



BORDESLEY MULTI ACADEMY TRUST

T2-09 SAFER RECRUITMENT AND SCR PROCEDURES POLICY

Tier 2 – Centrally Determined School Policy
Approved by the Trust on 23/02/2021

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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

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

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

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:

- Children Act 1989
- Children Act 2004

- Safeguarding Vulnerable Groups Act 2006
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Sexual Offences Act 2003
- The School Staffing (England) Regulations 2009
- Rehabilitation of Offenders Act 1974
- Education and Skills Act 2008
- Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- Education Act 2002
- Equality Act 2010

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

- DfE (2020) 'Keeping children safe in education'
- DfE (2018) 'Staffing and employment advice for schools'
- DfE (2020) 'Governance handbook'
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'

3.3 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

4. Definitions

4.1 **Regulated activity** – includes:

- 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), with the opportunity for contact with children, but not including work undertaken by supervised volunteers.
 - The above definitions are classified as regulated activity if they are undertaken regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes relevant personal care, or health care provided by, or under the supervision of, a health care professional. Personal care includes helping a child with eating or drinking for reasons of illness or disability, or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.
- A supervised volunteer who regularly teaches or looks after children is not in regulated activity.

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. Roles and responsibilities

5.1 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.

5.2 The recruitment panel is responsible for:

- Creating the advert and ensuring it meets all the necessary 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.
- Setting appropriate recruitment procedures, as per the scheme of delegation.
- 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.
- Appointing an appointing officer who will be responsible for the entire management of the recruitment process.
- Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff members and parents.

5.3 The headteacher is responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, 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.

5.4 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. Equal opportunities

- 6.1 When recruiting, the school will adhere to its Equal Opportunities Policy.
- 6.2 The school will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the school.
- 6.3 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.
- 6.4 The Trust will review recruitment procedures annually to ensure they are accessible and do not directly or indirectly discriminate against candidates.
- 6.5 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)

7. Planning, advertising and shortlisting

- 7.1 Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process.
- 7.2 The governing board, 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.
 - 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.
- 7.3 The job information and associated documents will be published online.
- 7.4 The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.
- 7.5 The recruitment panel will comprise an appointing officer, who is responsible for the management of the entire recruitment process, and at least two other members of staff, with the headteacher usually being one of these.
- 7.6 The recruitment panel will be an odd number so majority votes can be cast.
- 7.7 At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training.

- 7.8 The recruitment panel will create the advertisement.
- 7.9 The recruitment panel 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:
Name of School 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.
- 7.10 Requests for further information from applicants will be replied to promptly.
- 7.11 Where feasible, applications will be replied to with a letter notifying candidates whether they have been shortlisted or not.
- 7.12 Interviews will be arranged for the shortlisted candidates.
- 7.13 Vacancies will be advertised through external media, such as the local newspaper, school website and social media, with due consideration to the school's Equal Opportunities and Dignity at Work Policy, ensuring that the advertisement reaches a wide range of groups.
- 7.14 Advertisements will contain a statement of commitment to ensuring equal rights.
- 7.15 Advertisements will include a job description, person specification and detail the closing date.
- 7.16 The contact numbers of the appointing officer and details of the application process will be clearly outlined.
- 7.17 Application forms will either be accessible on the recruitment website being used to advertise the position or on the school's own website.
- 7.18 The school 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.
- 7.19 The school will never accept a CV alone, only completed application forms.
- 7.20 When shortlisting candidates for an interview, all application forms will be considered.
- 7.21 At least two members of the recruitment panel will be involved in the shortlisting process.
- 7.22 Candidates who are shortlisted will meet all the essential aspects of the person specification requirements.

- 7.23 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.
- 7.24 Applicants will be assessed against the same shortlisting criteria to ensure a fair process.

8. Invitation to interview

- 8.1 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
 - An application form
 - Any equal rights material, e.g. an equal opportunities statement
 - A brief outline of the school, its values and aims
- 8.2 Once a shortlist has been confirmed, the applicants to be invited for interviews will be contacted by the appointing officer and suitable interview times will be decided.
- 8.3 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.
- 8.4 If not previously included in the application form, the recruitment panel will send shortlisted candidates the self-declaration of criminal record form, alongside a copy of the school's disqualification form, where appropriate.
- 8.5 Upon inviting candidates to interview, the recruitment panel will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out.
- 8.6 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.
- 8.7 One of the references will be from the candidate's most recent employer.
- 8.8 Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer.
- 8.9 References will be from a senior member of staff and not a colleague.
- 8.10 Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information.
- 8.11 Electronic references will be vetted to ensure they originate from a credible source.

- 8.12 References from internal candidates will also always be scrutinised before interview.
- 8.13 Permission will be sought from the candidates before the recruitment panel contacts referees. For the avoidance of doubt and offer will be subject to receiving two references.
- 8.14 Structured questionnaires will be used to question referees and the recruitment panel will determine the questions on a case-by-case basis.
- 8.15 Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.
- 8.16 The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.

9. Pre-interview checks

9.1 The recruitment panel will complete the necessary pre-interview checks.

9.2 Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children. A proforma application form is included in Appendix C & D.
- Verifying that the candidate has qualifications or experience relevant to the post
- Checking references against application forms and noting down discrepancies or concerns, and following up these concerns with referees. References must be written in relation to the specific position applied for and not open, "To whom it may concern". Neither referee should be a relative or someone known to the applicant solely as a friend.
- 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.
- Checking and, where necessary, following up candidates' self-declaration forms

10. Digital footprints

- 10.1 The school is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the school may check candidates' social media or other online activity prior to interview.
- 10.2 This process may include a search for the candidate via, but not limited to:
- Google
 - Facebook
 - LinkedIn
- 10.3 Any concerns will be addressed during the interview process.

11. The interview

- 11.1 During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison.
- 11.2 At the face-to-face interview, candidates will always be required:
- to explain satisfactorily any gaps in employment;
 - 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.
- 11.3 Any concerns raised through contact with referees will be discussed with the candidate at this stage.
- 11.4 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.
- 11.5 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.
- 11.6 The candidate will be given the opportunity to discuss any concerns or ask any questions.
- 11.7 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 candidates abilities and aptitudes. :

12. After the interview

- 12.1 After the interview has been completed, the recruitment panel will:
- Assess all candidates' performance using the same agreed criteria.
 - Ask the successful candidate to provide proof of identification and qualifications, and to complete the DBS check as soon as possible.
 - 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.

- 12.2 Interview notes and assessment materials will be held securely for six month after the interviews, in case any aspect of the recruitment process is challenged.
- 12.3 After choosing a successful candidate, the school will:
- Make a conditional offer of employment to the candidate.
 - Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
 - Complete the relevant pre-appointment checks.
- 12.4 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.

13. Remote recruitment

- 13.1 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.
- 13.2 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.
- 13.3 Online interviews will be conducted in line with the school's ICT Acceptable Use Policy and Data Protection Policy at all times.
- 13.4 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.
- 13.5 Staff members conducting an online interview will ensure privacy settings are adjusted appropriately on the provider's site or application.
- 13.6 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.
- 13.7 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.
- 13.8 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

- 13.9 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.
- 13.10 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.
- 13.11 The school will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.
- 13.12 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.
- 13.13 The school will direct candidates towards the DfE's advice on 'Attending your first remote interview' prior to the interview.

14. Pre-appointment checks

- 14.1 All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks.
- 14.2 When appointing new staff, the school will complete the following checks:
- Verify the candidate's identity
 - 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
 - Verify a candidate's mental and physical fitness to carry out their role
 - Verify the person's right to work in the UK
 - Make further checks on any individual who has lived or worked outside the UK
 - Verify professional qualifications, as appropriate
 - 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.

- 14.3 The recruitment panel 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.
- 14.4 If the school 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.
- 14.5 The school 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.

- 14.6 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.
- 14.7 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.

Volunteers

- 14.8 For volunteers, if they are not engaging in regulated activity, an enhanced DBS check will be obtained – a barred list check will not be required.
- 14.9 If volunteers are engaging in regulated activity and are new to the school, an enhanced DBS check with a barred list check will be required.
- 14.10 Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.
- 14.11 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.

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.]

- 14.12 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.
- 14.13 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.

Agency and third-party staff

14.14 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.

14.15 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 generally be kept where appropriate.

Trainee/student teachers

14.16 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.

14.17 Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks.

14.18 The school will obtain written confirmation from the agency that the checks have been carried out.

Existing staff

14.19 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.

14.20 The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children.

14.21 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.

14.22 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.

14.23 Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity.

14.24 Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

Contractors

14.25 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).

14.26 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.

- 14.27 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.
- 14.28 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.
- 14.29 The school will always check the identity of contractors and their staff on arrival.

Adults who supervise children on work experience

- 14.30 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.
- 14.31 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).
- 14.32 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.
- 14.33 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.

Children staying with host families

- 14.34 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.

Governors

- 14.35 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.
- 14.36 Associate members will not be asked to undertake a DBS check.
- 14.37 Trustees, members and governors will be subject to a section 128 check.
- 14.38 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.

15. After the pre-appointment checks

15.1 Once the pre-employment checks have been completed, the recruitment panel will:

- Agree a start date with the candidate.
- Destroy the completed self-declaration forms.
- 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 for Risk Assessment Form.)

16. Induction

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

- 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 – Information for all School and College Staff'
- 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 in Education training
- Attendance at training on the PREVENT duty.

17. Single central record (SCR)

17.1 The school will maintain and regularly update the SCR.

17.2 This list of who and which checks need to be carried out and recorded on the SCR are identified in Appendix E.

17.3 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.

17.4 If checks are carried out on volunteers, this will be recorded in the SCR.

17.5 Each school within the MAT will keep separate SCRs. The Trust will ensure, for monitoring and compliancy purposes that it has easy access and visibility of each school's SCR.

- 17.6 Trustees, members and central Trust staff will be recorded on each of the Trust's school's SCR.
- 17.7 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
- 17.8 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.

18. Safer recruitment training

- 18.1 At least one member of the recruitment panel will have completed formal safer recruitment training.
- 18.2 As a measure of good practice, the school will ensure that this training is renewed every five years.

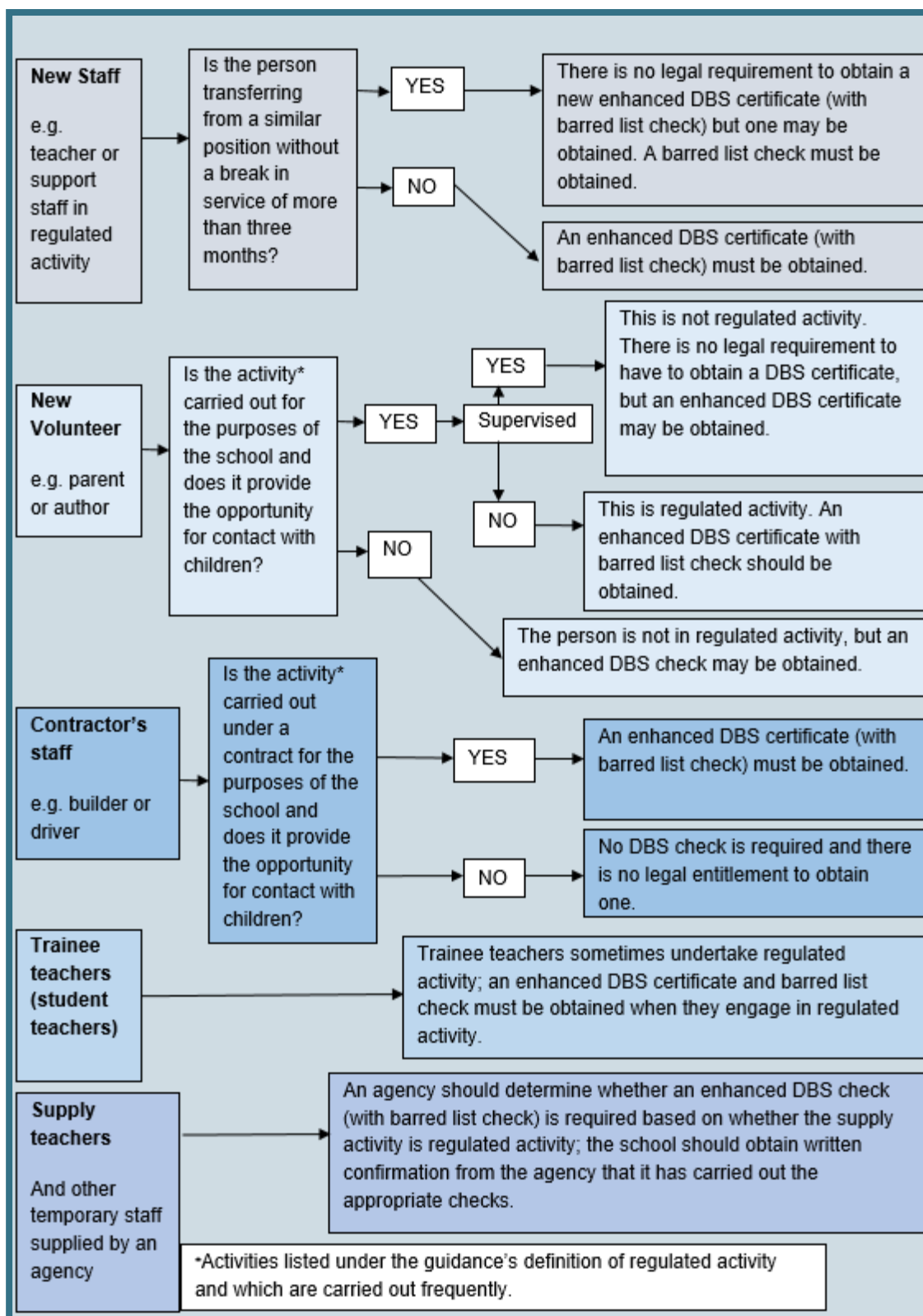
19. Retention and Security of disclosure information

- 19.1 The Trust's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.
- 19.2 In particular, the Trust will:
- store disclosure information and other confidential documents issued by the CRB 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 CRB 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: MODEL Risk Assessment – Consideration Of Adults Without DBS Enhanced Disclosure Working With Students

This form may be replaced with school's own form.

Name of Adult		Line Manager/Supervisor (whilst in school)	
Reason for working with students:		Supervision arrangements to be in place whilst working with students	
Photo ID provided?	Yes / No	BRITISH PASSPORT	
DBS from alternative employer provided?	Yes / No	If no, has any other documentation been supplied? (photo id should be provided)	
DBS application submitted?	Yes / No		
<p>Declaration by adult:</p> <p>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 Name of School as to my suitability to carry out the duties as described above.</p> <p>Signed: _____ Print Name: _____ Date: _____</p>			
<p>Declaration by School: (Delete as applicable)</p> <p>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.</p> <p>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.</p> <p>Signed (Head of Dept/Line Manager): _____ Print Name: _____ Date: _____</p>			

Appendix C: MODEL Proforma Reference Request – Teaching Staff

This form may be replaced with school's own form.

<NAME OF SCHOOL> Reference Request
Part of the Bordesley Multi Academy Trust

Private and Confidential

Referee Name

Referee's Position

Referee's Company

DATE

This matter is being dealt with by XXX

Direct Line XXX

Dear Mrs Laats

Reference Request for: XXX

The applicant above has been called for interview for the post of XXX at XXX and has given your name as a referee.

A copy of the person and job specifications for this post are enclosed for your information. I would be grateful if you could complete the enclosed questionnaire, which relates to the candidate's general suitability for employment and how you perceive they meet the criteria. If you wish, you may in addition send a letter or a supplementary sheet that outlines the candidate's suitability for the post in more detail.

It would be greatly appreciated if you could return your completed reference as soon as possible, either via email XXX or by post to XXX.

If you have any queries, please contact me on my direct line number.

Thank you for your assistance.

Yours sincerely

XXX

Enc.

Job Description

Person Specification

[Page Left Blank]

XXX - Person Specification

	Essential	Desirable
Qualifications	•	•
Experience	•	•
Professional Attributes	•	•
Professional Knowledge, Understanding and Skills	•	

XXX - Job Description

<Include the job Description Here>

Reference Request for the post of: XXX

Name of Applicant: XXX

Reference completed by: XXX

How long and in what capacity have you known the candidate?					
Please confirm the candidate's current salary and job title.					
Please tick the appropriate box	Strongly agree	Agree	Disagree	Strongly disagree	Unable to comment
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					
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 have any concerns in relation to the candidate's health, attendance and punctuality? If yes, please give brief details.				YES	NO

Please record any other comments that you would wish to make in relation to the applicant that you feel may not be reflected in the tick box grid or that would add qualification, clarification or context to your judgements.

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.

Signed:Date:.....

Position:Institution:

**PLEASE RETURN TO XXX SCHOOL
BY E-MAIL: [XXX](#), FOR THE ATTENTION OF THE HEADTEACHER**

Appendix D: MODEL Proforma Reference Request – Non-Teaching Staff

This form may be replaced with school's own form.

<NAME OF SCHOOL> Reference Request
Part of the Bordesley Multi Academy Trust

Private and Confidential

Referee Name

Referee's Position

Referee's Company

DATE

This matter is being dealt with by **XXX**

Direct Line **XXX**

Dear Mrs Laats

Reference Request for: XXX

The applicant above has been called for interview for the post of **XXX** at **XXX** and has given your name as a referee.

A copy of the person and job specifications for this post are enclosed for your information. I would be grateful if you could complete the enclosed questionnaire, which relates to the candidate's general suitability for employment and how you perceive they meet the criteria. If you wish, you may in addition send a letter or a supplementary sheet that outlines the candidate's suitability for the post in more detail.

It would be greatly appreciated if you could return your completed reference as soon as possible, either via email **XXX** or by post to **XXX**.

If you have any queries, please contact me on my direct line number.

Thank you for your assistance.

Yours sincerely

XXX

Enc.

Job Description

Person Specification

[Page Left Blank]

XXX - Person Specification

	Essential	Desirable
Qualifications	•	•
Experience	•	•
Professional Attributes	•	•
Professional Knowledge, Understanding and Skills	•	

XXX - Job Description

<Include the job Description Here>

NAME OF APPLICANT:

REFERENCE COMPLETED BY:

PLEASE CONFIRM THE FOLLOWING:

Candidate's Job Title:		
Dates of Employment:	From	To
Salary:		
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
Do you have any concerns in relation to the candidate's health, attendance and punctuality? If yes, please give brief details.	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. (PLEASE CONTINUE ON SEPARATE SHEET IF REQUIRED)

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.

Signed: Date:

Position:..... Institution:

PLEASE RETURN TO **XXX SCHOOL**

BY E-MAIL: **XXX, FOR THE ATTENTION OF THE HEADTEACHER, WITH A SIGNED COPY BY POST FOR THE ATTENTION OF THE HEADTEACHER**

Appendix E: 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	EEA Check	Right To Work Check	Overseas Check	Disqualification by Association	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	Additional Notes
Headteacher ¹										? ²													
Teachers on Leadership Pay Scale ¹										? ²													
Teaching Staff ¹										? ²													
Non-Teaching Staff ¹				? ⁴						? ²													
Casual Staff ¹				? ⁴						? ²													
Temporary Staff ¹				? ⁴						? ²													
Central Staff ⁵				? ⁴																			
Governors				? ⁴																			
Trustees & Members				? ⁴																			
Volunteers				? ⁴																			
Agency ⁶																							
Contractor ⁷																							

¹ 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)

² 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.

³ Staff who are directly concerned in the management of early or later years provision; Staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during the normal school day and outside of school hours for children in the early years age range; Staff who are employed to work in childcare provided by the school outside of the normal school day for children who are above reception age but who have not attained the age of 8.

⁴ A Barred list check can only be carried out for persons who engage in a regulated activity

⁵ Central Staff are to be recorded on OnlineSCR as type OTHER

⁶ See Appendix F for a list of check required for Agency Staff

⁷ See Appendix G for a list of checks required for Contractor Staff

Appendix F: 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)

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 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 Please insert details of any further checks carried out:		Required if staff member has lived or worked outside the UK

Professional qualifications 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 G: 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 196 and 197 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 198 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 199 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.