

SAFER RECRUITMENT POLICY

Date reviewed:  Autumn 2023

Date of next review: Autumn 2024

**Introduction**

This policy applies to all schools and operations of the Sikh Academies Trust (the “Trust”), and to all its workforce and volunteers.

The Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. All trustees, staff and volunteers have a duty to ensure that students are safeguarded. To meet this responsibility, its schools follow a rigorous selection process to discourage and screen out unsuitable applicants.

This policy has been developed to embed safer recruitment practices and procedures throughout the Trust and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in Part 3 in the [Keeping children safe in education - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

**Aims and Objectives**

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the Trust and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

* attracting the best possible candidates/volunteers to vacancies
* deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
* identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

The Trust is committed to using procedures that deal effectively with those adults who fail to comply with our safeguarding and child protection procedures and practices

The Trust has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant’s abilities, qualification, experience, and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare as soon as they are aware of the individual’s application and avoid any potential conflict of interests.

The policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing, and evaluating information from and about applicants applying for job vacancies at Sikh Academies Trust.

**Roles and Responsibilities**

Sikh Academies Trust will:

* Ensure effective policies and procedures are in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements
* Monitor the academies compliance with them
* Ensure that appropriate staff and trustees have completed safer recruitment training (and repeat this every three years)
* Ensure that at least one of the persons who conducts an interview has completed safer recruitment training.

The headteacher(s) will:

* Ensure the school(s) operate safe and fair recruitment and selection procedures which the Trust have put in place.
* HTs have responsibility for the appointment of staff, including leadership posts within the school. Senior SAT team appointments will be made by the Chief Executive Officer.
* Ensure that all appropriate checks have been carried out on staff and volunteers within the Trust.
* Monitor any contractors and agencies compliances with this document
* Promote the safety and well-being of children and young people at every stage of the process.

**Recruitment and Selection process**

The Trust 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.

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.

We will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

As a Disability Confident employer, we are committed to inclusivity and accessibility. We guarantee to interview a disabled applicant, provided they meet the minimum criteria for the job. This applies to all internal and external vacancies.

If an applicant makes the school aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.

**Advertising**

When advertising roles, we will make clear:

* Our school’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
* Outline the skills, abilities, experience, attitudes, and behaviours required for the post.
* 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

To ensure equality of opportunity, the Trust and its schools will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post.

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement.

*Sikh Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced* *DBS check is required for all successful candidates.*

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English. For example, a teaching assistant required to communicate with pupils to support their learning, would be viewed as operating in a public-facing role. Adverts (and Job Descriptions) will make clear the necessary standard of spoken English or Welsh required for the role.

**Application Forms**

SAT uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

Our application forms will:

* 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). Providing false information is an offence and could result in the application being rejected or a summary dismissal. Consideration will be given as to whether to refer to the police and/or other professional regulatory bodies (e.g., General Teaching Council for England).
* Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders is included in all our recruitment packs
* Only short-listed candidates will be required to complete a self-declaration under the Rehabilitation of Offenders Act 1974 before interview.

Curriculum Vitae will not be accepted in place of a completed application form.

**Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly set out the degree of responsibility for children and young people that the postholder will have.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities, and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children. Candidates will be asked values-based questions relating to safeguarding to determine their suitability to work with children.

**References**

We will obtain references before the interview where possible. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references, we will:

* Not accept open references, testimonials, or references from relatives.
* Liaise directly with referees and verify any information contained within references with the referees
* 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
* Include the applicant's current or most recent employer and where an applicant for a teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher;
* Ask the current employer for details of any capability history in the previous two years, and the reasons for this;
* Be directly from the referee, who will be a senior person with appropriate authority and confirmed as accurate by the headteacher/principal in respect of any 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
* Request information on the applicant’s suitability to work with children and young people from the last employer where the applicant worked with children (if not currently working with children);
* Be verified with the person who provided the reference and, where the reference is provided electronically, verify that it is from a legitimate source;
* Be clarified with the referee where the information is vague or insufficient;
* 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 for short listed applicants will be sent immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after the interview and prior to any formal offer of employment being made.

Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and information to support appointment decisions. Any discrepancies or anomalies will be followed up

In order to comply with the Equality Act 2010, information relating to sickness absence will only be requested after a conditional offer of employment has been made.

**Shortlisting:**

Our shortlisting process will involve at least 2 people and will:

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

Once we have shortlisted candidates, 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 the interview stage. In certain cases, it may be necessary to have a discussion with the applicant prior to the interview.

The information we will ask for 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

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.

Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience, and skills will be assessed at the level that is relevant to the job.

SAT schools will conduct interviews in line with KCSIE guidance with at least two people carrying out the shortlisting assessment.

**Interview and selection**

When interviewing candidates, we will:

* Probe any gaps in employment, or where the candidate has changed employment or location frequently and ask candidates to explain this (in line with the Safer Recruitment Consortium Training).
* Explore any potential areas of concern to determine the candidate’s suitability to work with children including any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.
* Explore the applicant’s ability to carry out the job description and meet the person specification
* Record all information considered and decisions made
* The same panel will see all the applicants for the vacant position for consistency
* There will be appropriate, face-to-face, or virtual interview

At least one person on any interview/appointment panel for a post at the school will have undertaken safer recruitment training. This will cover, as a minimum, the contents of the Department for Education’s statutory guidance, Keeping Children Safe in Education, and be in line with local safeguarding procedures.

Before the interview commences the interview, panel should have:

* Prepared appropriate questions for the role;
* Prepared appropriate questions to test the applicant's suitability to work with children and young people;
* Identified any areas for further probing, e.g., if a criminal record has been declared, any information about past disciplinary action/allegations, or if there are gaps in employment etc;
* Agreed assessment criteria which reflects the person specification; and
* Decided a structure to the interview and established which member of the panel will ask which questions.
* A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning
* Candidates shortlisted for interview will be asked about their suitability to work with children. Areas that may be concerning and lead to further questions include:
	+ implication that adults and children are equal;
	+ lack of recognition and/or understanding of the vulnerability of children;
	+ inappropriate idealisation of children;
	+ inadequate understanding of appropriate boundaries between adults and children; and
	+ indicators of negative safeguarding behaviours;
* Any gaps in employment history and any concerns identified as part of the online and social media checking process must be explored during the interview process

All applicants called to interview will be asked to provide proof of identity and relevant qualifications. Original documents requested are:

* Passport,
* Birth Certificate,
* Driving Licence,
* Marriage Certificate (if appropriate),
* Utility Bill or Bank Statement (issued in the last three months),
* Relevant qualifications.

Original documents will only be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed following the end of the recruitment programme.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Applicants will only be asked to disclose and discuss criminal convictions and/or cautions which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) that may deem them unsuitable. Where this is provided electronically, the shortlisted candidate will be asked to physically sign a hard copy at the point of the interview.

**Other selection methods**

In addition to a face-to-face interview with the interview panel a variety of other selection methods may be used, such as:

* Observation of teaching practice in our [school/academy/trust] or in the applicant's current school;
* One or more additional panel interviews (for example, a panel made up of pupils from our [school/academy]);
* A presentation;
* In tray exercises; and
* Psychometric testing.

Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to the role and will be based on the requirements for the particular post as set out in the job description and person specification.

Candidates will be informed in advance if any selection methods are to be used in addition to a face-to-face interview and what these are.

**Pre-appointment vetting checks**

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.

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

* 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 2 years afterwards
* Verify their professional qualifications, as appropriate
* For teachers and other employees who hold QTS who are working in non-teaching roles, verification that they are not subject to a prohibition order by checking the Teacher Services System;
* Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
* For all staff, including teaching positions: criminal records check for overseas applicants [criminal records checks for overseas applicants](https://www.gov.uk/government/publications/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 that person may be unsuitable to teach. <https://teacherservices.education.gov.uk/>
* Check that candidate 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.
* 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. For schools with pupils aged under 8 the Trust will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification Regulations and Childcare Act 2006 via a self-declaration form. See appendix 1 for further details.
* When we take a decision 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 on the individual’s personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

**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; or
* Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that
* Work provides an opportunity for contact with children; or
* Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

**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](https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#relevant-conduct-in-relation-to-children); 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](http://www.legislation.gov.uk/uksi/2009/37/contents/made); 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

**Members, Trustees and Local Advisory Boards** (LAB)

All trustees, members and LAB governors 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 will have their DBS check countersigned by the Secretary of State.

All trustees, local advisory board and members will also have the following checks:

* A section 128 check (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

In addition, Sec 128 checks will be carried out for:

* CEO and any central post on the Executive Team and senior leadership team
* Headteachers
* Teaching posts on senior leadership teams
* Teaching posts which carry a departmental head role.
* Support staff posts on a senior leadership team; and
* The Trust will assess on a case-by-case basis whether the check should be carried out when appointments are made to teaching and support roles which carry additional responsibilities.

All checks will be:

* Documented and retained on the personnel file
* Recorded on each school Single Central Record (SCR) online
* Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

**Agency and third-party staff**

We 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. We 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, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

* An enhanced DBS check with barred list information for contractors engaging in regulated activity
* 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 obtain the DBS check for self-employed contractors.
* We will not keep copies of such checks for longer than 6 months.
* 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** **KPS Staff**: self-employed contractors such as music teachers or sports coaches, 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. When 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.

**Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

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.

**For KPS**: In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

**Volunteers**

We 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 new to working in regulated activity
* Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity.
* We will retain a record of this risk assessment

**For KPS**: Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

* When 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.

**Staff working in alternative provision settings**

The cohort of pupils in Alternative Provision often have complex needs, it is important that Trustees and proprietors of these settings are aware of the additional risk of harm that their pupils may be vulnerable too.

Guidance is available at:

* Alternative provision - DfE Statutory Guidance
* Education for children with health needs who cannot attend school - DfE Statutory Guidance

Where we place one of our pupils with an alternative provision provider, we continue to be responsible for the safeguarding of our pupil and will seek written assurances in order to be satisfied that the provider meets the needs of our pupil.

**Adults who supervise pupils on work experience**

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

**Pupils staying with host families**

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

**The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils; therefore, any convictions and cautions that would normally be considered ‘SPENT’ must be declared when applying for any position within the Trust. We will signpost candidates to UNLOCK to consider convictions they must declare here: [Home - Unlock](https://unlock.org.uk/)

Any declaration must be placed in an envelope, marked Private & Confidential and addressed to the Headteacher ahead of the interview.

**Disclosure and Barring Service (DBS) checks - new employees and volunteers**

All Trust employees require an enhanced DBS Certificate and therefore a DBS Certificate will be obtained before the commencement of employment of any new employee.

The school will carry out a risk assessment to determine if a DBS check is required for each volunteer in accordance with Annex E of Keeping Children Safe in Education 2022. If a volunteer is assessed as requiring a DBS check, the following DBS checks will be undertaken for new appointments, before the employee or volunteer starts work

In exceptional circumstances a new employee or unsupervised volunteer may be able to start before the enhanced DBS check has been received, but not before the children's barred list check has been completed. The school must ensure that appropriate supervision is in place until the DBS check has been received.

DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR). We are not required to take a copy of your DBS certificate; however, we may choose to do so for decision making purposes. Any copy will be held for no longer than necessary, and up to a period of six months and be processed in line with Data Protection Legislation.

Any applicant who refuses to produce their DBS disclosure will not be able to start work at the School/Trust and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in the School/Trust.

Applicants (free for volunteers) can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required. Applicants or volunteers should be asked if they have subscribed to this DBS Update service. The cost of this service is £13 per year. The expectation is that individuals personally fund this if required. Where the applicant or volunteer has subscribed, they should provide the School/Trust with the original disclosure document to be verified and the School/ Trust will check the online update for any changes.

**Dealing with convictions**

Applicants will only be asked to declare convictions and cautions that are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).

Information relating to an individual's criminal record will only be shared with the relevant people to enable the School/ Trust to make a decision about their suitability to work with children and young people. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

* the nature, seriousness, and relevance of the offence
* how long ago the offence occurred
* one-off or history of offences
* changes in circumstances
* decriminalisation and remorse.

All employees are aware of their obligation to inform the Headteacher of any cautions or convictions that arise between these checks taking place.

The Trust operates a formal procedure if a DBS Certificate is returned with details of convictions.

**Disclosure and Barring Service (DBS) checks - existing employees and volunteers**

An enhanced DBS check and a children's barred list check will be carried out for all existing staff and unsupervised volunteers (subject to risk assessment) where their contact with children or young people has increased from that at their time of appointment.

An enhanced DBS and children's barred list check may be carried out on any employee or unsupervised volunteer (subject to risk assessment) where the school has concerns about an individual's suitability to work with children and young people. An enhanced DBS (no barred list check) may be carried out on any supervised volunteer (subject to risk assessment) where the school has concerns about their suitability to work with children and young people.

DBS certificates will only be issued to the applicant. The School/Trust expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.

All existing employees are required to inform the School/ Trust of any change in their criminal record. This includes convictions, cautions, arrests, and police investigations which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Each school may require all employees to sign a declaration on an [annual] basis that there has been no change in their criminal record. Action may be taken as a result of any change or any failure to inform the School/ Trust of any change.

**Medical Fitness**

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a SAT medical questionnaire and where appropriate a doctor’s medical report may be required.

**Induction Programme**

All new employees will have an induction meeting which will clearly identify the Trust policies and procedures, including the Safeguarding Policy, Code of conduct, managing allegations against professionals, Low level concerns policy and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities. They will also receive an Induction handbook.

**Centralised Register– Single Central Record (SCR)**

In addition to the various staff records kept on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfE requirements. This is kept up-to-date and retained by the schools. The Single Central Record (SCR) will contain details of the following:

* All employees who are employed to work at the schools
* All employees who are employed as supply staff to the schools whether employed directly or through an agency
* All others who have been chosen by the schools to work in regular contact with children. This will cover volunteers, Trust Members, Local Advisory Boards, peripatetic staff, and people brought into the schools to provide additional teaching or instruction for pupils but who are not staff members e.g.: sports coaches etc.

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

* Identity checks
* Qualification checks for any qualifications legally required for the job
* Additionally, for those applying for teaching posts, registration check with the GTC where appropriate
* Checks of right to work in the United Kingdom
* DBS Enhanced Disclosure
* Further overseas records where appropriate

It shall also indicate who undertook the check and the date on which the check was completed, or the relevant certificate obtained.

The Trust does not need to carry out checks itself except where there is information contained within the disclosure. However, identity checks must be carried out by the schools to check the person arriving is the person the agency intends to refer to them.

All information retained on employees is kept centrally in the SAT Office in a locked, fireproof, and secure cabinet.

**Record Retention / Data Protection**

The Trust will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (i.e., shredded). The 6-month retention period is in accordance with the Data Protection Act 1998 and will also allow the Trust to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

**Breaches of the policy**

Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.

Any complaint in relation to this policy, including its application will be managed through the relevant school complaints policy or grievance policy (for existing employees).

**Monitoring and Evaluation**

The Education and Standards Committee and the Trust Board will be responsible for ensuring that this policy is monitored and evaluated throughout the Trust. This will be undertaken through formal audits of job vacancies.

**Personal file records**

The Trust will retain the following information which will make up part of the personal file, for the successful candidate:

* Application form
* References
* Disclosure of convictions form
* Proof of identification
* Proof of academic qualifications
* Proof of registration with Teaching Regulatory Authority (TRA) (for teaching staff)
* Evidence of medical clearance from Occupational Health (where applicable)
* Evidence of the DBS clearance (i.e., DBS certificate reference number, NOT the actual DBS form or certificate)

## Appendix 1: Disqualification from Childcare information for new employees

This information is to make you aware of your obligations relating to disqualification under the Childcare Act 2006 which came into force in schools and academies in late 2014.

Your role within our school has been identified as one which the disqualification declaration applies to.

**So, what does this mean in practice?**

We need to make you aware that there are certain things that may mean that you are automatically disqualified from providing childcare (affecting your role within this school) by you having committed a disqualifiable offence or a disqualifying event. These broadly fall into the four below categories:

1. That you have a caution/conviction for certain violent/sexual offences
2. Grounds relating to the care of children
3. That you have had registration refused/cancelled in relation to childcare
4. That you have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

Ofsted have provided a list of disqualifiable offences/events in tables A & B of the below guidance [Disqualification-under-the-childcare-act-2006](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006)

You need to read this and report to the Head without delay if there is anything to declare under the disqualification guidance. It is only the offences/events on this list that we require you to declare. If you are unsure if a specific offence/event is applicable after reading the Ofsted lists, then please let us know so that we can advise you appropriately.

You should also be aware that from this point forward if your circumstances change relating to the disqualification guidance, you are obligated to inform us of this without delay.

You will be required to sign to confirm that you are clear relating to your obligations regarding disclosure pertaining to Disqualification under the Childcare Act 2016, so please make sure that you ask any questions that you are unclear on. If you wish to do this, please speak with the Head in person.

If you require additional information or help with any aspect of this, then please let the Head know so that we can take advice from our HR provider on your behalf.

I have read and understood the information in this document.

Signed

Print name Date