



BORDESLEY MULTI ACADEMY TRUST

## **T2-09 SAFER RECRUITMENT AND SCR PROCEDURES POLICY**

Tier 2 – Centrally Determined School Policy

Approved by the Trust on 22/10/2024

### **Document control**

|                                   |                                                                       |
|-----------------------------------|-----------------------------------------------------------------------|
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## Contents

|                                                                        |           |
|------------------------------------------------------------------------|-----------|
| <b>1. Bordesley Multi Academy Trust Mission Statement .....</b>        | <b>4</b>  |
| <b>2. Statement of intent.....</b>                                     | <b>4</b>  |
| <b>3. Legal framework.....</b>                                         | <b>4</b>  |
| <b>4. Definitions .....</b>                                            | <b>5</b>  |
| <b>5. Recruitment Responsibility Matrix .....</b>                      | <b>7</b>  |
| <b>6. Roles and responsibilities .....</b>                             | <b>8</b>  |
| <b>7. Equal opportunities.....</b>                                     | <b>9</b>  |
| <b>8. Planning, advertising and shortlisting .....</b>                 | <b>10</b> |
| <b>9. Invitation to interview .....</b>                                | <b>12</b> |
| <b>10. Requesting references.....</b>                                  | <b>12</b> |
| <b>11. Online searches on shortlisted candidates .....</b>             | <b>14</b> |
| <b>12. The interview.....</b>                                          | <b>15</b> |
| <b>13. After the interview.....</b>                                    | <b>16</b> |
| <b>14. Remote recruitment.....</b>                                     | <b>17</b> |
| <b>15. Pre-appointment checks.....</b>                                 | <b>18</b> |
| Volunteers .....                                                       | 19        |
| Candidates who have lived outside the UK.....                          | 19        |
| Agency and third-party staff .....                                     | 19        |
| Trainee/student teachers .....                                         | 20        |
| Existing staff .....                                                   | 20        |
| Contractors .....                                                      | 20        |
| Adults who supervise children on work experience .....                 | 21        |
| Children staying with host families .....                              | 21        |
| Governors.....                                                         | 21        |
| <b>16. Right to work checks .....</b>                                  | <b>22</b> |
| <b>17. Identification checking process.....</b>                        | <b>23</b> |
| <b>18. After the pre-appointment checks .....</b>                      | <b>23</b> |
| <b>19. Induction .....</b>                                             | <b>24</b> |
| <b>20. Content of references [Providing References] .....</b>          | <b>24</b> |
| <b>21. Previous disciplinary action [Providing References].....</b>    | <b>24</b> |
| <b>22. Use of data and confidentiality [Providing References].....</b> | <b>25</b> |
| <b>23. Single central record (SCR) .....</b>                           | <b>26</b> |
| <b>24. Inventory.....</b>                                              | <b>27</b> |
| <b>25. Safer recruitment training.....</b>                             | <b>27</b> |
| <b>26. Retention and Security of disclosure information.....</b>       | <b>27</b> |

|                                                                                                                                                                          |                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Appendix A: Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks .....</b>                                                       | <b>Error! Bookmark not defined.</b> |
| <b>Appendix B: Risk Assessment – Consideration Of Adults Without DBS Enhanced Disclosure Working With Students .....</b>                                                 | <b>29</b>                           |
| <b>Appendix C: Risk Assessment – Consideration Of Adults Without DBS Enhanced Disclosure Working With Students and only one reference received before starting .....</b> | <b>31</b>                           |
| <b>Appendix D: Proforma Reference Request – Teaching Staff.....</b>                                                                                                      | <b>33</b>                           |
| <b>Appendix E: Proforma Reference Request – Non-Teaching Staff.....</b>                                                                                                  | <b>35</b>                           |
| <b>Appendix F: Proforma Reference Request – Non-Teaching Personal Reference.....</b>                                                                                     | <b>37</b>                           |
| <b>Appendix G: SCR Checks Required and to be recorded by Type of Person .....</b>                                                                                        | <b>39</b>                           |
| <b>Appendix H: SCR Checks Required for Agency Staff .....</b>                                                                                                            | <b>40</b>                           |
| <b>Appendix I: SCR Checks Required for Contractor Staff .....</b>                                                                                                        | <b>43</b>                           |
| <b>Appendix J: Online Search Form.....</b>                                                                                                                               | <b>44</b>                           |
| <b>Appendix K: Volunteer Application Form .....</b>                                                                                                                      | <b>47</b>                           |

## **1. Bordesley Multi Academy Trust Mission Statement**

We believe that success is achieved by working in partnership with parents, carers and the wider community. We are committed to working with our partners to ensure the very best outcomes for all our learners, from 3 to 19.

The significant guiding principles of the MAT are based around autonomy, trust, respect, equity and outstanding relationships. We believe that positive and constructive relationships are at the heart of every successful school. This allows the entire community to be valued and challenged to be their best, raising aspirations for all.

## **2. Statement of intent**

Bordesley Multi Academy Trust has implemented this policy to assist with recruitment and employee selection. It outlines the Trust's recruitment procedure and how the schools and Trust ensures safer recruitment is considered at all levels of the recruitment process.

The safety and protection of the schools' pupils is always at the forefront of the schools' concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the schools.

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people;
- ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in 'Keeping Children Safe in Education' and the code of practice published by the Disclosure and Barring Service (DBS)
- ensure that the Trust and its schools meet its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The Trustees and Governors of the school will abide by the existing legislation and, in particular, will not discriminate on the ground of any of the protected characteristics listed in the Equality Act (2010), these being:

- age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

The Trust and its schools will promote equality in all aspects of school life, including, in regard to the recruitment of staff.

## **3. Legal framework**

3.1 This policy has due regard to all relevant legislation including, but not limited to, the following:

- Rehabilitation of Offenders Act 1974
- Children Act 1989
- Education Act 2002

- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Skills Act 2008
- The School Staffing (England) Regulations 2009
- Equality Act 2010
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Amendments to the Exceptions Order 1975, 2013 and 2020

3.2 This policy has due regard to guidance including, but not limited to, the following:

- DfE (2020) 'Governance handbook'
- DfE (2020) 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'
- DfE (2021) 'Staffing and employment advice for schools'
- DfE (2021) 'Basic check ID checking guidelines from 1 July 2021'
- DfE (2021) 'Right to work checks: employing EU, EEA and Swiss citizens'
- 3.3 DfE (2024) 'Keeping children safe in education 2023' (KCSIE)
- DfE (2022) 'Recruit teachers from overseas'
- Disclosure & Barring Service (2018) 'Regulated activity with children in England'
- Home Office (2022) 'Employer's guide to right to work checks'
- Safer Recruitment Consortium (2022) 'Guidance for safer working practice for those working with children and young people in education settings'

3.4 This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Equal Opportunities and Dignity at Work Policy
- ICT Acceptable Use Policy
- Data Retention Policy
- Cyber Security Policy

## 4. Definitions

4.1 **Regulated activity** – includes:

- Being responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Working for a limited range of establishments (known as 'specified places', which include schools and colleges), or in connection with the purposes of the

establishment, with the opportunity for contact with children, but not including work undertaken by supervised volunteers.

- Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Regulated activities do not include:

- Paid work in specified places which is occasional and temporary and does not involve teaching or training.
- Supervised activities which are paid in non-specified settings.
- A supervised volunteer who regularly teaches or looks after children.

- 4.2 **Teaching role** – refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of ‘Keeping children safe in education’ (KCSIE) if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.
- 4.3 **Standard DBS** – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether or not they are spent under the Rehabilitation of Offenders Act 1974.
- 4.4 **Enhanced DBS** – this provides the same information as the standard DBS, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.
- 4.5 **Enhanced DBS with barred list check** – this check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children’s barred list.
- 4.6 **Children’s barred list** – the DBS maintains a ‘barred list’ of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.
- 4.7 **Section 128 check** – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.
- 4.8 **Safer recruitment** – this is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

## 5. Recruitment Responsibility Matrix

| Type                       | Head Teacher                             | Leadership                             | Teaching                               | Non-Teaching                           | Casual                                 | Temporary                          | Central Staff                          | Governors              | Trustees               | Volunteers            | Agency                            | Contractors                       |
|----------------------------|------------------------------------------|----------------------------------------|----------------------------------------|----------------------------------------|----------------------------------------|------------------------------------|----------------------------------------|------------------------|------------------------|-----------------------|-----------------------------------|-----------------------------------|
| Requirement identified     | LGB (8.1)                                | HT (8.1)                               | HT (8.1)                               | HT (8.1)                               | HT (8.1)                               | HT (8.1)                           | Trust Officers (8.1)                   | LGB (8.1)              | Trustees (8.1)         | HT (8.1)              | HT (8.1)                          | HT (8.1)                          |
| Authorisation Budget       | CEO (8.2)                                | CEO (8.2)                              | CEO (8.2)                              | CEO (8.2)                              | CEO (8.2)                              | CEO (8.2)                          | CEO (8.2)                              | Trustees (8.2)         | Members (8.2)          | HT or Delegate        | HT or Delegate                    | HT or Delegate                    |
| Job & Person Specification | Trust HR (8.4)                           | Trust HR (8.4)                         | Trust HR (8.4)                         | Trust HR (8.4)                         | Trust HR (8.4)                         | Trust HR (8.4)                     | Trust HR (8.4)                         |                        |                        |                       |                                   |                                   |
| Form Recruitment Panel     | Trust (8.5-8.8)                          | LGB (8.5-8.8)                          | LGB (8.5-8.8)                          | LGB (8.5-8.8)                          | LGB (8.5-8.8)                          | LGB (8.5-8.8)                      | Trust Officers (8.5-8.8)               |                        |                        |                       |                                   |                                   |
| Advertise                  | Trust HR (8.9-8.19)                      | Trust HR (8.9-8.19)                    | Trust HR (8.9-8.19)                    | Trust HR (8.9-8.19)                    | Trust HR (8.9-8.19)                    | Trust HR (8.9-8.19)                | Trust HR (8.9-8.19)                    |                        |                        |                       |                                   |                                   |
| Shortlisting               | Trust & School (8.20-8.26)               | HT/CoG (8.20-8.26)                     | School (8.20-8.26)                     | School (8.20-8.26)                     | School (8.20-8.26)                     | School (8.20-8.26)                 | Trust Officers (8.20-8.26)             |                        |                        |                       |                                   |                                   |
| Invitation to Interview    | Trust HR (9)                             | School (9)                             | School (9)                             | School (9)                             | School (9)                             | School (9)                         | Trust HR (9)                           |                        |                        |                       |                                   |                                   |
| Request References         | Trust HR (10)                            | School (10)                            | School (10)                            | School (10)                            | School (10)                            | School (10)                        | Trust HR (10)                          | School or Clerk (10)   | Trust Clerk (10)       |                       |                                   |                                   |
| Online search              | Trust COO (11)                           | Trust COO (11)                         | Trust COO (11)                         | Trust COO (11)                         | Trust COO (11)                         | Trust COO (11)                     | Trust COO (11)                         | Trust COO (11)         | Trust COO (11)         |                       |                                   |                                   |
| Interview                  | CEO, Trust Officers, CoG, School (12&14) | School (12&14)                         | School (12&14)                         | School (12&14)                         | School (12&14)                         | School (12&14)                     | Trust Officers (12&14)                 |                        |                        |                       |                                   |                                   |
| After Interview            | Trust HR (13)                            | Trust HR (13)                          | Trust HR (13)                          | Trust HR (13)                          | Trust HR (13)                          | Trust HR (13)                      | Trust HR (13)                          |                        |                        |                       |                                   |                                   |
| Pre-Appointment Checks     | Trust HR (15.1-15.7) (15.2-15.13) (18)   | Trust HR (15.1-15.7) (15.2-15.13) (18) | Trust HR (15.1-15.7) (15.2-15.13) (18) | Trust HR (15.1-15.7) (15.2-15.13) (18) | Trust HR (15.1-15.7) (15.2-15.13) (18) | School (15.16-15.18) Trust HR (18) | Trust HR (15.1-15.7) (15.2-15.13) (18) | Trust HR (15.35-15.38) | Trust HR (15.35-15.38) | Trust HR (15.8-15.11) | School (15.14-15.16 & Appendix H) | School (15.25-15.29 & Appendix I) |
| Right To Work Checks       | Trust HR (16)                            | Trust HR (16)                          | Trust HR (16)                          | Trust HR (16)                          | Trust HR (16)                          | Trust HR (16)                      | Trust HR (16)                          |                        |                        |                       |                                   |                                   |
| ID Checks                  | Trust HR (17)                            | School (17)                            | School (17)                            | School (17)                            | School (17)                            | School (17)                        | Trust HR (17)                          | Trust HR (17)          | Trust HR (17)          | School (17)           | School                            | School                            |
| Induction                  | Trust (19)                               | School (19)                            | School (19)                            | School (19)                            | School (19)                            | School (19)                        | Trust (19)                             | School (19)            | Trust (19)             | School (19)           |                                   |                                   |

\*\*\* Numbers in bracket refer to the sections/paragraphs in this policy

## 6. Roles and responsibilities

6.1 The Local Governing Board is responsible for:

- Agreeing and monitoring effective policies to ensure recruitment at the school is in accordance with the legislation outlined in section 3.
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.
- Ensuring that all recruitment panel members do not have access to candidates' personal details from the application form during the shortlisting process to safeguard them from any unconscious bias.
- Appointing an appropriate recruitment panel.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
- Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process.
- Ensuring a member of the board is on the recruitment panel for a new headteacher.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.
- Monitoring the school's SCR to ensure that the necessary vetting checks for employees are carried out.
- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring that the salary of the successful candidate is determined – having regard to the Trust's Pay Policy.
- Accommodating the needs of new employees and making reasonable adjustments when necessary.
- Ensuring that the DPO reviews this policy and that any recruitment data that is kept is in accordance with the Records Management Policy.

6.2 The recruitment panel is responsible for:

- Informing the Trust's HR Officer of any recruitment requirements.
- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Appropriately delegating responsibility for recruitment to the headteacher.
- Ensuring that the interview addresses leadership ability, team working skills, reasons for interest in joining the school, integrity, understanding of the school's ethos and vision, and why the candidate believes they would be a good fit for the school.
- Ensuring that the interview addresses safeguarding practices.
- Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff members and parents.
- Deciding when it is appropriate or necessary to disclose any safeguarding concerns or allegations as part of a reference, in line with KCSIE.
- Discussing with the headteacher the suitability of a candidate when a reference has disclosed safeguarding concerns or prior allegations.

6.3 The Trust's HR Officer is responsible for:

- Liaising with the CEO to gain agreement on recruitment requests.

- Managing the entire recruitment process.
- Ensuring the recruitment process is carried out in line with this and relevant policies.
- Creating the advert and ensuring it meets all the necessary requirements.
- Ensuring appropriate checks have been carried out on prospective staff,

6.4 The Trust's CEO is responsible for:

- Reviewing all recruitment requirement requests in light of the Trust's overall needs and recruitment strategy.
- Authorising all recruitment requests.

6.5 The headteacher is responsible for:

- Ensuring appropriate checks have been carried out on contractors and agency workers working within the school.
- Ensuring that appropriate supervision of employees/volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Leading, or where appropriate delegating to other members of staff, the interview when the candidate is at a lower level than the headteacher.

6.6 During the recruitment process, and especially during the initial stages, the recruitment panel and the headteacher will be watchful of candidates displaying the following characteristics:

- No understanding or appreciation of children's needs
- Expressing that they want the role to meet their needs at the expense of children
- Using inappropriate language in relation to children
- Expressing extreme views or views that do not support safeguarding practices
- Displaying unclear boundaries with children
- Providing vague answers when asked about their experience and being unable to explain gaps in their employment

6.7 The Trust's COO is responsible for:

- Carrying out an online search on the successful candidate.

## **7. Equal opportunities**

7.1 When recruiting, the school will adhere to its Equal Opportunities Policy.

7.2 The school will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the school.

7.3 The school will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the school of any reasonable adjustments that they need when they receive the invitation for an interview.

7.4 The Trust HR Officer will review recruitment procedures at least annually to ensure they are accessible and do not directly or indirectly discriminate against candidates.

- Candidates will not be asked about their health or any disabilities before a job offer is made, unless one of the following exemptions applies: Questions necessary to

establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)

- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
- Positive action to recruit people with disabilities
- Equal opportunities monitoring (which will not form part of the decision-making process)

## **8. Planning, advertising and shortlisting**

- 8.1 Once a vacancy has been identified, the school will inform the Trust's HR Officer who in turn will inform the CEO.
- 8.2 The CEO will endeavour to review the recruitment request and authorise or decline the request within 3 days.
- 8.3 An appropriate amount of time, for planning and structuring the recruitment process is required.
- 8.4 The Trust's HR Officer will prepare the documents that will be provided to applicants, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought. Ensure that application packs, where relevant, state that applicants must be willing to sign the staff disqualification declaration.
- 8.5 The governing board, in conjunction with the Trust's HR Officer, who may delegate to the headteacher, will:
  - Decide on the recruitment timeframe.
  - Decide who will be involved in the process and what their roles will be, e.g. who forms the recruitment panel and who will lead interviewing.
- 8.6 The recruitment panel will comprise of at least three, with the headteacher usually being one of these.
- 8.7 The recruitment panel will require a majority vote in order that an appointment can be made, so if the panel needs to consist of more than three, this must be an odd number to ensure a majority vote can be made.
- 8.8 At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training.
- 8.9 The Trust's HR Officer, in conjunction with the recruitment panel, will create the advertisement. The HR Officer will require 5 days' notice to collate the advertisement paperwork and publish.
- 8.10 The Trust's HR Officer will ensure the advertisement includes the following requirements:
  - Information specific to the role on offer and the school as a whole
  - The benefits of the role are highlighted
  - The advertisement is relevant to the target audience
  - The advertisement is communicated directly and concisely, and includes a clear call to action
  - Applications can be submitted electronically

- The following statement:  
Bordesley Multi-Academy Trust and its schools is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and completion of an Enhanced DBS will be required.
- 8.11 Vacancies will be advertised through external media, such as the local newspaper, school website and social media, with due consideration to the Trust's and school's Equal Opportunities, ensuring that the advertisement reaches a wide range of groups.
  - 8.12 Advertisements will contain a statement of commitment to ensuring equal rights.
  - 8.13 Advertisements will include a job description, person specification and detail the closing date.
  - 8.14 The Trust may utilise social media for recruitment, and if doing so, will create a social media recruitment strategy to ensure that the advertisement is reaching the right people and is communicating the ethos of the school effectively.
  - 8.15 The job information and associated documents will be published online.
  - 8.16 The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.
  - 8.17 Application forms will either be accessible on the recruitment website being used to advertise the position and/or on the school's own website.
  - 8.18 The contact numbers of the Trust's HR Officer and details of the application process will be clearly outlined.
  - 8.19 Requests for further information from applicants will be replied to promptly.
  - 8.20 When shortlisting candidates for an interview, all application forms will be considered.
  - 8.21 The Trust and school will never accept a CV alone, only completed application forms.
  - 8.22 At least two members of the recruitment panel will be involved in the shortlisting process.
  - 8.23 Candidates who are shortlisted will meet **all the essential aspects** of the person specification requirements.
  - 8.24 The school will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel reads through all applications. Each member of the panel will create their own shortlist which will then be collated and discussed.
  - 8.25 Applicants will be assessed against the same shortlisting criteria to ensure a fair process.
  - 8.26 Where feasible, applications will be replied to, notifying candidates whether they have been shortlisted or not.

## **9. Invitation to interview**

- 9.1 Once a shortlist has been confirmed, the applicants to be invited for interviews will be contacted by the delegated administrative assistant and suitable interview times will be decided.
- 9.2 To carry out all pre-interview checks including seeking references, there should be at least 5 days, and preferably 10 days, between shortlisting to interviews.
- 9.3 The recruitment panel will ensure that shortlisted applicants will have received the following either as part of the advert or sent separately:
  - A copy of the advertisement
  - A comprehensive job description
  - A comprehensive person specification
  - The Trust's Safeguarding and Child Protection Policy (refer to online version in policies section on website)
  - The Trust's safer recruitment and selection policy (refer to online version in policies section on website)
  - The selection procedure for the post
  - Any equal rights material, e.g. an equal opportunities statement
  - A brief outline of the school, its values and aims
- 9.4 The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.
- 9.5 When inviting candidates to interview, they will be advised that they will need to provide ID documentation and qualifications at interview and, where appropriate, any other necessary pre-appointment checks will be carried out.

## **10. Requesting references**

- 10.1 If permission has not been given, this will be sought from the candidates before the recruitment panel contacts referees. For the avoidance of doubt, any offer will be subject to receiving two references, a DBS clearance and a satisfactory online check.
- 10.2 Where possible, the recruitment panel will obtain at least two references before interviewing candidates to allow for any concerns to be explored with the referee and discussed with the candidate.
- 10.3 Structured questionnaires will be used to question referees.
- 10.4 All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:
  - the applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record

- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
  - whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people
  - the candidate's suitability for working with children and young people;
  - the candidate's suitability for this post.
- 10.5 Once a candidate, including an internal candidate, has been shortlisted for a position, references, where the candidate has given consent, will be requested and scrutinised by the recruitment panel.
- 10.6 If a/one of the shortlisted candidate(s) has refused consent for references to be taken before interview, the recruitment panel, for the sake of fairness, should not use any other references received for other candidates in making its final decision.
- 10.7 References will be requested in written form from the candidate's current employer – if they are unemployed, verification of their most recent period of employment and reasons for leaving will be obtained from their previous employer. Wherever possible, at least one reference will be from employment through which the candidate worked with children.
- 10.8 If the applicant has never worked with children, the school will ensure that a reference from their current employer is received.
- 10.9 If the candidate is a school leaver or has not been in work for over two years, a character reference **may** be considered from an appropriate source, ie.a member of a professional body.
- 10.10 When a candidate is applying for a teaching role (including the role of headteacher), information about the details of any capability procedures in the previous two years that they may have been subject to, and the reasons for these, will be requested from their current or former employer.
- 10.11 Open references, e.g. 'to whom it may concern' testimonials, and unverified information provided by the candidate as part of the application process, will not be relied upon. Electronic references will be checked to ensure that they originate from a legitimate source.
- 10.12 One of the references will be from the candidate's most recent employer. The reference must come from someone who is in a position to access the candidate's HR file to ensure references are accurate. In a school, the HT/principal should confirm it is accurate.
- 10.13 Electronic references will be vetted to ensure they originate from a credible source.
- 10.14 References from internal candidates will also always be scrutinised.
- 10.15 Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.
- 10.16 The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.

10.17 Any concerns will be resolved satisfactorily prior to issuing a contract. References will always be requested directly from the referee and from a senior person with appropriate authority, rather than a colleague. The school's standard request form will always be used to obtain references.

## **11. Online searches on shortlisted candidates**

**11.1** The trust is committed to ensuring that safeguarding is a top priority; therefore, in line with KCSIE, the trust will consider carrying out online searches on shortlisted candidates as part of their due diligence. Online searches will always be carried out on the successful applicant to help identify any incidents or issues that have happened, and are publicly available online, which the school may want to explore with the applicant prior to written offer of appointment.

11.2 In accordance with the above guidance, the trust will be carry out a 'google' search including social media platforms on shortlisted candidates as follows:

1. full name plus county they live in, and have lived in
  2. full name plus county they have worked in
  3. If the application form indicates that they have worked overseas, an additional search which includes the overseas location will be undertaken.
- If they have had previous names i.e. a maiden name, the school will search this name too.
  - If they have moved around, there will be additional searches on the locations they have lived and worked in.
  - If they have a more common surname there are likely to be many results and it could take considerable time to search. In this situation the school will add a date of birth into the search criteria to narrow the search.
  - If they have social media names different to their legal name, the school will ask them to provide these.
    - a. Any issues or concerns will be discussed prior to sending an appointment offer, giving the opportunity to give further information to the Headteacher for consideration.

The Trust HR Department will pre-populate the Online Search form (Appendix J: Online Search Form) and send it directly to the designated member of the central Trust staff.

- b. Online searches will be conducted on the successful candidate only. The school will consider any potential risks of online searches, e.g. unlawful discrimination or invasion of privacy, and will be clear on the reasons that online searches are being conducted. Online searches will only examine data that is publicly available. For the avoidance of doubt, unsatisfactory online searches may result in verbal offer of employment being withdrawn.
- c. Online searches will be carried out by a designated member of the central Trust staff (COO) who is independent of the recruitment process to minimise the risk of bias or discrimination and to ensure that only relevant information is considered. The person responsible for carrying out online searches will have due regard to Part three of KCSIE.

d. The online search process may include searching for the candidate by name via search engines and social media, such as:

- Google
- Facebook
- LinkedIn

e. When carrying out searches of successful candidate's online presence, the designated member of Trust staff (COO) will look out for indicators of concern, such as:

- Inappropriate behaviour, jokes or language.
- Discriminatory comments.
- Inappropriate images.
- Drug or alcohol misuse.
- Anything that suggests the candidate may not be suitable to work with children.

f. Any concerns will be addressed following the interview process and prior to the offer of appointment being confirmed in writing. The school will ensure that candidates are given an opportunity to discuss any concerns raised by the online search prior to appointment.

g. Any search carried out will be recorded on the form and any concerns fed back to the Trust HR Officer and recruitment panel lead and/or the headteacher.

## **12. The interview**

12.1 During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison. Candidate specific questions may be included based on application form or the outcome of any interview activities carried out by the candidate.

12.2 Safer Recruitment Pre-Interview Tasks, Interview Questions Process and Interview Task Evaluation Sheets should be used during the interview process.

12.3 At the face-to-face interview, candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any gaps in education;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

12.4 Any concerns raised through contact with referees will be discussed with the candidate at this stage.

12.5 The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children.

12.6 Candidates shortlisted for interview will be given the opportunity to complete a self-disclosure form upon arrival for their interview. The form is given to the

recruitment officer in a sealed envelope prior to the candidate entering their interview.

- 12.7 The recruitment panel will ask shortlisted candidates to provide, at interview, proof of identification, qualifications and right to work in the UK.
- 12.8 At interview, shortlisted candidates will be asked to re-read the declaration section of their application form and re-sign to confirm that the declarations are accurate.
- 12.9 The candidate will be given the opportunity to discuss any concerns or ask any questions.
- 12.10 The interview will always comprise a face-to-face interview, which could take the form of a video call (See section 13); however, the recruitment panel may also request that candidates complete appropriate exercises so as to satisfy themselves of the candidate's abilities and aptitudes.
- 12.11 After the interview has been completed, the recruitment panel will:
  - Assess all candidates' performance using the same agreed criteria as per the interview forms above 12.2.
  - Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.

### **13. After the interview**

- 13.1 The Trust's HR Officer will ask the successful candidate to complete the DBS check and the Online Check will be completed immediately.
- 13.2 Interview notes and assessment materials will be held securely for six months after the interviews, in case any aspect of the recruitment process is challenged.
- 13.3 After choosing a successful candidate, the Trust's HR Officer will:
  - Make a conditional offer of employment to the candidate with a proposed start date.
  - Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
  - Complete the relevant pre-appointment checks.
- 13.4 Once an offer of employment has been made, the candidate's self-declaration form will be reviewed. If a conviction has been declared, and it is spent or filtered, the offer of employment will not be retracted based on this; however, the school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.

## **14. Remote recruitment**

- 14.1 Remote recruitment should only be undertaken for exceptional circumstances and not used as the norm.
- 14.2 The school will follow all the requirements set out in this policy when recruiting remotely, changing only the in-person nature of the interview, and implementing the necessary additional steps to support this.
- 14.3 The school will select a suitable online platform through which online interviews may take place, taking into account ease of use, privacy measures and suitability for the purposes of online interviews.
- 14.4 Online interviews will be conducted in line with the school's ICT Acceptable Use Policy and Data Protection Policy at all times.
- 14.5 Staff members conducting an online interview will ensure they understand how to operate the various relevant functionalities of the online interview platform, e.g. how to share their screen, prior to the interview commencing.
- 14.6 Staff members conducting an online interview will ensure privacy settings are adjusted appropriately on the provider's site or application.
- 14.7 The school will be aware of, and have due regard for, the potential risks associated with online communication, e.g. ease of anonymity, and will ensure it takes suitable precautions, e.g. encrypting data where possible.
- 14.8 The school will ensure that any tasks set for candidates during the interview are compatible with the online nature of the interview, e.g. they do not require the exchange of physical paper resources.
- 14.9 The school will communicate its expectations to candidates regarding the use of the online platform in good time prior to the interview. These expectations will include, but will not be limited to, the following:
  - The candidate will participate in the interview with both the video camera and microphone features enabled at all required times
  - The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background
  - The candidate will keep personal information which is not relevant to the recruitment process private, e.g. their email password, and will not ask the staff members conducting the interview to share any such private information
  - Where necessary, the candidate will be aware that the school will record the online interview, and that they will be required to consent to this in order for the interview process to continue
- 14.10 When recording an online interview, prior permission will be acquired from the candidate in writing via email and all members of the interview will be notified before the interview commences via email, and again once they have joined the interview before recording commences.
- 14.11 If the candidate does not provide consent to recording the interview, the school will consider whether the online interview can still take place in line with school's safeguarding and records management responsibilities.

- 14.12 The school will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.
- 14.13 If a candidate refuses to interview remotely, the school will consider whether alternative arrangements for an in-person interview are possible, having due regard to the school's equality duties at all times. If this is not possible, then the school will sensitively inform the candidate that the remote interview process is a requirement of the application process, and have a considerate and good-natured discussion with the candidate as to whether they can continue with the recruitment process at this time.
- 14.14 The school will direct candidates towards the DfE's advice on 'Attending your first remote interview' prior to the interview.

## **15. Pre-appointment checks**

- 15.1 All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks.
- 15.2 When appointing new staff, the Trust HR Officer will complete the following checks:
- Obtain an enhanced DBS certificate (via the applicant) and, for candidates engaging in regulated activity, barred list information
  - Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
  - Obtain Disqualification from Childcare check where appropriate
  - Verify a candidate's mental and physical fitness to carry out their role
  - Ensure online check has been completed
  - Make further checks on any individual who has lived or worked outside the UK
  - For those in management, trustee or governor roles, a section 128 check will be carried out

**It is of paramount importance that the Barred List check is undertaken PRIOR to appointment for all those applying to work in the Trust or its schools and that an enhanced DBS application has been requested, regardless of the level of contact with children.**

- 15.3 The Trust's HR Officer will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.
- 15.4 If the Trust has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the school to allow the individual to carry out any form of regulated activity.
- 15.5 The Trust will check if a proposed governor is barred as a result of being subject to a section 128 direction - either using the Employer Secure Access sign-in portal via the Teaching Regulation Agency Teacher Services web page OR using the functionality included in the OnlineSCR system used by the Trust.
- 15.6 Checks for all prohibitions, directions, sanctions and restrictions will be carried out – either by using the secure access portal on the Teacher Services' web page OR using the functionality included in the OnlineSCR system used by the Trust.

15.7 There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked:

- In a school in England in a post which brought them into regular contact with children or young persons; or
- In any post in a school since 12 May 2006 which did not bring the person into regular contact with children or young persons; or
- In an institution within the FE sector in England, or in a 16 to 19 academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

NB: If the above criteria apply, the Trust will still carry out a new DBS check and other relevant checks.

## **16. Volunteers**

16.1 Volunteers will be asked to complete the Trust's volunteers' application form (Appendix K) which will include requests for references.

16.2 If volunteers are engaging in regulated activity and are new to the MAT, an enhanced DBS check with a barred list check will be required.

16.3 If a volunteer is not in regulated activity, the school will use its professional judgement, after conducting a risk assessment, to determine whether to seek an enhanced DBS check, but no barred list check will be required.

## **17. Candidates who have lived outside the UK**

[From 1 January 2021, the Teaching Regulation Agency will no longer maintain a list of EEA teachers with sanctions. Schools must continue to carry out safer recruitment checks on all candidates and must make any further checks they think relevant.]

17.1 For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.

17.2 For candidates who have lived or worked outside the UK, the school will make further checks where necessary, including, but not limited to:

- Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before.
- For teaching staff, obtaining proof of their past conduct as a teacher from the professional regulating authority in the country in which they worked, where available.

## **18.**

### **Agency and third-party staff**

18.1 In the case of any employee working at the school who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed.

18.2 Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will be kept where appropriate.

## **19.Trainee/student teachers**

- 18.3 The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried applicants for initial teacher training who are in regulated activity.
- 18.4 Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks.
- 18.5 The school will obtain written confirmation from the agency that the checks have been carried out.

## **20. Existing staff**

- 20.1 If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.
- 20.2 The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children.
- 20.3 An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation. The employer of the school will ensure they have sufficient information to meet the referral duty criteria in 14.22 of this policy.
- 20.4 The school will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
  - The harm test is satisfied in respect of that harm.
  - The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
  - The individual is deployed to another area of work not in regulated activity, or where they have been suspended.
- 20.5 Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity.
- 20.6 Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

## **21. Contractors**

- 21.1 The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).
- 21.2 For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.
- 21.3 Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.
- 21.4 If a contractor is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.
- 21.5 The school will always check the identity of contractors and their staff on arrival.

## **22. Adults who supervise children on work experience**

22.1 If the school is organising work experience placements, the school will ensure that the placement provider has policies and procedures in place to protect children from harm.

22.2 Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. In such cases, the school will consider the specific circumstances of the work experience. Consideration will be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:

- Unsupervised themselves.
- Providing the teaching/training/instruction/supervision frequently (more than three days in a 30-day period or overnight).

22.3 If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. In this case, the school will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

22.4 If the activity undertaken by the child on work experience takes place in a 'specified place', such as the school, and gives the opportunity for contact with children, this may itself be considered regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider will consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

## **23. Children staying with host families**

23.1 The school may make arrangements for a child to have learning experiences where, for short periods, the child may be provided with care and accommodation by a host family to whom they are not related. In these circumstances, the LA will be consulted.

## **24. Governors**

24.1 Appointment of Governors will follow the Trust's T2-15 Local Trust Governor Appointment Procedure policy.

24.2 The governing board may request an enhanced DBS certificate without a barred list check on an individual as part of the appointment process for governors. An enhanced DBS certificate (which will include a barred list check) will only be requested if the governor will be engaging in regulated activity; this also applies to volunteer governors.

24.3 Associate members will not be asked to undertake a DBS check.

24.4 Trustees, members and governors will be subject to a section 128 check, including staff governors.

24.5 Newly appointed chairs of trustees will be subject to a suitability check, which includes:

- An identity check.
- Confirmation of the right to work in the UK.

- An enhanced DBS check.
- Where required, additional information if the individual has lived outside the UK for a period of 12 months or longer.

## **25. Right to work checks**

[EU, EEA, or Swiss citizens need to provide evidence of lawful immigration status in the UK. Individuals from these areas will not be able to use their passport or national ID as proof of right to work. Schools will need to check candidate's right to work online. The UK operates a points-based immigration system which affects how schools employ teachers who are not UK or Irish nationals. All overseas nationals, including those from the EEA and Switzerland, arriving in the UK from 1 January 2021 come under the new system.]

- 25.1 The school will obtain evidence that the successful candidate for a position has the right to work in the UK by either conducting a manual document-based check, or by using the government's online portal. This will be done before a candidate is offered a position in writing.
- 25.2 When conducting a manual, document-based check, the school will ensure that the documents received from candidates are acceptable in line with government guidance, and from the appropriate list: List A for candidates with a permanent right to work in the UK, or List B for candidates with a temporary right to work in the UK. Checks on documents will be conducted in line with section 19 of this policy.
- 25.3 The school will obtain proof of candidates' immigration status in the UK.
- 25.4 The school will contact the Home Office in the event that a statutory excuse must be established in the following circumstances:
  - The candidate provides a document confirming receipt of an application to EUSS on or before 30 June 2021
  - The candidate provides a non-digital certificate of application confirming receipt of an application to the EUSS on or after 1 July 2021
  - The school has checked a digital certificate of application and has been directed to the Home Office's Employer Checking Service
  - The candidate provides an Application Registration Card stating the holder is permitted to undertake the work in question
  - The school is satisfied it has not been provided with any acceptable documents because the candidate has an outstanding application with the Home Office made before their previous permission expired, or has an appeal or review pending against the Home Office's decision and cannot provide evidence of their right to work as a result
  - The school considers that it has not been provided with any acceptable documents, but the person presents other information indicating they are a long-term resident of the UK, i.e. having arrived before 1988.
- 25.5 The school will not make assumptions about a person's right to work in the UK, or their immigration status, on the basis of their race, ethnicity, nationality, length of residence in the UK or background. All candidates, including British citizens, will have their right to work in the UK checked.
- 25.6 Where a candidate's right to work is time-limited, the school will conduct a follow-up check in advance of its expiry.

- 25.7 The school may use a certified digital identity service provider (IDSP) to conduct right to work checks on candidates.

## **26. Identification checking process**

- 26.1 When checking the validity of identifying documents, the school will ensure that this is done in the presence of the holder, e.g. in person or via a live video link. In both cases, the school will be in physical possession of the original documents. The school will only accept valid, current and original documentation in its physical form. The school will not accept photocopies or documentation printed from the internet, e.g. internet bank statements.
- 26.2 The school will request documents with photographic identity, such as a passport, and compare this against the candidate's likeness. The school will not accept documents that are not in the candidate's current name as recorded on the application form.
- 26.3 The school will ensure that the candidate declares all previous name changes and provides documentary evidence to support the name change. If the candidate is unable to provide evidence to support the name change, the school will hold a discussion with the candidate about the reasons why. The school will always aim to check the name on the candidate's birth certificate in order to validate their identity.
- 26.4 The school will compare the candidate's address history with any other information the candidate has provided, such as their application form.
- 26.5 The school will ensure that all letters and statements provided by the candidate are recent e.g. within a three-month period.
- 26.6 The school will keep a dated record of every document that has been checked for the duration of the candidate's employment and for a further two years after they have left the school. This will be either as a hard copy or in a scanned format which cannot be manually altered, e.g. JPEG or PDF document, and will be made available to the appropriate authorities if and when requested.
- 26.7 In line with the UK GDPR and Data Protection Act 2018, the school will only retain copies of DBS certificates where there is a valid reason for doing so, and only for as long as is needed to consider the information provided – this will not be for longer than six months.
- 26.8 When information is destroyed, the school may keep a record of the fact that vetting was carried out, the result of this vetting, and the recruitment decision taken.
- 26.9 The school may use a certified digital IDSP to secure DBS checks on candidates.

## **27. After the pre-appointment checks**

- 27.1 Once the pre-employment checks have been completed, the recruitment panel will:
- Agree a provisional start date with the candidate.

- Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.
- Add the required details of the checks carried out to the school's SCR.

**Where DBS clearance has not yet been received, it is only possible for the new employee to commence work as long as the DBS has been applied for, a risk assessment has been undertaken and they are supervised and monitored, pending receipt of a satisfactory DBS certificate. (See Appendix B/C for Risk Assessment Form.) This may only be considered following consultation with Trust HR.**

## **28. Induction**

28.1 It is essential that Induction Programmes for all staff include:

28.2 Policies and procedures in relation to Safeguarding and promoting welfare e.g. Child Protection, anti-bullying, anti-racism, physical intervention/restraint, intimate care, internet safety and any local child protection/safeguarding procedures. All staff to receive and sign as read, a copy of the DfE document 'Keeping Children Safe in Education Part One and Annex B of KCSIE' and satisfactorily complete online safeguarding quiz.

- Safe practice and standards of conduct and behaviour expected of staff and pupils in the Trust. (see the Trusts Staff Code of Conduct)
- How any concerns should be raised, and with whom (See Whistleblowing Policy)
- Attendance at Level 1 Safeguarding Induction training Attendance at training on the PREVENT duty.

## **29. Content of references [Providing References]**

29.1 Basic information will always be expected in references received and provided, e.g. skills, knowledge, duties undertaken, experience working with children, and personal characteristics, in addition to any information relating to safeguarding. Further relevant comments will be made as much as is reasonably possible in line with the employer's requests, provided they are verifiable and objective, e.g. through appraisals or attendance records.

29.2 References will contain only factual and verifiable information and will not include speculation, e.g. about a former employee's suitability for a job, or hearsay. The person providing the reference will ensure all comments have a factual basis and that an impression is not given which is misleadingly positive or negative. Performance issues or concerns which have not been discussed or raised with the employee beforehand will not be mentioned.

29.3 All members of staff providing references will be made aware that information provided verbally to the prospective employer is subject to the same duties as written information and will avoid making verbal statements. Where it is necessary or appropriate, verbal information will be provided only in line with this policy's procedures, e.g. all statements must be verifiable and objective.

## **30. Previous disciplinary action [Providing References]**

30.1 The Trust's HR Officer will ensure that any references requested by the school include a section asking for any past disciplinary action or allegations to be

disclosed. Any disclosures will be carefully considered when assessing the candidate's suitability for the role, in line with this policy.

- 30.2 Information from DBS checks will not be included in references provided by the school. Information regarding criminal offences from other sources will not be included, unless the headteacher deems it appropriate and HR advice has been sought.
- 30.3 When providing references, the disclosure of information about past disciplinary action or allegations not relating to safeguarding will be provided where it is deemed appropriate, e.g. it is relevant to the staff member or former staff member's suitability for the role. Information relating to disciplinary action will generally only be disclosed if penalties or sanctions remain in place for the employee.
- 30.4 Allegations which were proven to be false, unsubstantiated or malicious, e.g. relating to misconduct, will not be included in a reference – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.
- 30.5 If an allegation exists which has yet to be investigated or an investigation is incomplete, the headteacher will seek HR advice, and legal advice where necessary, on what information, if any, should be provided to the prospective employer.

### **31. Use of data and confidentiality [Providing References]**

- 31.1 Personal data relating to references will be handled in line with the Data Protection Policy. All references will be properly addressed and marked private and confidential.
- 31.2 In accordance with the Data Protection Act (2018) and the UK GDPR any personal information will be processed fairly and lawfully and will be kept safe and secure e.g. in locked, non-portable containers or, for electronic information, password protected. Access will be strictly controlled and limited to those who are entitled to see it as part of their duties.
- 31.3 Information relating to an individual's health and sensitive personal data, e.g. information relating to the individual's ethnicity, religion or trade union membership, will not be disclosed as part of a reference unless 'express consent' has been received from the individual for this purpose.
- 31.4 The person requesting a reference will be offered the opportunity to see it before it is sent, unless the headteacher decides this is not appropriate; however, the school is aware that ultimately, they cannot prevent the person receiving a copy in line with the Data Protection Act. If the person raises comments about the reference before it is sent, the member of staff responsible for the reference will consider the comments and, if they decide to leave it unchanged, record the reason(s) behind their non-agreement.

## 32. Single central record (SCR)

- 32.1 The school will maintain and regularly update the SCR.
- 32.2 This list of who and which checks need to be carried out and recorded on the SCR are identified in Appendix I.
- 32.3 For supply staff, the school will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.
- 32.4 There is no requirement for SCITT trainees to be recorded on the SCR as they are fee-funded and safeguarding checks are the responsibility of the ITT provider, Bishop Challoner. However, the Trust requires schools to add them as agency staff, Bishop Challoner being the agency; record date of receipt of checks confirmation letter, valid photo ID and provide safeguarding induction training. Additionally, trainees are required to complete the staff contact details document.
- 32.5 If checks are carried out on volunteers, this will be recorded in the SCR.
- 32.6 Each school within the MAT will keep separate SCRs. The Trust will ensure, for monitoring and compliance purposes that it has easy access and visibility of each school's SCR.
- 32.7 Trustees, members and central Trust staff will be recorded on each of the Trust's school's SCR.
- 32.8 Although not a statutory requirement the Trust have decided that new DBS checks will be carried out for staff in the following circumstances:
- 10 years has lapsed since the last DBS check
  - An internal promotion to a new post
  - Change of address
  - Change of name, i.e. marriage or deed poll
- 32.9 The Single Central Record must be kept up to date in a timely manner. Whilst all appropriate checks **must** be carried out before any person starts work within the school, it is may be in, extreme circumstances, that the information cannot be added immediately to the SCR (Person with access to the system is not available, the system is not online). However, the expectation is that all checks **will** be added to the SCR within 3 working days.
- 32.10 The trust and the school will audit the single central record termly and ensure that any contractor or agency staff who have not been in the school in the previous term are archived and that contractors or agency staff who have not been in school in the last three terms (year) are deleted.

### **33. Inventory**

- 33.1 The school will ensure that the access control system, Inventory, is kept in line with the single central record.
- 33.2 The trust and the school will audit Inventory in line with SCR audit expectations to ensure its accuracy.

### **34. Safer recruitment training**

- 34.1 At least one member of the recruitment panel will have completed formal safer recruitment training.
- 34.2 As a measure of good practice, the school will ensure that this training is renewed at least every three years. This may be earlier than three years subject to any changes to KCSiE.
- 34.3 Staff and governors involved in the recruitment process will have an awareness of information regarding the following:
- The recruitment and selection process
  - Pre-appointment and vetting checks, regulated activity and recording of information
  - Other checks that may be necessary for, staff, volunteers and others
- 34.4 How to ensure the ongoing safeguarding of children and legal reporting duties on employers

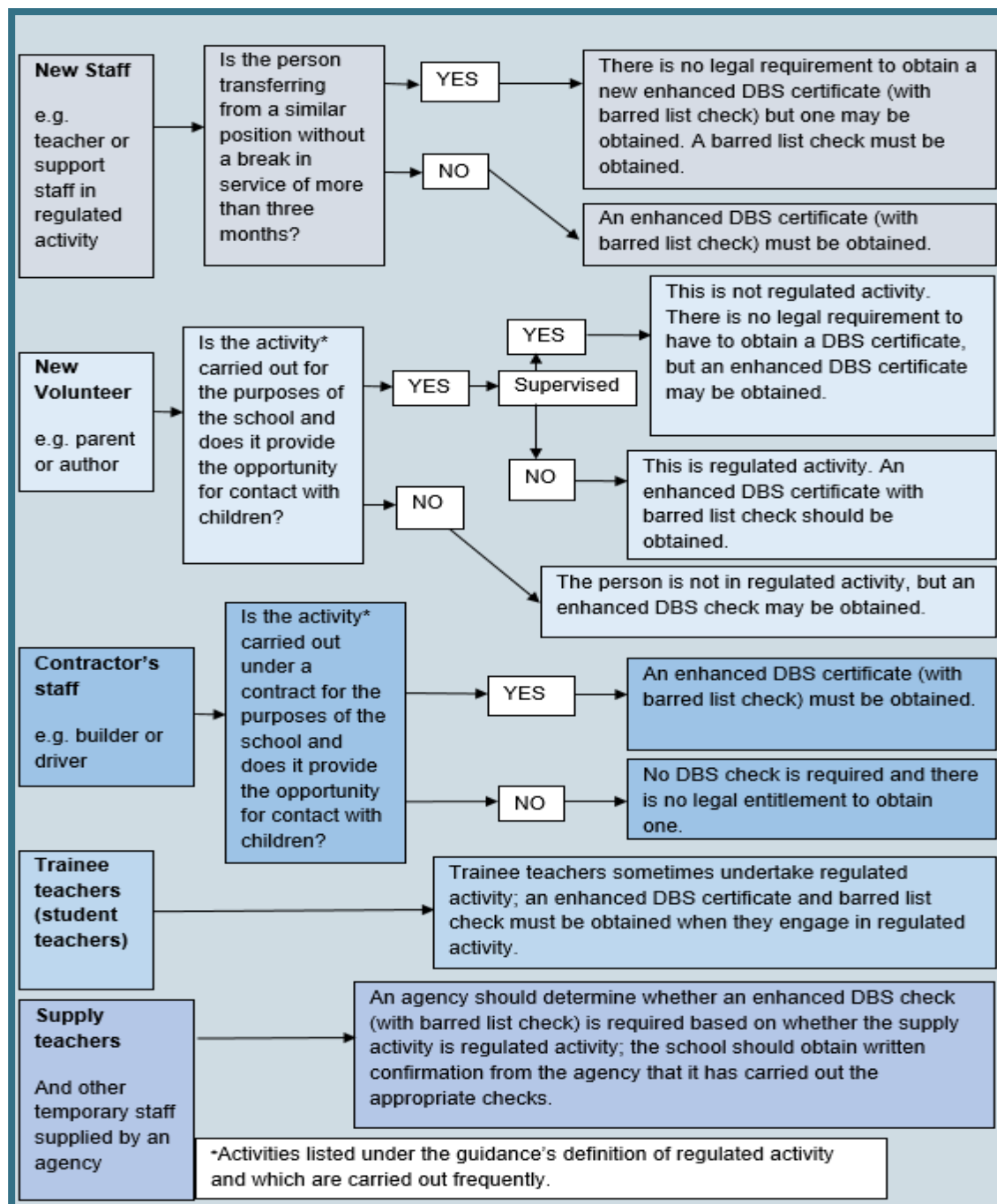
### **35. Retention and Security of disclosure information**

- 35.1 The Trust's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.
- 35.2 In particular, the Trust will:
- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers.
  - not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the Trust will not retain such information for longer than 6 months although the Trust will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.
  - ensure that any disclosure information is destroyed by suitably secure means such as shredding
  - prohibit the photocopying or scanning of any disclosure information.

#### **Portability/DBS Update Service**

Where a successful candidate is a member of the DBS update service, signed permission from them will be sought by the Trust prior to checking the status of their certificate on the DBS website.

## Appendix A: Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks





## Appendix B: Risk Assessment – Consideration of Adults without DBS Enhanced Disclosure Working With Students

### RISK ASSESSMENT DBS CERTIFICATE

TO BE COMPLETED IF THE ADULT DOES NOT HAVE DBS CLEARANCE

**ONLY TO BE USED AFTER CONSULTATION WITH TRUST HR DEPT AND SAFEGUARDING LEAD**

**IN ALL CASES A BARRED LIST CHECK SHOULD BE CARRIED OUT VIA ONLINE SCR**

|                        |  |                                 |  |
|------------------------|--|---------------------------------|--|
| <b>Name of Adult:</b>  |  | <b>Line Manager/Supervisor:</b> |  |
| <b>Position:</b>       |  | <b>Employment start date</b>    |  |
| <b>Service/School:</b> |  |                                 |  |

|                                                                                 |          |                                                                      |                                                                    |
|---------------------------------------------------------------------------------|----------|----------------------------------------------------------------------|--------------------------------------------------------------------|
| Reason for working with students:                                               |          | Supervision arrangements to be in place whilst working with students | <b>SUPERVISED AT ALL TIMES UNTIL DBS &amp; REFERENCES RECEIVED</b> |
| Photo ID provided?                                                              | Yes / No | Documents provided:                                                  |                                                                    |
| DBS from alternative employer provided?                                         | Yes / No | Details:                                                             |                                                                    |
| If no, has any other documentation been supplied? (photo id should be provided) | Yes / No | Documents provided:                                                  |                                                                    |
| DBS application submitted?                                                      | Yes / No | Date application completed:                                          |                                                                    |
| Have satisfactory references been obtained:                                     | Yes / No | Do references confirm suitable applicant to work with children?      | Yes / No                                                           |
| Date Barred List Check carried out:                                             |          | Result:                                                              |                                                                    |

**Declaration by adult:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |  |       |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------|--|-------|--|
| The information I have provided during this risk assessment is a true and accurate record. In signing I am confirming that I have not withheld any information which would affect the decision of Bordesley MAT as to my suitability to carry out the duties as described above.                                                                                                                                                                                                                          |  |             |  |       |  |
| Signed:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | Print Name: |  | Date: |  |
| <b>Declaration by School: (delete as applicable)</b><br>A. Following risk assessment, I have determined that the above named may not commence working with students until a satisfactory check by the Disclosure & Barring Service has been completed, OR<br>B. Following risk assessment, I have determined that the above named may commence working with students with the identified control measures. I undertake to personally review this situation at intervals of no less than every four weeks. |  |             |  |       |  |
| Signed (Line Manager):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Print Name: |  | Date: |  |
| Signed (Headteacher):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | Print Name: |  | Date: |  |

## Appendix C: Risk Assessment – Consideration of Adults Without DBS Enhanced Disclosure Working With Students and only one reference received before starting



### RISK ASSESSMENT DBS CERTIFICATE

TO BE COMPLETED IF THE ADULT DOES NOT HAVE DBS CLEARANCE AND WITHOUT REFERENCES RECEIVED PRIOR TO START

**ONLY TO BE USED FOLLOWING CONSULTATION WITH TRUST HR DEPARTMENT AND SAFEGUARDING LEAD**

**IN ALL CASES A BARRED LIST CHECK SHOULD BE CARRIED OUT VIA ONLINE SCR**

|                        |  |                                 |  |
|------------------------|--|---------------------------------|--|
| <b>Name of Adult:</b>  |  | <b>Line Manager/Supervisor:</b> |  |
| <b>Position:</b>       |  | <b>Employment start date</b>    |  |
| <b>Service/School:</b> |  | <b>Employment start date:</b>   |  |

|                                                                                 |          |                                                                      |                                                                    |
|---------------------------------------------------------------------------------|----------|----------------------------------------------------------------------|--------------------------------------------------------------------|
| Reason for working with students:                                               |          | Supervision arrangements to be in place whilst working with students | <b>SUPERVISED AT ALL TIMES UNTIL DBS &amp; REFERENCES RECEIVED</b> |
| Photo ID provided?                                                              | Yes / No | Documents provided:                                                  |                                                                    |
| DBS from alternative employer provided?                                         | Yes / No | Details:                                                             |                                                                    |
| If no, has any other documentation been supplied? (photo id should be provided) | Yes / No | Documents provided:                                                  |                                                                    |
| DBS application submitted?                                                      | Yes / No | Date application completed:                                          |                                                                    |
| Date References requested                                                       |          | Reason for no references received:                                   |                                                                    |
| Date Barred List Check carried out:                                             |          | Result:                                                              |                                                                    |

|                                                                                                                                                                                                                                                                                                                  |  |             |  |       |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------|--|-------|--|
| <b>Declaration by adult:</b><br>The information I have provided during this risk assessment is a true and accurate record. In signing I am confirming that I have not withheld any information which would affect the decision of Bordesley MAT as to my suitability to carry out the duties as described above. |  |             |  |       |  |
| Signed:                                                                                                                                                                                                                                                                                                          |  | Print Name: |  | Date: |  |

**Declaration by School: (delete as applicable)**

- C. Following risk assessment, I have determined that the above named may not commence working with students until a satisfactory check by the Disclosure & Barring Service has been completed, OR
- D. Following risk assessment, I have determined that the above named may commence working with students with the identified control measures. I undertake to personally review this situation at intervals of no less than every four weeks.

|                        |  |             |  |       |  |
|------------------------|--|-------------|--|-------|--|
| Signed (Line Manager): |  | Print Name: |  | Date: |  |
| Signed (Headteacher):  |  | Print Name: |  | Date: |  |

## Appendix D: Proforma Reference Request – Teaching Staff



BORDESLEY MULTI ACADEMY TRUST

### REFERENCE REQUEST FOR THE POST OF TEACHER

|                        |  |
|------------------------|--|
| Name of Applicant      |  |
| Position               |  |
| School                 |  |
| Reference completed by |  |

|                                                                                                                                                                                    |                       |              |                 |                          |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------|-----------------|--------------------------|--------------------------|
| How long and in what capacity have you known the candidate?                                                                                                                        |                       |              |                 |                          |                          |
| Please confirm the candidate's current salary and job title.                                                                                                                       |                       |              |                 |                          |                          |
| <b>Please tick the appropriate box</b>                                                                                                                                             | <b>Strongly agree</b> | <b>Agree</b> | <b>Disagree</b> | <b>Strongly disagree</b> | <b>Unable to comment</b> |
| The candidate is a good teacher and would be an exemplar to others; ensures high achievement and expectations across the ability range; with a track record of examination success |                       |              |                 |                          |                          |
| The candidate exercises effective classroom control and management of pupil behaviour                                                                                              |                       |              |                 |                          |                          |
| The candidate has established positive, productive working relationships with students                                                                                             |                       |              |                 |                          |                          |
| The candidate has established positive, productive working relationships with other colleagues                                                                                     |                       |              |                 |                          |                          |
| The candidate readily accepts responsibility                                                                                                                                       |                       |              |                 |                          |                          |
| The candidate has the experience / for further professional development                                                                                                            |                       |              |                 |                          |                          |
| The candidate has the ability to cope under stress and work to tight deadlines with good time and task management skills                                                           |                       |              |                 |                          |                          |
| The candidate has the personal skills, aptitudes and temperament for the post, eg. flexibility, humour, motivational skills, initiative, creative solutions                        |                       |              |                 |                          |                          |
| The candidate has good communication skills; oral, aural, written and ICT                                                                                                          |                       |              |                 |                          |                          |
| The candidate has undertaken a broad range of appropriate professional development                                                                                                 |                       |              |                 |                          |                          |
| The candidate has excellent professional and pedagogical knowledge suitable to the post                                                                                            |                       |              |                 |                          |                          |
| The candidate has a good record of extra-curricular involvement and is not a 'clock watcher'                                                                                       |                       |              |                 |                          |                          |
| The candidate has established positive, productive working relationships with parents                                                                                              |                       |              |                 |                          |                          |
| I fully recommend the candidate for this post                                                                                                                                      |                       |              |                 |                          |                          |



## Appendix E: Proforma Reference Request – Non-Teaching Staff



BORDESLEY MULTI ACADEMY TRUST

### REFERENCE REQUEST FOR SUPPORT STAFF POSITION

|                        |  |
|------------------------|--|
| Name of Applicant      |  |
| Position               |  |
| School                 |  |
| Reference completed by |  |

#### PLEASE CONFIRM THE FOLLOWING:

|                                  |                                                           |    |
|----------------------------------|-----------------------------------------------------------|----|
| Candidate's Job Title:           |                                                           |    |
| Dates of Employment:             | From                                                      | To |
| Salary:                          | <i>Please confirm current pay scale/ point and amount</i> |    |
| Length of time in above role:    |                                                           |    |
| Length of time reporting to you: |                                                           |    |
| Relationship to candidate:       |                                                           |    |

| Please tick the appropriate box                            | Excellent | Good | Satisfactory | Poor | Comments |
|------------------------------------------------------------|-----------|------|--------------|------|----------|
| Relationship with staff                                    |           |      |              |      |          |
| Ability to work in a team                                  |           |      |              |      |          |
| Relationship with students (if applicable)                 |           |      |              |      |          |
| Group management                                           |           |      |              |      |          |
| Ability to inspire good work from students (if applicable) |           |      |              |      |          |
| Planning and preparation                                   |           |      |              |      |          |
| Assessment of students' work (if applicable)               |           |      |              |      |          |
| Experience of using ICT                                    |           |      |              |      |          |
| Initiative shown                                           |           |      |              |      |          |
| Quality of professional judgement                          |           |      |              |      |          |
| Contribution to wider aspects of school life and ethos     |           |      |              |      |          |
| Commitment to own professional development                 |           |      |              |      |          |
| Potential for further promotion                            |           |      |              |      |          |
| Honesty and integrity                                      |           |      |              |      |          |
| Flexibility/Adaptability and commitment                    |           |      |              |      |          |
| Punctuality                                                |           |      |              |      |          |
| Reliability/Time management                                |           |      |              |      |          |
| Ability to work under pressure                             |           |      |              |      |          |
| Organisational and administrative skills                   |           |      |              |      |          |
| Discretion                                                 |           |      |              |      |          |
| Ability to carry out the job description                   |           |      |              |      |          |

|                                                                                                                                                                                 |     |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Reason for leaving:                                                                                                                                                             |     |    |
| Has the applicant been subject to any disciplinary or capability proceedings? (Please include any disciplinary sanctions that have expired). If yes, please give brief details. | YES | NO |
| Have any allegations or concerns been raised which relate to the safety and welfare of children/child protection issues? If yes, please give brief details.                     | YES | NO |
| Do you consider the applicant a suitable person to work with children? If no, why not?                                                                                          | YES | NO |
| If applicable, would you re-employ this candidate? If no, please give brief details.                                                                                            | YES | NO |
| Are you able to recommend the candidate without reservation? If no, please state your concerns.                                                                                 | YES | NO |

|                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Please give details of any key achievements or any other comments you wish to make with regard to this candidate's suitability for employment (box will expand to fit). |
|                                                                                                                                                                         |

I understand that:

- I have a responsibility to ensure that the reference is accurate and does not contain any misstatement or omission.
- The relevant factual content of the reference may be discussed with the applicant.
- I may be contacted for verification of this reference.

Signed: ..... Date:

.....

Position: ..... Institution:

.....

**Please return to Bordesley MAT by email, [HR@bmat.co.uk](mailto:HR@bmat.co.uk)**

## Appendix F: Proforma Reference Request – Non-Teaching Personal Reference



BORDESLEY MULTI ACADEMY TRUST

### REFERENCE REQUEST FOR SUPPORT STAFF POSITION

It is a statutory requirement for all persons working with children to have two satisfactory employment references. In some circumstances it is not possible for all candidates to provide referees who they have recently worked for. This reference is therefore classed as a 'personal' reference and would request that you answer all of the sections to the best of your knowledge.

|                        |  |
|------------------------|--|
| Name of Applicant      |  |
| Position               |  |
| School                 |  |
| Reference completed by |  |

### PLEASE CONFIRM THE FOLLOWING:

|                             |  |
|-----------------------------|--|
| Relationship to candidate   |  |
| Length of time known to you |  |
| Your position / workplace   |  |
| Your telephone number       |  |

| Please only answer each question if you have knowledge of this, please put 'Unable to comment' if you are not able to answer any question.                                 | Excellent | Good | Satisfactory | Poor | Comments |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|--------------|------|----------|
| Relationship with peers                                                                                                                                                    |           |      |              |      |          |
| Relationship with children                                                                                                                                                 |           |      |              |      |          |
| Ability to work in a team                                                                                                                                                  |           |      |              |      |          |
| Ability to inspire good work from students                                                                                                                                 |           |      |              |      |          |
| Quality of professional judgement                                                                                                                                          |           |      |              |      |          |
| Flexibility/Adaptability and commitment                                                                                                                                    |           |      |              |      |          |
| Punctuality                                                                                                                                                                |           |      |              |      |          |
| Reliability/Time management                                                                                                                                                |           |      |              |      |          |
| Ability to work under pressure                                                                                                                                             |           |      |              |      |          |
| Organisational and administrative skills                                                                                                                                   |           |      |              |      |          |
| Discretion                                                                                                                                                                 |           |      |              |      |          |
| Ability to carry out the job description                                                                                                                                   |           |      |              |      |          |
| To the best of your knowledge:                                                                                                                                             |           |      |              |      |          |
| Are you aware of any reason why this applicant should not work with children? If yes, please give brief details.                                                           |           |      |              | YES  | NO       |
| Do you know if any allegations or concerns have been raised which relate to the safety and welfare of children/child protection issues? If yes, please give brief details. |           |      |              | YES  | NO       |

|                                                                                                                                   |     |    |
|-----------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Do you consider the applicant a suitable person to work with children? If no, why not?                                            | YES | NO |
| Do you know of any concerns in relation to the candidate's health, attendance and punctuality? If yes, please give brief details. | YES | NO |
| Are you able to recommend the candidate without reservation? If no, please state your concerns.                                   | YES | NO |

|                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Please add a personal statement here regarding your relationship with the candidate and the qualities, skills, including honesty and integrity, that they possess: |
| <br><br><br><br><br><br><br><br><br><br>                                                                                                                           |

I understand that:

- I have a responsibility to ensure that the reference is accurate and does not contain any misstatement or omission.
- The relevant factual content of the reference may be discussed with the applicant.
- We will contact you by telephone for verification of this reference, please provide your telephone number above.

Signed: ..... Date:  
 .....

**Please return to Bordesley MAT by email; [hr@bmat.co.uk](mailto:hr@bmat.co.uk)**

| OFFICE USE ONLY         |  |
|-------------------------|--|
| Date reference verified |  |
| Name of verifier        |  |
| Comments                |  |
| Signature               |  |

## Appendix G: SCR Checks Required and to be recorded by Type of Person

|                                               | Address Check | DBS Check | Qualifications | Children' s Barred List | QTS Check      | Prohibition Check | Section 128 Check | Right To Work Check | Overseas Check | ID Check | Medical Fitness Check | Safeguarding Induction Completed | Agency Safeguarding | Contractor Safeguarding | Reference 1 | Reference 2 | Update Service | Employment History | Disqualification from Childcare | Agency Specific | Photo ID | Social Media Check |
|-----------------------------------------------|---------------|-----------|----------------|-------------------------|----------------|-------------------|-------------------|---------------------|----------------|----------|-----------------------|----------------------------------|---------------------|-------------------------|-------------|-------------|----------------|--------------------|---------------------------------|-----------------|----------|--------------------|
| Headteacher <sup>1</sup>                      |               |           |                |                         |                |                   |                   |                     | ? <sup>2</sup> |          |                       |                                  |                     |                         |             |             |                |                    | ? <sup>3</sup>                  |                 |          |                    |
| Teachers on Leadership Pay Scale <sup>1</sup> |               |           |                |                         |                |                   |                   |                     | ? <sup>2</sup> |          |                       |                                  |                     |                         |             |             |                |                    | ? <sup>3</sup>                  |                 |          |                    |
| Teaching Staff <sup>1</sup>                   |               |           |                |                         |                |                   |                   |                     | ? <sup>2</sup> |          |                       |                                  |                     |                         |             |             |                |                    | ? <sup>3</sup>                  |                 |          |                    |
| Non-Teaching Staff <sup>1</sup>               |               |           | ? <sup>4</sup> |                         |                |                   | ? <sup>5</sup>    |                     | ? <sup>2</sup> |          |                       |                                  |                     |                         |             |             |                |                    | ? <sup>3</sup>                  |                 |          |                    |
| Casual Staff <sup>1</sup>                     |               |           | ? <sup>4</sup> |                         | ? <sup>6</sup> | ? <sup>5</sup>    |                   |                     | ? <sup>2</sup> |          |                       |                                  |                     |                         |             |             |                |                    | ? <sup>3</sup>                  |                 |          |                    |
| Temporary Staff <sup>1</sup>                  |               |           | ? <sup>4</sup> |                         | ? <sup>5</sup> | ? <sup>5</sup>    |                   |                     | ? <sup>2</sup> |          |                       |                                  |                     |                         |             |             |                |                    | ? <sup>3</sup>                  |                 |          |                    |
| Central Staff <sup>7</sup>                    |               |           | ? <sup>4</sup> |                         |                |                   |                   |                     | ? <sup>2</sup> |          |                       |                                  |                     |                         |             |             |                |                    |                                 |                 |          |                    |
| Governors                                     |               |           |                |                         |                |                   |                   |                     |                |          |                       |                                  |                     |                         |             |             |                |                    |                                 |                 |          |                    |
| Trustees & Members                            |               |           |                |                         |                |                   |                   |                     |                |          |                       |                                  |                     |                         |             |             |                |                    |                                 |                 |          |                    |
| Volunteers                                    |               |           |                |                         |                |                   |                   |                     |                |          |                       |                                  |                     |                         |             |             |                |                    |                                 |                 |          |                    |
| Agency <sup>8</sup>                           |               |           |                |                         |                |                   |                   |                     |                |          |                       |                                  |                     |                         |             |             |                |                    |                                 |                 |          |                    |
| Contractor <sup>9</sup>                       |               |           |                |                         |                |                   |                   |                     |                |          |                       |                                  |                     |                         |             |             |                |                    |                                 |                 |          |                    |

<sup>1</sup> Employees of a MAT school who carry out work in another MAT school will be recorded, on the SCR, as an Employee in the school “paying them” and OTHER for the other applicable MAT schools. (eg EWO, Teachers across two schools etc)

<sup>2</sup> Individuals who have lived or worked outside the UK - Schools and colleges **must** make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered.

<sup>3</sup> Only required for required for First School

<sup>4</sup> As appropriate for non-teaching staff

<sup>5</sup> Only required for any non-teaching staff who sit on the schools SLT

<sup>6</sup> Only required for teaching staff

<sup>7</sup> Central Staff are to be recorded on OnlineSCR as type OTHER

<sup>8</sup> See Appendix F for a list of check required for Agency Staff

<sup>9</sup> See Appendix G for a list of checks required for Contractor Staff

## Appendix H: SCR Checks Required for Agency Staff

You must:

- Obtain written confirmation from the agency that it's carried out the checks on the individual that you would have carried out if you employed them directly
- Academies and independent schools must receive a copy of the certificate regardless of whether a positive disclosure has been made
- Check that the person presenting themselves for work is the same person on whom the checks have been carried out

On your single central record (SCR), you must set out:

- Whether you have written confirmation that the agency has carried out the relevant checks and obtained the appropriate certificates
- The date that confirmation was received
- Whether any enhanced DBS check certificate has been provided (independent schools and non-maintained special schools should also include the date on which this certificate was obtained)
- Photo ID must be provided and recorded on SCR

The following form could be used to obtain written confirmation from the agency

### For agency to complete

| Check                                                                                                                                                                             | Completed? | Notes                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------|
| References                                                                                                                                                                        |            |                                                               |
| Identity                                                                                                                                                                          |            |                                                               |
| Enhanced DBS                                                                                                                                                                      |            | Required if staff member will come into contact with children |
| Barred list                                                                                                                                                                       |            | Required if staff member will engage in regulated activity    |
| Mental and physical fitness to carry out work responsibilities<br>Please insert details of any medical conditions or disabilities/special requirements school should be aware of: |            | Where relevant and as permitted by the Equality Act 2010      |
| Right to work in the UK                                                                                                                                                           |            |                                                               |
| Checks with countries outside the UK<br>Please insert details of any further checks carried out:                                                                                  |            | Required if staff member has lived or worked outside the UK   |

|                                                                                 |  |                                                                                                                            |
|---------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------|
|                                                                                 |  |                                                                                                                            |
| Professional qualifications<br>Please insert details of qualifications checked: |  | As appropriate to role. If teaching role requires NQT status, this should be checked and Teacher Reference Number recorded |
| Prohibition from teaching                                                       |  | Required for those in teaching positions                                                                                   |
| Childcare disqualification                                                      |  | Required if staff member will be working in a relevant setting                                                             |

In relation to the enhanced DBS check:

| Check                                                           | Yes/No | Notes |
|-----------------------------------------------------------------|--------|-------|
| Has the agency obtained a copy of the certificate?              |        |       |
| Was there a positive disclosure?                                |        |       |
| Has a copy of the DBS certificate been supplied to the school?* |        |       |

*Academies and other independent schools must always obtain a copy of the DBS certificate.*

Signature of agency checker:

Date:

\_\_\_\_\_

\_\_\_\_\_

## For school to complete

| Check                                                                      | Yes/No | Date |
|----------------------------------------------------------------------------|--------|------|
| Written notification of checks received by school and deemed satisfactory? |        |      |
| Has a copy of the notification been made and securely stored?              |        |      |
| Has a copy of the DBS certificate been supplied?*                          |        |      |
| Is the copy in good condition, with all information legible?               |        |      |

|                                                                                                                                             |  |                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------|
| Where there is a positive disclosure, has a risk assessment been conducted and used to make a decision on whether to employ the individual? |  |                                                                          |
| Has a copy of the certificate been retained?                                                                                                |  | If retained it must be kept for a maximum of 6 months, and then shredded |
| Is the person presenting themselves for work the same person for whom the checks have been made?                                            |  |                                                                          |
| Has the appropriate information been entered onto the single central record?                                                                |  |                                                                          |

*Academies and other independent schools must always obtain a copy of the DBS certificate.*

Signature of school checker:

Date:

\_\_\_\_\_

\_\_\_\_\_

## Appendix I: SCR Checks Required for Contractor Staff

### Decide who needs which check

Contractors must have an enhanced DBS check if the work they're doing would give them the opportunity for contact with children.

Use your professional judgement to decide if the amount of contact they have merits a check. For example, if they're working outside of school hours or in areas where the children don't go, they wouldn't need a check. This is also the case if you cordon off the areas where contractors are working.

If they're in regulated activity they must have an enhanced DBS check with a barred list check.

You must not allow a contractor who hasn't had any checks to work unsupervised or engage in regulated activity.

These requirements are outlined in paragraphs 297 to 299 of Keeping Children Safe in Education (KCSIE).

### Responsibilities for carrying out the checks

You should make sure that any contractors working in school have had the appropriate level of DBS check.

#### Employees of a contracted company

If the contractors are employees of a company or organisation, it's the company's or organisation's responsibility to carry out the required checks and provide you with written confirmation that the checks have been carried out.

#### Self-employed contractors

If the contractor is self-employed you should consider carrying out a DBS check yourself, as self-employed people can't make applications to the DBS on their own account.

This is set out in paragraph 300 of KCSIE.

### Check identity of contractors when they arrive at school

When contractors arrive at school, you'll need to:

- **Check their identity** (see paragraph 299 and 301 of KCSIE)
- **Record** that you've checked their identity on the single central record (SCR) and are satisfied with the proof they've provided. You don't need to keep copies of the identity documents on file. KCSIE doesn't explicitly say that you must record contractors on the SCR, but it does say all staff who work at the school must be included, including third-party supply staff, so it's best to include contractors too. The trust will also keep copies of ID documents provided as best practice.

## Appendix J: Online Search Form



### ONLINE SEARCH CANDIDATE INFORMATION – FOR SUCCESSFUL CANDIDATES ONLY (to be completed by HR Department)

|                                 |  |                               |           |
|---------------------------------|--|-------------------------------|-----------|
| <b>Post:</b>                    |  | <b>Date of online search:</b> |           |
| <b>School:</b>                  |  | <b>Completed by whom:</b>     | F Khawaja |
| <b>Date check added to SCR:</b> |  |                               |           |

| Candidate name                                                                                                                                                                                                                                                         | Search completed (tick when completed)                              |                                                                            |                                                                                   | Concerns/issues |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------|
|                                                                                                                                                                                                                                                                        | <i>First name plus<br/>surname plus<br/>county they live<br/>in</i> | <i>First name plus<br/>surname plus<br/>county they have<br/>worked in</i> | <i>First name plus<br/>surname plus<br/>overseas location (if<br/>applicable)</i> |                 |
| Full name:<br>Previous name/s:<br>Date of birth:<br><br>Currently lives town:<br>Previous lived towns:<br>Currently lives county:<br>Previous lived counties:<br><br>Current work town:<br>Current work county:<br>Previous worked towns:<br>Previous worked counties: |                                                                     |                                                                            |                                                                                   |                 |

|                      |  |  |  |  |
|----------------------|--|--|--|--|
| Social Media Name/s: |  |  |  |  |
|----------------------|--|--|--|--|

## **GUIDANCE FOR CHECK**

### **Keeping Children Safe in Education (KCSIE) change for September 2024– online search**

226. In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks. See Part two - Legislation and the Law for information on data protection and UK GDPR, the Human Rights Act 1998 and the Equality Act 2010

In accordance with the above guidance, the school will be carrying out a 'google' search on shortlisted candidates as follows:

4. Your first name plus surname plus county you live in
  5. Your first name plus surname plus county you have worked in (if different)
  6. If the application form indicates that you have worked overseas, an additional search which includes the overseas location will be undertaken.
- If you have had previous names i.e. a maiden name, the school may well search this name too.
  - If you have moved around, there will be additional searches on the locations you have lived and worked in.
  - If you have a more common surname there are likely to be many results and it could take considerable time to search. In this situation the school may want to add a date of birth into the search criteria to narrow the search
  - Any issues or concerns will be discussed at interview, giving you an opportunity to give further information to the appointment panel for consideration.

## Appendix K: Volunteer Application Form



BORDESLEY MULTI ACADEMY TRUST

Internal use only

Ref No:

Date Rec:

Comments:

### Volunteer Application Form

#### APPLICATION DETAILS

|                                |  |
|--------------------------------|--|
| Volunteer position applied for |  |
| School applied to              |  |
| Application date               |  |

#### PERSONAL DETAILS

|                             |                                  |
|-----------------------------|----------------------------------|
| Title                       | Mr / Mrs / Ms / Dr / Other:      |
| Forename                    |                                  |
| Middle name(s)              |                                  |
| Surname                     |                                  |
| Previous name(s)            |                                  |
| National insurance number   |                                  |
| Qualified to work in the UK | YES / NO (delete as appropriate) |

#### CONTACT DETAILS

|                             |  |
|-----------------------------|--|
| Mobile number               |  |
| Home telephone number       |  |
| Address including post code |  |
| Email                       |  |

#### CURRENT EMPLOYMENT OR EDUCATIONAL ESTABLISHMENT

|                                                |  |
|------------------------------------------------|--|
| Name, address and telephone number of employer |  |
| Date started                                   |  |
| Job title                                      |  |
| Job description                                |  |

#### OR

|                                                               |  |
|---------------------------------------------------------------|--|
| Name, address and telephone number of education establishment |  |
| Date started                                                  |  |
| Course undertaking                                            |  |
| Course description                                            |  |

## OTHER INFORMATION

|                                                                                                           |
|-----------------------------------------------------------------------------------------------------------|
| <b>Reason for volunteering:</b>                                                                           |
| <b>What benefits and experience will you expect to gain from volunteering:</b>                            |
| <b>What skills, qualifications and attributes do you possess that would be relevant to this position:</b> |

## REFEREES

### Current (or most recent employer)

|                      |  |
|----------------------|--|
| <b>Title</b>         |  |
| <b>Name</b>          |  |
| <b>Position Held</b> |  |
| <b>Organisation</b>  |  |
| <b>Capacity</b>      |  |
| <b>Address</b>       |  |
| <b>Email address</b> |  |
| <b>Telephone</b>     |  |

### Second referee

|                      |  |
|----------------------|--|
| <b>Title</b>         |  |
| <b>Name</b>          |  |
| <b>Position Held</b> |  |
| <b>Organisation</b>  |  |
| <b>Capacity</b>      |  |
| <b>Address</b>       |  |
| <b>Email address</b> |  |
| <b>Telephone</b>     |  |

## DECLARATIONS

|                                                                        |     |    |
|------------------------------------------------------------------------|-----|----|
| Restrictions on being resident or being employed in the UK             | YES | NO |
| Lived outside the UK for more than three months in the past five years | YES | NO |
| Do you have a current DBS (if so please provide details)               |     |    |
| DBS Update Service registration number (if applicable)                 |     |    |
| DBS Update Service registration date (if applicable)                   |     |    |

## QUESTIONS FROM THE SCHOOL

|                                                                    |  |
|--------------------------------------------------------------------|--|
| Details of relations to any current employees, pupils or governors |  |
|--------------------------------------------------------------------|--|

## CONFIRMED DATA TO BE ACCURATE

|                                                                                                                                                                                                                                                          |     |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| I certify to the best of my knowledge and belief the information given in this application is true and accurate.                                                                                                                                         | YES | NO |
| I understand that if the information is false or misleading it will disqualify me from my appointment, or after appointment could lead to withdrawal of volunteer position.                                                                              | YES | NO |
| I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration. | YES | NO |

Signature: ..... Date:

Print Name: .....

## DATA PROTECTION ACT

The information collected on this form will be used in compliance with the Data Protection Act 1998. The information is collected for the purpose of administering the training of support of volunteers. The information may be disclosed, as appropriate, to the governors. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud.

## NOTES

1. Please ensure that all sections of this form are completed. Failure to complete all sections will result in us not considering your application.
2. When completed, this form should be returned to the HR Officer [hr@bmat.co.uk](mailto:hr@bmat.co.uk) and you will receive confirmation if/when we are able to offer a position to you.
3. If we are able to provide a volunteer position, we will need you to undertake a DBS clearance. Your details will be inputted onto the Online SCR database (our DBS provider).
4. An email will be sent to you from our DBS provider for you to complete your DBS application.
5. You will need to produce three forms of ID documents, these should be presented to the Headteacher's PA to allow verification of these documents. You will be classed as a volunteer.
6. By signing this form you agree to undergo any relevant safeguarding training and induction training at the start of your volunteering period.
7. We reserve the right to cancel this at any time during the period you are in school.

## Equal Opportunities Monitoring

### APPLICATION DETAILS

|                             |  |
|-----------------------------|--|
| <b>Position applied for</b> |  |
|-----------------------------|--|

### EQUAL OPPORTUNITIES DETAILS

|                                          |                                 |          |
|------------------------------------------|---------------------------------|----------|
| <b>Nationality</b>                       |                                 |          |
| <b>Date of Birth</b>                     |                                 |          |
| <b>Gender</b>                            |                                 |          |
| <b>Sexual Orientation</b>                |                                 |          |
| <b>Religion/belief</b>                   |                                 |          |
| <b>Do you consider yourself disabled</b> |                                 |          |
| <b>Special arrangements required</b>     |                                 |          |
| <b>Cultural/Ethnic background</b>        | <b>Please tick relevant box</b> | <b>✓</b> |
| <b>White</b>                             | British                         |          |
|                                          | English                         |          |
|                                          | Welsh                           |          |
|                                          | Scottish                        |          |
|                                          | Irish                           |          |
|                                          | Other White background          |          |
| <b>Mixed</b>                             | White and Black Caribbean       |          |
|                                          | White and Black African         |          |
|                                          | White and Asian                 |          |
|                                          | Other Mixed background          |          |
| <b>Asian or Asian British</b>            | Indian                          |          |
|                                          | Pakistani                       |          |
|                                          | Bangladeshi                     |          |
|                                          | Other Asian background          |          |
| <b>Black or Black British</b>            | Caribbean                       |          |
|                                          | African                         |          |
|                                          | Other Black background          |          |
| <b>Chinese</b>                           | Chinese                         |          |
| <b>Other Ethnic Group</b>                |                                 |          |
| <b>Not Stated</b>                        |                                 |          |