.

The Headteacher/Executive Principal should consider whether a vacancy could be efficiently filled through a flexible working arrangement or the extension of the contract of an existing member of staff. Consideration should be given to how best to protect the continuity of students' learning.

Job Description and Person Specification

The job description should outline the duties and responsibilities of the job. Additionally, it should include the scope of the job in terms of responsibility for working with children and young people in a supervised or a non-supervised capacity. The job description will include a section that stipulates safeguarding responsibilities, for example those outlined in the Teachers' Standards. The person specification should outline the characteristics and attributes of the ideal candidate. Job descriptions and person specifications should always be reviewed to determine whether the necessary qualifications, knowledge, experience, skills or abilities required need to be updated before starting the recruitment process.

Advertising

The Headteacher/Executive Principal should consider whether to advertise the post both internally and externally or internally only. The principal considerations should be the comparative probabilities of securing a candidate of the highest quality.

In deciding where to place advertisements, consideration should be given to comparative costs, effective targeting and effectiveness in reaching groups underrepresented among the staff. All advertisements should clearly state the school's commitment to safeguarding children and young people. The advertisement should be publicised within the school immediately prior to or contemporaneously with the appearance of any external advertisement. In addition, any individual may be notified personally of the existence of the vacancy and advertisement.

Where recruitment for a particular post is judged to require specialist recruitment techniques, an external agency or consultancy may be engaged to manage the recruitment in whole or in part.

Adverts should include a statement that suitable applicants will be required to undertake an enhanced DBS check.

Inviting Applications

All recruitment advertisements will include a statement referring to the Trust's commitment to safeguarding children and young people and that all appointments are subject to a satisfactory check by the Disclosure and Barring Service (DBS).

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- A link to the Safeguarding and Child Protection Policy in each school
- A link to the Safer Recruitment Policy

All prospective applicants must complete an application form in full, CVs alone are not accepted. If a supply staff member applies for a job, the same process must be followed, even if they have been working for the school for a period of time already.

Selection Panel

The Headteacher/Executive Principal should decide the size and composition of the selection panel, taking into account the nature and seniority of the post. It should include at least two people for all posts. At least one panel member must have Safer Recruitment training for all appointments. The Headteacher should agree the composition of the panel with the Executive Principal when interviewing any senior positions, including Assistant Headteachers and Deputy Headteachers.

The selection panel should also make effective provision for candidates to learn about the academy, the Trust and the role in more detail, for example by touring the buildings in normal operation and meeting relevant staff and children/students. Additionally, candidates' motivations for wishing to work with children and young people will be probed at interview.

Consideration should be given to ensure that panel members reflect the diverse nature of the Trust community and have a clear understanding of the Trust's commitment to inclusion in the recruitment process. The selection panel must ensure that selection process does not contravene the law relating to discrimination on the grounds of any protected characteristic.

Shortlisting

- The selection panel should undertake a shortlisting process to select candidates for interview. To ensure consistency, the shortlisting panel should include at least one person that will interview for the post. The selection criteria should be based on the job description and the person specification.
- Shortlisting of candidates will be against the person specification for the post. This will be done by at least one member of staff who has a valid Safer Recruitment certificate.
- Where a candidate is known personally to a member of the selection panel, this should be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and to ensure equal treatment of candidates.
- The shortlisting process should identify any inconsistencies and look for gaps in employment and reasons given for them.
- Where shortlisted applicants have disclosed a criminal record or have proceedings pending against them, and/or have had any sanctions imposed by the Teaching Regulation Agency (or its predecessors) and / or gaps or inconsistencies in their employment then this will be followed up at interview as necessary. In certain cases it may be necessary to have a discussion with the applicant prior to the interview.

- A record of the decisions should be made, including the reasons why unsuccessful applicants were not selected for interview.

Safeguarding Checks Prior to Interview Stage

- Prior to interview, shortlisted candidates should be asked to complete a self-declaration form to provide details of any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out), as well as any other relevant information that might make them unsuitable to work with children.
- An online search (using Google and LinkedIn) will be conducted on shortlisted candidates to help identify any incidents or issues that are publicly available. The purpose of the online search is to uncover any information that may suggest the candidate is a potential safeguarding risk or unqualified for the role. No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant before an appointment decision is made. All online searches will be conducted by an individual (usually an HR lead) who is not involved in any other aspect of the shortlisting and selection process and no irrelevant information uncovered will be provided to staff interviewing the candidate.

References

- References will be requested for all shortlisted candidates prior to interviewing for senior positions or before the commencement of employment for all other positions.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
One reference must be from the candidate's current / most recent employer and be completed by a senior person. For staff that have previously worked in a school or another employer where they worked with children / students, that must also be given as one of the references. We will ask for the reference to be from the Headteacher/Principal and to cover suitability to work with children / students, safeguarding and disciplinary and capability record.
- References will include, for all staff, if the candidate is under any disciplinary or capability procedure or has any warning that has not expired.
- In line with our safeguarding procedures, previous employers will be asked if there are any concerns or any warnings or investigations concerning the welfare of children either current or spent. Where necessary, referees will be contacted by telephone using the landline number in order to clarify any anomalies or discrepancies. A detailed note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies - a detailed written note will be kept of such exchanges.
- Referees will always be asked specific questions regarding:
 - the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children and young people; and
 - the candidate's suitability for the post.
- Electronic references should be from a legitimate source such as a work email address for professional references.
- The referee should be contacted if information is vague or insufficient information is provided.
- For staff who are unable to obtain work references, then personal references can be obtained and a risk assessment must be carried out.

The Selection / Interview Process

- The arrangements for interviews affect how the academy and the Trust is perceived by both successful and unsuccessful candidates. The arrangements should take account of any individual needs, including requests for reasonable adjustments or special dietary requirements.
- All interviews must be carried out by at least one person who has a valid Safer Recruitment certificate.
- Panel members should meet sufficiently in advance of the start of interview to plan the interviews, including agreeing questions and protocol.
- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of shortlisted candidates. Where candidates will be required to undertake particular activities, for example teaching a sample lesson or making a presentation, the selection panel should have a clear rationale, including how the outcomes relate to the job or person specifications, and the shortlisted candidates should be fully informed of the requirements with sufficient notice to plan their approach and prepare resources or presentations. Interviews will always be face-to-face or video. All interviews will include a rigorous safeguarding question.
- Interviews should include questions on:
 - the candidate's motivation to work with children (if applicable)
 - examples of skills and experiences of working with children which are relevant to the role.
- Interviews should be used to explore potential areas of concern and to determine the applicant's suitability to work with children.
- Candidates will always be required to:
 - Explain satisfactorily any gaps or frequent changes in employment, which will be recorded;
 - Explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - Declare any information that is likely to appear on a DBS disclosure;
 - Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults through questions in the interview or task;
 - Explain the reason for leaving their current or most recent post.
- The Trust will:
 - Confirm the outcome of the interview to the applicant within one week;
 - Offer the opportunity for feedback on the interview to all applicants.

Offering the Role

Any verbal and / or written job offer should make it clear to the appointed candidate that the offer is subject to the satisfactory outcome of the pre-employment checks (see below).

The Headteacher is responsible for deciding the level of pay for the successful candidate. The decision should be in accordance with the Trust's Pay Policy and reflect the qualifications and experience of the successful candidate. The Executive Principal should be consulted when appointing on a salary point above budget or before offering a recruitment and retention allowance.

Pre-employment Checks

The offer of appointment to an external candidate will normally be conditional on receipt of:

- verification of identity;
- a satisfactory enhanced DBS check (including children's barred list information for those who will be engaging in regulated activity with children). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we will still keep a record of the fact that vetting took place;

- obtain a separate children’s barred list check if an individual will start work in regulated activity with children before the DBS certificate is available;
- verification of fitness to carry out the responsibilities of the role (via a health questionnaire independently assessed by the Trust’s Occupational Health provider);
- verification of the person’s right to work in the UK;
- if the person has lived or worked outside the UK, the satisfactory outcome of any other further appropriate checks. This would include overseas criminal records checks. For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach;
- verification of any essential professional qualifications, as appropriate. The Teaching Regulation Agency’s (TRA) Employer Access Service should be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation;
- a section 128 check if applicable to the role (key management roles including Executive Principal, Headteacher, those in Senior Leadership Team roles, Finance Director, Finance Manager, HR Director);
- confirmation that an individual employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State or GTCE;
- two satisfactory references, which should be verified for authenticity;
- individuals working with children aged 5 or under, or in wraparound care aged 8 or under, or directly concerned in the management of such provision, will be asked to complete a declaration form to confirm they are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006 and appropriate checks carried out. The criteria for disqualification under the 2006 Act and the 2018 Regulations include:
 - i. inclusion on the Disclosure and Barring Service (DBS) Children’s Barred List;
 - ii. being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation);
 - iii. certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations;
 - iv. refusal or cancellation of registration relating to childcare (except if the refusal or cancellation of registration is in respect of registration with a child minder agency or the sole reason for refusal or cancellation is failure to pay a prescribed fee under the 2006 act (regulation 4(1) of the 2018 regulations)), or children’s homes, or being prohibited from private fostering, as specified in paragraph 17 of Schedule 1 of the 2018 regulations;
 - v. being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom.

Any verbal or written offer of appointment will state that the offer is subject to these checks being met.

Induction and Probation

- Nobody will normally start their employment until a clear DBS certificate has been issued (or any disclosure has been risk assessed) and a disqualification declaration has been submitted and approved. Where the Trust decides to allow an individual to start before the DBS certificate is available, the Headteacher / Executive Principal should ensure that the individual is appropriately supervised at all times and that all other checks, including a separate children’s barred list check, have been carried out.
- All staff will have access electronically to safeguarding guidelines and policies. These will include: Code of Conduct, Keeping Children Safe in Education, Safeguarding and Child Protection, Safer Recruitment and Staff Discipline.

- All new staff will be part of an induction programme as soon as possible after their start date.
- Safeguarding training will be conducted on commencement of the role and at least yearly thereafter.
- All new staff will be subject to a 6-month probation period.
- In relation to safeguarding procedures and policies, staff will be checked to ascertain if they have read and understood training and policies including Keeping Children Safe in Education and will receive additional training if required. Anyone who does not meet the required level of understanding will not pass probation.

Staff Records

All academies and the Trust Central team need to hold a single central register (SCR) of the recruitment checks undertaken, including volunteers, trainees, agency staff and contractors as well as paid staff. The SCR will be maintained by the HR lead in each academy. Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks. All checks are detailed within this policy.

Staff should inform the school of any changes that would impact on the safeguarding of children.

Recruiting Volunteers

We believe that the Trust's most valuable asset is the quality and range of individuals within its community that provide the caring and stimulating learning environment in which each of our pupils will flourish. With this in mind, we warmly welcome the effective contribution that volunteers can bring.

The relevant HR lead should be notified of any potential volunteer opportunity before an individual starts volunteering. It is the policy of the Trust that, to ensure the protection of our pupils, all volunteers working in the school need to:

- Verify their identity;
- Complete an application form and provide the names of two referees;
- Complete an online Enhanced DBS Check with Children's Barred List check if undertaking regulated activity;
- For volunteers engaging in activity with pupils aged under 8, complete a disqualification form and ensure appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Before considering any applications, volunteers must visit the school for an informal meeting which will include: a tour of the school and an informal discussion about the volunteer's role. They will also receive all the relevant paperwork in order to apply to be a volunteer.

Once satisfactory references have been provided and upon receipt of satisfactory enhanced DBS clearance, the individual will be able to start volunteering.

Generally, the teacher is the principal point of contact and volunteers will be under their direction. If the volunteer works outside of the classroom, this will be managed by the appropriate supervisor. The teacher / other appropriate supervisor will meet with a volunteer before the agreed start date, and a volunteer induction process will be followed and a handbook distributed.

Each day the person supervising will provide volunteers with:

- Clear guidelines about the activity they will be undertaking
- All the materials they need.

Volunteers should report regularly to the class teacher / supervisor about how activities went and how they got on. Throughout visits, volunteers are urged to ask if there is anything that they are not sure about or if they require further clarification.

An unchecked volunteer should never be left unsupervised or allowed to work in regulated activity. Parents volunteering to attend school day trips do not have to complete an application form or get DBS clearance but they must be accompanied on the trips at all times by a staff member who has the correct clearance.

Recruiting Governors and Trustees

When appointing Governors or Trustees to the Board, consideration will be given to the skills audit of the existing Board to be sure of the needs of the Trust. The Trust seeks its Governors and Trustees based on their relevant skills and experience. The Trust is also committed to developing governance boards that are diverse and representative of the communities in which we work and will give consideration to recruitment strategies to support this ambition. The Trust will advertise for roles as required.

The Trust has statutory responsibility for all academies within the Trust and for appointing the members of each Local Governing Body (LGB). The principle aim of the LGB in each academy is to focus on children/student outcomes. The school community will be notified of Governor vacancies via notification from the Chair of the Trust or LGB; this notification will detail expectations of time, attendance and skills. Parents will be invited to apply by completing the nomination cycle. All Governor and Trustee applications are reviewed by the Trust.

Appropriate checks will be carried out for Governors and Trustees and details recorded in the SCR. This will include:

- verification of identify;
- an enhanced DBS check without barred list information or an enhanced DBS check with barred list information if working in regulated activity;
- Other checks deemed necessary if they have lived or worked outside the UK;
- a section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#));
- Right to work in the UK (applicable to Trustees but not Governors).

The chair of Trustees must complete a suitability check with the ESFA.

Trainee / Student Teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary pre-employment checks are carried out, as detailed above.

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

Recruiting Staff Who Have Lived or Worked Outside the UK

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, the Headteacher / Executive Principal may consider further checks necessary based on factors such as the amount of information disclosed in the DBS check, and the length of time the individual has been in the UK so that any relevant events that occurred outside the UK can be considered. In such cases, the Headteacher/ Executive Principal will ask applicants to get a criminal records check, or 'Certificate of Good

Character' (also known as a 'certificate of good conduct'), from the country in which they have previously lived / worked.

Further guidance on obtaining overseas criminal records can be found at:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Recruiting Agency and Supply Staff

In line with guidance, the Trust will obtain written notification from any agency, or third- party organisation, that they have carried out the checks on an individual who will be working at the Trust that we would otherwise perform. This must include, as necessary, a barred list check prior to appointing that individual. The academy HR lead will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, working at the Trust has had the appropriate level of DBS check. This will be:

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

We will not keep copies of certificates for longer than 6 months but a record that the relevant checks have been undertaken will be maintained on the Single Central Record.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

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

For contractors working in our schools with children aged under 8 such as music teachers or sports coaches, we will also ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Safeguarding and Safer Recruitment Training:

Safeguarding training will be carried out as part of the induction process. In addition to this, staff and Governors / Trustees will receive the relevant, approved Safeguarding Training. At least one member of staff or Governor / Trustee who will form part of the recruitment process will also receive Safer Recruitment training. Safeguarding training will be renewed in line with the Child Protection Policy. Safer Recruitment training will be renewed every 3 years.

Policy Statement on the Recruitment of Ex-offenders

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

The Trust is committed to the fair treatment of its staff, potential staff or users of its services, in accordance with the Equality Act 2010.

All positions at The Arbib Education Trust, without exception, are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings including those regarded as ‘spent’ must be declared unless they are ‘protected’ (i.e. that are not filtered out).

For further information on filtering please refer to:

Nacro guidance (<https://www.nacro.org.uk/nacro-services/advice/advice-for-individuals/what-is-filtering/>)

DBS website (<https://www.gov.uk/government/publications/dbs-filtering-guidance>)

If an applicant accidentally provides information about ‘protected’ convictions or cautions, the Trust won’t take this into account.

DBS checks form part of the Trust’s recruitment process and all applicants called for interview must provide details of their criminal record. Applicants should be aware that a person on the sex offenders register or with a conviction that is shown on the DBS is prohibited from applying for a post to work with children or young adults. Applicants should also declare if any sanctions have been imposed on them by a regulatory body (e.g. the former General Teaching Council).

The Headteacher will make the final decision on whether a candidate is suitable to work with the Trust. In some cases this may require consultation with HR and the Executive Principal. They will have been suitably trained to identify and assess the relevance and circumstances of offences and will have received appropriate guidance and training in any relevant legislation.

At interview, or in a separate discussion, the Trust will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The Trust will undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Appointment Checklist

Procedure	Related Actions	People Responsible ¹
Review of vacancy	Review current staffing	Headteacher/Executive Principal
Development of advert	Wording & format to be agreed	Headteacher/Executive Principal
Confirm budget and determine salary range		Headteacher/ Executive Principal/Finance Director, plus HR Director for new roles
Place advertising		Human Resources
Shortlisting		Headteacher/Executive Principal
Invitation to interview		Human Resources
Interview schedule agreed		Headteacher/Executive Principal
References sought		Human Resources
Questions prepared		Human Resources/ Headteacher/Executive Principal
Interviewer packs prepared		Human Resources
Offer post to successful candidate		Human Resources

¹ Headteacher for academy appointments, Executive Principal for Trust Central roles

Contact other candidates		Human Resources
Offer letter		Human Resources
Remaining pre-employment checks conducted, including DBS check		Human Resources
Contract issued		Human Resources
Details input to SCR		Human Resources
Induction process		Headteacher/Executive Principal

Summary of Recruitment Roles & Responsibilities

Task	Person Responsible
Training takes place for new recruits	Human Resources / Safeguarding Lead
Ensure recruitment process is conducted correctly	Headteacher/Executive Principal
Check relevant documentation	Human Resources
Apply for DBS and other checks	Human Resources
Follow up irregularities from criminal checks	Headteacher/Executive Principal
Maintain SCR	Human Resources
Gathering documents from staff attending interview	Human Resources
Ensure protocols for visits are followed	Administrative Team Leader
Ensure supply staff agencies are compliant with vetting procedures	Human Resources
Dealing with safeguarding & employment issues	Headteacher/Executive Principal with Safeguarding Lead and /or HR Director
Communicating safeguarding issues	Headteacher/Executive Principal with Safeguarding Lead

Policy Statement on Provision of Trust References

Staff & volunteers of the Trust who require a reference from the Trust for a prospective employer should name the Headteacher (academies) or Executive Principal (for Trust Central staff and Headteachers) to provide the primary Trust reference. In the event that this raises any concerns (eg a potential conflict of interest) that cannot be resolved directly, this may be raised with the Trust HR Director.

Requests for information relating to attendance (including sickness absence, family leave etc) will not be provided in Trust references (except in instances of a live formal warning relating to attendance, which would be disclosable).

Data Protection

Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purposes of this policy). Records relating to successful candidates will be placed in personnel files. Records for unsuccessful candidates will be retained in a secure place for a period of six months, after which time they will be securely destroyed. Inappropriate access or disclosure of recruitment data constitutes a data breach and should be reported in accordance with the school's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.

Monitoring and Review

The Arbib Education Trust will review this policy on an annual basis. The Executive Principal, Headteachers and HR Team will ensure that the Safer Recruitment policy and associated processes and procedures reflect the latest statutory guidance.