



# Safer Recruitment Policy

## including DBS Checks and Single Central Records

This Policy has been adopted and approved by Oxlip Learning Partnership and is to be used by all members of the Trust.

### History of Document:

Issue No.	Author/ Owner	Date Written/Reviewed	Approved by Trust on	Comments	Next review date
V1		August 2024	13-Sep-2024		Annually
V2					
V3					
V4					

Tel: 01449 742422      email: [mail@oxlip.uk](mailto:mail@oxlip.uk)      website: [www.oxlip.uk](http://www.oxlip.uk)

Oxlip Learning Partnership is a Private Limited Company by guarantee without share capital use of 'Limited' exemption registered in England and Wales with company number 07656715. **Registered Office:** Oxlip Learning Partnership, Copleston High School, Copleston Road, Ipswich, IP4 5HD



## Contents

Item		Page
1.	<b>Introduction: Defining Principle</b> 1.1 Scope 1.2 Purpose 1.3 Scheme of Delegation 1.4 Responsibilities 1.5 Recruitment of Ex-Offenders	<b>2-4</b> 2 2 2 2-3 3-4
2.	<b>Recruitment Procedures:</b> 2.1 Vacancies 2.2 Advertising 2.3 Application Documents 2.4 Selection 2.5 Short-listing 2.6 Seeking Reference and Checking Employment History 2.7 Interviews 2.8 Interview Format	<b>4-8</b> 4 4 4-5 5 5-6 6 7 7-8
3.	<b>Offer and Pre-Employment Procedures:</b> 3.1 Regulated Activity and DBS Checks 3.2 Pre-employment checks 3.3 Existing Staff 3.4 Offer of Employment	<b>8-10</b> 8 8-9 9 9-10
4.	<b>Personal File and Single Central Record:</b> 4.1 Personal File 4.2 Single Central Record	<b>10-11</b> 10 11
5.	<b>Employment of Other Adults:</b> 5.1 Volunteers 5.2 Trustees and Local Board Members 5.3 Agency and Third Party Staff 5.4 Contractors 5.5 Trainee/Student Teachers 5.6 Visitors	<b>11-13</b> 12 12 12 12-13 13 13
6.	Linked Policies	<b>14</b>
Appendix A	Trust's safeguarding / child protection training framework	<b>15-16</b>
Appendix B	Trust Recruitment Templates and Forms	<b>17</b>

## I. Introduction

The Oxlip Learning Partnership (the Trust) is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to both share and demonstrate this commitment in every aspect of their work. The Safer Recruitment Policy applies to all recruitment across the Trust and ensures that appointments are made in accordance with the provisions of Employment Law and Keeping Children Safe in Education ([Keeping children safe in education - GOV.UK](#)). The implementation of safer recruitment processes and procedures supports the Trust in fulfilling its duty of care towards pupils across all Trust schools.

For the purposes of this policy, the term **Headteacher/Principal** refers to the lead professional in each Trust school. For central trust staff this will be the Chief Executive Officer (CEO).

### 1.1 Scope

This policy applies to all recruitment across Trust schools, as well as Trust central staff appointments.

### 1.2 Purpose

The appointment of all employees will be made on merit and in line with employment legislation and Department for Education statutory guidance. The purpose of this policy is to enable the Trust to meet these requirements at every stage of the recruitment process by ensuring:

- that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction
- compliance with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks
- compliance with the Data Protection regulations and the more stringent requirements contained with the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the Data Protection Act and provides more onerous responsibility and accountability for fair and transparent processing. The Trust Workforce Privacy Notice and Record Retention Schedule provide specific details in accordance with the GDPR principles and can be found at [www.johnmiltonacademytrust.co.uk](http://www.johnmiltonacademytrust.co.uk) and on each school website.

### 1.3 Scheme of Delegation

Headteacher/Principal appointments must be approved by the Trust Board. Deputy Head/Principal and Senior Leadership Team appointments must be approved by the CEO in consultation with the Headteacher.

All appointments below the level of SLT must be approved by the Headteacher/Principal of the recruiting Trust school. Details relating to the Trust Scheme of Delegation can be found at [www.johnmiltonacademytrust.co.uk](http://www.johnmiltonacademytrust.co.uk).

Appointments to the Central Services Team must be approved by the CEO and CFO and the appointment of the CEO must be approved by the Trust Board.

### 1.4 Responsibilities

The **Trust Board** has:

- delegated powers and responsibilities to the Headteacher/Principal/Trust HR Manager to ensure that the requirements of this policy are fulfilled and DBS checks are in place
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring this policy and all policies are maintained and updated regularly
- responsibility for monitoring and evaluating the Single Central Record in each school

The **Headteacher/Principal/Trust HR Manager** will:

- consistently apply the requirements and processes within this policy
- ensure DBS disclosures are carried out in accordance with current guidelines
- use the DBS Update service to check the validity of DBS certificates
- request disclosure checks
- using the disclosure check information to decide whether an appointment can proceed
- keep an up to date single central record
- ensure that school staff, pupils and parents are aware of and comply with this policy

(The Headteacher/Principal may delegate the administration of DBS and pre-employment checks and the single central record to an appropriate member of school staff).

All **staff** will:

- comply with all aspects of this policy
- ensure all the necessary documentation for the recruitment and disclosure process are provided
- report any concerns they may have on any aspect of the school or trust community

## 1.5 Recruitment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the Trust complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

- We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed;
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended);
- We can only ask an individual about convictions and cautions that are not protected;
- We are committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background;
- This policy is made available to all DBS applicants at the start of the recruitment process;
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records;
- We select all candidates for interview based on their skills, qualifications and experience;
- All application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position;
- We ensure that all those in the Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences;
- We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974;
- At interview, or in a separate discussion, we 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;
- We make every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and will make a copy available on request;
- We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

## 2. Recruitment Procedures

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

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

### 2.1 Vacancies

A vacancy may occur through a resignation or as a result of increased pupil numbers or particular developments. In line with Pay Policy and best value principles, the recruiting Trust school will consider whether the post is still necessary, whether it should remain a teaching/support post, or whether it presents the opportunity to amend the school's published staffing structure. Similar consideration will also be given to Trust central vacancies.

### 2.2 Advertising

As a standard rule, all vacancies may be advertised on suitable websites such as: DfE, TES, Suffolk County Council. National advertising will always be considered for Senior leadership and middle management vacancies or for subject areas where there is a known shortage of teachers. Other specific recruitment websites for teaching and specialist support roles may be used. An advertisement will also appear concurrently on the Trust and recruiting school's websites.

Where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed.

When advertising roles, we will make clear:

- Our trust's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

The format of the advertisement is dependent on the means of advertising. Advertisements will include the following:

- Trust information
- School specific information
- Job specific information
- Interview date
- Start Date
- Trust / school's commitment to safeguarding and promoting the welfare of children and young people
- DBS check requirements for successful applicants

A copy of, or link to, our safeguarding and child protection policy and safer recruitment policy, including the employment of ex-offenders, is available on the Trust website.

### 2.3 Application Documents

All applicants will have access to the following information via the Trust and recruiting school's website:

- Job Description and Person Specification, including an outline of main employment terms and the safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children;
- Specific information relating to the subject area / post
- Candidate Information or School Prospectus

- Contact details for arranging an informal discussion or visit to the school
- Statement of Professional Expectations
- Safer Recruitment Policy
- Pay Policy
- Information relating to references, DBS and other pre-employment checks required
- An application form including:
  - Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account;
  - Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity);
  - Equality and Diversity Monitoring form

This information can also be emailed or posted as requested.

CVs will only be accepted in addition to a completed application form.

## 2.4 Selection

Selection panels should comprise an odd number of people (normally three) in the event of a majority vote being required, but will involve at least two people. Where possible, a member of the school's local board will be involved in the selection process for teaching posts, particularly those carrying a TLR responsibility and for support posts of Grade 5 and above. A member of the Senior Leadership Team or local board member if present will chair the selection panel. In the case of a Headteacher/Principal appointment, the CEO will be part of the selection panel. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training and that person will be identified on the selection/interview records.

**It is good practice that the interview panel is made up of those involved in the shortlisting and selection process.**

## 2.5 Shortlisting

Applications received for all posts will be recorded on the Safe Recruitment Procedural Record standard pro-forma. The criteria for selection will be consistently applied, with the panel judging all applications against the essential and desirable criteria for the post, as set out in the job description and person specification.

The panel will also:

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

The shortlisting process will be recorded on the Safe Recruitment Procedural Record standard pro-forma. The panel will agree the candidates to be called for interview.

We will ask shortlisted candidates to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process. Where a search is carried out, it will be undertaken by the Trust Central Team and not by anyone on the interview panel. Any concerns may be discussed with the candidate at interview.

As part of the application process, applicants are advised that if they have not been contacted by the Trust / school within four weeks of the closing date, then they have not been shortlisted.

If the field of applicants is felt to be weak, the post may be re-advertised.

## 2.6 Seeking References and Checking Employment History

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with Keeping Children Safe in Education statutory guidance. In this respect, the Trust / recruiting school will seek to obtain **at least** two references on each shortlisted candidate before interview. Referees will receive the Trust school reference pro forma to complete, along with a copy of the job description and person specification.

Any concerns raised will be explored further with referees and taken up by the candidate at interview.

When seeking references we will:

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

References should cover at least 5 years of an applicant's employment history; this may mean that more than two references are sought.

If a candidate for a post working with children is not currently working with children, a reference will also be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.

The reference request asks the referee to confirm:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history and conduct
- All disciplinary action, which may include those where the penalty is "time expired" and relate to the safety and welfare of children
- Details of any substantiated allegations or concerns relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

Where it is difficult to obtain suitable references or referees advice must be sought from the Trust HR Manager.

## 2.7 Interviews

All candidates invited for interview will be regarded as potential employees. As well as detailed arrangements for the interview, the invitation letter will also confirm the conditions that need to be met to confirm any subsequent offer of employment. Details regarding identification, proof of address and original qualification requirements are also provided.

Candidates are advised that if they are successful at interview, the school will require further information. They are asked to bring with them a completed Invitation to Interview Checklist, which includes:

- If they have a criminal history

- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information
- Sign a declaration confirming the information they have provided is true

Online/social media usage will be discussed at interview.

Candidates will also be asked to notify the Trust / recruiting school of any specific requirements relating to a disability or dietary needs.

Following the interview and any offer of employment, candidates will be asked to provide documentation for identification, DBS check and proof of right to work in the UK (see 3. Offer and Pre-employment Checks).

## **2.8 Interview Format**

Before the interview, the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirements of the job description and person specification. Each candidate's suitability will be judged against the criteria for the post. The interview will also explore their suitability for working with young people.

All candidates will be asked an agreed series of questions. No questions, which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. Subsidiary questions and additional questions relating to individual experience may also be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also be the opportunity to explore any issues arising from the application or references e.g:

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

At interview candidates will also be asked about their online/social media usage.

A template interview question sheet is provided.

All candidates will be given relevant information about the school and post as part of the interview to enable them to make further enquiries about the suitability of the advertised job. The final question in the interview will confirm whether or not the candidate still wishes to be considered for the post.

The Safe Recruitment Interview Sheet will be used to record the questions asked during the interview, candidate assessments and the decision regarding the preferred candidate.

At the point of offer of employment, the panel will consider any declarations made by the candidate on the Invite to Interview Checklist and discuss this with them.

Depending on the nature of the post and the format of the interview day, unsuccessful candidates will be asked to remain until the preferred candidate has accepted the conditional offer of employment. Unsuccessful candidates will be offered feedback based on the information recorded on the Safe Recruitment Interview Sheet.

The recruitment documentation will be used in compliance with the Data Protection Regulations and General Data Protection Regulations. Candidates are advised that by supplying information, they are giving consent to the information being processed for all employment purposes as defined by statute if they are subsequently appointed. For unsuccessful candidates, recruitment information will be stored securely for a maximum of six months then destroyed securely in line with Data Protection Regulations.



### 3. Offer and Pre-employment vetting checks

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties and will be conditional until satisfactory completion of the necessary pre-employment checks see 3.2 below).

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

#### 3.1 Regulated Activity and DBS Checks

The majority of school appointments are for staff who will be responsible for the care and supervision of children on a regular basis (regulated activity). Regulated activity means a person who will be:

- responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children
- carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children
- engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

As part of the safer recruitment process, all prospective employees will need to have an enhanced DBS check with barred list information. The Trust has a mandatory duty to make checks for anyone who will be in regulated activity. A new DBS and Barred List check must be carried out for all new employees.

#### 3.2 Pre-employment checks

The following pre-employment checks must be completed before the employee starts work. Consideration for employment starting ahead of full checks must go through the HR Manager. Exceptions will never be made in the case of the barred list and prohibition from teaching checks:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 6 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available, from any country where the candidate has lived or worked for 3 months or more in the last 10 years. **Please note:** In circumstances where an individual has spent considerable time overseas prior to the last 10 years, the Trust may use its discretion to request appropriate certification to cover these periods.
  - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
  - For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach

- Criminal Convictions Declaration and Disqualification Form covering Disqualification in accordance with the provisions of the 2018 Childcare Disqualification Regulations and Childcare Act 2006
- Check that candidates taking up a management position\* are not subject to a prohibition from management (section 128) direction made by the secretary of state

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

The successful candidate will be asked to provide evidence of identity and address prior to any checks being initiated.

Details relating to completion of all pre-employment checks will be recorded on the Safer Recruitment Pre-Employment Checklist which will be placed in the Personal File and also recorded on the school's single central record (SCR).

### 3.3 Offer of Employment

The successful candidate will be informed, normally verbally and then by offer letter, that the appointment is subject to satisfactory completion of the aforementioned checks. As part of the offer process, the salary will be confirmed, with the pay point of a particular scale/grade and any TLR allowance identified.

Successful candidates will be issued with a pre-employment pack along with their offer of employment letter, which will ensure that they receive all the necessary clearance forms and documentation. The pre-employment pack will include:

- Starter Pack including:
  - Bank Details Form
  - Personal Information Form
  - Staff Internet Use Statement
  - Declaration of Pecuniary and Business Interests
  - Pre-employment checklist
- HMRC Starter Checklist form (if you do not have a P45)
- Privacy Notice - workforce
- Staff Code of Conduct
- Keeping Children Safe in Education: Part 1 & Annex B
- Local Child Protection Procedure
- Teacher Standards (Teachers only)
- School Behaviour Policy
- Safeguarding and Child Protection Policy
- Combined Data Protection and Freedom of Information Policy
- ICT Policy
- Whistleblowing Policy

### 3.4 Existing Staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or

- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

The circumstances under which the Trust will refer an individual to the DBS who has harmed, or poses a risk of harm, to a child or vulnerable adult are contained in Appendix C of the Safeguarding and Child Protection Policy (JMAT 022).

## 4. Personal File and Single Central Record

### 4.1 Personal File

Recruitment and selection information for the successful candidate will be retained securely and confidentially in his or her personal file in line with the Trust's Record Retention Schedule. This will include:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References (see 2.6)
- Proof of identity including current address
- Proof of right to work in the UK
- Proof of relevant qualifications
- Overseas Checks (where applicable):
  - Criminal Records Checks
  - For teaching posts, a letter from the professional regulating authority
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance and barred list checks
- Prohibition from teaching checks
- Criminal Convictions Disclosure and Disqualification in accordance with the provisions of the 2018 Childcare Disqualification Regulations and Childcare Act 2006- signed
- Child Protection / Safeguarding Training certificates
- Offer of employment letter and signed contract of employment

Pre-employment health checks are undertaken for all new appointments.

Any health or absence concerns, which arise or are declared by existing staff, are managed in accordance with the Sickness Absence Policy and the Trust's Occupational Health Provider.

The personal file will also include:

- Job Description and Person Specification
- Emergency Details Information
- Internet Agreement Form/ICT Policy/e-safety - signed
- Professional Expectations – signed
- Pecuniary Interests Declaration
- All training certificates
- Original advert relating to the post appointed to

A record will also be kept of keys / access cards and laptop or equipment allocated.

### 4.2 Single Central Records

In accordance with Keeping Children Safe in Education, each Trust school maintains a Single Central Record (SCR) of its staff, containing information on the employment checks carried out. The Trust maintains a SCR of central staff. All successful candidates will be entered onto the relevant SCR.

The Trust must also have access to a collated SCR for all schools.

SCRs will record the following information:

Name of person		Qualifications required and evidenced	Date checked
Address		Teacher Reference Number	
Date of Birth		Prohibition Check (teaching staff and others in class based roles)	Date checked and outcome
Evidence of address	Date checked	Passport/VISA/Work Permit evidenced for right to work in the UK	Date checked
Evidence of ID	Date checked	Date VISA/Work Permit expires, if required	
Satisfactory reference 1	Date received	Most recent Visa or Work Permit evidenced	Date evidenced
Satisfactory reference 2	Date received	Medical Clearance	Date received
Start date with school/Trust		Prevent Training	Date received
Job Title		Safeguarding Training	Date received
Barred List Check	Date received	DSL and Safer Recruitment Training	Date received
Enhanced DBS Check	Date evidence / checked	GDPR Training	Date received
DBS Disclosure Number	Date of DBS Disclosure	s128 check (if required)	Date received
Overseas: Criminal Records Check	Date checked	Overseas: Letter from professional regulating authority (for teaching posts)	Date and outcome
Disqualification in accordance with the provisions of the 2018 Childcare Disqualification Regulations and Childcare Act 2006			Date and outcome

The SCR will also show who the checks were evidenced by (where applicable).

An audit of both the Single Central Record and Personal Files is scheduled on a termly basis.

## 5. Other Adults

All staff employed by or working within a Trust school will be named on the individual school's SCR.

The following information is also contained in Appendix B of the Safeguarding and Child Protection Policy.

### 5.1 Volunteers

Other adults who work as volunteers, such as parent helpers will be included on the relevant school's SCR and subject to identity checks and the appropriate level of DBS check. Schools will

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity;
- Obtain an enhanced DBS check with barred list information for all volunteers who are working in regulated activity;
- Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers;
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity;

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

This also applies to individuals on work experience or a work placement.

References will also be sought for volunteers.

## 5.2 Members, Trustees and Local Board Members

All Members, Trustees and Local Board members will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity. The Chair of the Board of Trustees will have their DBS check countersigned by the secretary of state.

All Members, Trustees and Local Board members will also have the following checks:

- Section 128 direction (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#));
- Identity;
- Right to work in the UK;
- Other checks deemed necessary if they have lived or worked outside the UK.

For associate members of the Local Board an enhanced DBS is not mandatory, although can be carried out where appropriate.

For Local Board members, information regarding these checks will be recorded on the school's SCR or Trust SCR where appropriate and for Members and Trustees, details will be included on the Trust SCR.

## 5.3 Agency and Third Party Staff

Schools will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. This will be held on file at the school and recorded on SCR. Schools will also check the identity of the person presenting themselves for work on their arrival at the school to ensure that he/she is the same person on whom the checks have been made.

## 5.4 Contractors

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

Before commissioning contractors, a company statement must be obtained providing confirmation that all relevant checks have been completed with dates, along with a copy of the company's safeguarding policy. This will be held on file at the school and at the Trust and recorded on SCR. The identity of all contractors and their staff is checked on their arrival at the school.

The school/Trust will obtain the DBS check for self-employed contractors and will not keep copies of such checks for longer than 6 months. Where a person does not hold a relevant DBS check they will not be able to engage in regulated activity under any circumstances and will be supervised while on the school site.

Where self-employed contractors such as music teachers or sports coaches are working in a school with pupils aged under 8, we will ensure that appropriate checks are carried out to ensure that

individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

**5.5 Trainee/Student Teachers**

Schools will ensure that all necessary checks are carried out for initial teacher training applicants that are salaried by the Trust. For trainee teachers who are fee funded, the school will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. In both cases, this includes checks to ensure that relevant individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

**5.6 Visitors**

The Trust or schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children’s relatives or other visitors attending sports days). Headteachers/Principals should use their professional judgement about the need to escort or supervise visitors. Please refer to the Trust Child Protection and Safeguarding Policy regarding checking the ID and suitability of third party staff and visitors (Appendix B).

**6. Linked Policies**

<ul style="list-style-type: none"> <li>• Child Protection and Safeguarding Policy</li> <li>• Local Child Protection Procedures</li> <li>• Staff Code of Conduct</li> <li>• Teacher Standards</li> <li>• Whistleblowing Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Induction Policy</li> <li>• CPD Charter</li> <li>• Data Protection and FOI Policy</li> <li>• Privacy Notices</li> <li>• Record Retention Schedule</li> </ul>
--	---

## Appendix A: JMAT Safeguarding / Child Protection Training Framework

<p><b>Recruitment:</b> New staff / volunteers / supply</p>	<p>As part of recruitment all staff and volunteers <b>MUST</b> receive safeguarding and child protection training (including online safety).</p> <p>Accepted training:</p> <ul style="list-style-type: none"> <li>● An online course <b>MUST</b> be completed before their start date, e.g. NSPCC child protection in schools or Nation College.</li> </ul> <p>Staff / volunteers must submit their certificate as evidence of completed training. These details will be recorded within the school and centrally within the Trust.</p> <p>Staff and volunteers cannot start until they have evidence they have completed safeguarding/child protection training.</p>
<p><b>Induction:</b> New staff / volunteers / supply</p>	<p>Starter packs will be provided to all new staff and volunteers on or before their first day. The packs will contain:</p> <ul style="list-style-type: none"> <li>● KCSiE (September 2024) Part 1 and Annex B</li> <li>● Code of Conduct</li> <li>● Child protection local procedures</li> <li>● Behaviour policy</li> <li>● Safeguarding policy</li> </ul> <p>The DSL will explain the child protection procedures within the school, including CPOMS, and Part 1 of Keeping Children Safe in Education (September 2024).</p> <p>Schools will record the induction has been completed and signed off by DSL and new staff / volunteer.</p>
<p><b>Contractors:</b></p>	<p>Contractors arriving in school will all receive the school's child protection local procedures.</p> <p>This will be signed for by the individual contractor.</p> <p>Before commissioning contractors, a company statement must be gathered confirming all relevant checks have been fully completed, with dates, and the company must provide its safeguarding policy.</p> <p>This will be held on file in the school and recorded on the SCR. Details of individuals will be provided by the company and these will be checked on arrival against the information provided.</p>
<p><b>Safeguarding / child protection training for existing staff / volunteers:</b></p>	<p>All staff receive safeguarding and child protection (including online safety) updates as required, and at least annually.</p> <p>Acceptable training resources:</p> <ul style="list-style-type: none"> <li>● NSPCC</li> <li>● Success in Schools Ltd (Andrew Hall)</li> <li>● National College</li> </ul> <p>Each DSL will use the above resources to deliver an annual safeguarding/child protection update each September and regularly throughout the year. The updates will reflect changes within statutory requirements, locally agreed protocols and current issues.</p> <p>DSLs <b>MUST</b> deliver the updates to all staff/volunteers at their school and provide opportunities for discussion and in-house safeguarding training. A record of all training / updates and meetings must be kept. The trust will monitor this as part of the termly safeguarding review.</p>

<b>Trustees and Local Board:</b>	All trustees and local board members will be provided with access to relevant KCSiE sections on appointment and must complete safeguarding/child protection training, that includes online safety, within the first term of office. Regular updates will be provided and a record of all training will be kept within the school or Trust. This will be monitored by the trust as part of the termly safeguarding review.
<b>DSLs and deputies / alternates:</b>	<p>DSLs and deputies/alternates will complete DSL training (e.g. Success in Schools Ltd (Andrew Hall)) every two years.</p> <p>All DSLs and deputies/alternates will keep themselves up to date with emerging safeguarding issues.</p> <p>Evidence of this will be monitored during the termly safeguarding review.</p>
<b>Quality assurance and monitoring by the Trust:</b>	<p>Termly safeguarding reviews will include checks that:</p> <ul style="list-style-type: none"> <li>● New staff have completed safeguarding/child protection training.</li> <li>● Induction packs have been issued and receipted for all new appointments.</li> <li>● DSL training in line with current guidelines, including evidence of updates.</li> <li>● Local members are trained and kept up to date.</li> <li>● Every interview panel contains at least one person with current safer recruitment training.</li> </ul>
<b>Quality assurance and monitoring by the school:</b>	<ul style="list-style-type: none"> <li>● Record all new staff on the Single Central Record and check that a safeguarding/child protection training certificate has been provided.</li> <li>● Record that all new staff have signed to accept the induction information.</li> <li>● Keep a record of all those who attended the annual safeguarding/child protection update - with evidence of how the information will be disseminated to those who could not access the update.</li> <li>● Record details of all internal safeguarding/child protection updates, safeguarding/child protection discussions in team meetings and in-house training. These records will be sampled as part of the trust's termly safeguarding review.</li> <li>● Produce termly safeguarding reports for the local board, including details of safeguarding/child protection training and share these with the trust.</li> </ul>



## Appendix B: Trust Recruitment Templates and Forms

The following documents are shared with the relevant post-holder in each school and are a requirement for the purpose of safer recruitment:

<b>1.</b>	Safer Recruitment Flowchart	<b>13.</b>	New Starter Pack
<b>2.</b>	Advert Request Form	<b>14.</b>	HMRC Starter Checklist
<b>3.</b>	Privacy Notice for Applicants	<b>15.</b>	KCSiE (Part 1 inc. Annex B)
<b>4.</b>	Employment Application Forms (Support and Teacher)	<b>16.</b>	Privacy Notice for Workforce
<b>5.</b>	Safer Recruitment Procedural Record	<b>17.</b>	Safeguarding and Child Protection Policy
<b>6.</b>	Interview Invite Letter and Checklist	<b>18.</b>	Acceptable Use of ICT Policy
<b>7.</b>	Reference Request Form (Support and Teacher)	<b>19.</b>	Whistleblowing Policy
<b>8.</b>	Interview Questions Template	<b>20.</b>	Staff Code of Conduct
<b>9.</b>	Caution and Convictions Flow Chart	<b>21.</b>	Teachers Standards
<b>10.</b>	Appointment / Change Form	<b>22.</b>	Safer Recruitment Policy
<b>11.</b>	Safer Recruitment Checklist (for personal file)	<b>23.</b>	General Induction Checklist Template
<b>12.</b>	Offer of Appointment Letter	<b>24.</b>	KCSiE (full document)