

Bolton Impact Trust

Safer Recruitment, Disclosure and Barring Policy

Reviewed By	R Leonard
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Supersedes	Safer recruitment, Disclosure and Barring March 2022
Amendments	Section 2.3 Added a section on online checks for shortlisted candidates

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1. Introduction

Safer recruitment processes are embedded practice across Bolton Impact Trust and all of its academies.

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

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

2. Recruitment and selection process

Advertising

When advertising any roles across the Bolton Impact Trust, we will make clear:

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

Application forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a reference to our academies' child protection and safeguarding policies

Shortlisting

Our shortlisting process will involve a minimum of 2 people and will:

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

Once we have shortlisted candidates, we will ask shortlisted candidates to:

Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:

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

Following shortlisting we will also undertake an **online search** on all applicants to confirm a candidate's eligibility, and to identify any potential safeguarding concerns or risks to the Trust's reputation. For example the search might reveal:

- A work history that doesn't match the CV and references provided
- An education history that doesn't match the stated qualifications
- Attitudes that suggest the candidate is unsuitable for the role or risks damaging the Trust's reputation

. The search will involve:

- Checking the following sites using the applicant's full name (and name of employer if appropriate)
 - Google
 - Twitter
 - Facebook
 - Instagram
- Only looking at public profiles on social media sites going back 5 years. We will not befriend candidates to look at their profiles and will not try to access restricted profiles. For candidates with a popular name we will only search 10-15 names to find the right candidate.

The person conducting the search will not be part of the interview panel and will not share irrelevant information. They will share any information with the chair of the interview panel that suggests the candidate:

- Poses a potential safeguarding risk
- Risks damaging the reputation of the trust or any of its academies
- Is unqualified for the role

Candidates will be given the opportunity to respond, during interview, to any incidents or issues that arise from the online searches.

All searches will be recorded and will include:

- Who carried out the search
- Which search terms were used and which sites were looked at
- The date and time of the search
- Details of any concerns raised and the response provided by the applicant (It shouldn't include any irrelevant personal information)

Seeking references and checking employment history

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

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed

- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

Interview and selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children including any concerning information as a result of the online checks
- Record all information considered and decisions made

3. Pre-appointment vetting checks/Single Central Record

In schools, a single central record of safeguarding checks for those who work within the school on a paid or voluntary basis must be maintained.

The record, as prescribed by Department for Education ('DfE') guidance, should include details of all staff employed at the school, whether directly or through an agency and volunteers.

This includes anyone else who is identified by the school as 'working or volunteering in regular contact with children'

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

DBS Filtering Rules

What has changed? From 29 May 2013 (updated December 2020) – a change in legislation means that certain old and minor convictions can be removed from the DBS certificate. Convictions that resulted in a custodial sentence will never be removed nor will certain serious convictions – more information can be found at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

New staff

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

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practical after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available

- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:
 - For all staff, including teaching positions: criminal records checks for overseas applicants
 - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked
- Check that candidates taking up a management position* are not subject to a prohibition from management (section 128) direction made by the secretary of state

* *Management positions are most likely to include, but are not limited to, Executive and Vice Principals, Finance Director, Academy Leads and Deputy/Assistant Academy Leads.*

If any of our academies work with children under the age of 8 we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Regulated activity means a person who will be:

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

Existing staff

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

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

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

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

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

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
- We will obtain the DBS check for self-employed contractors.
- We will not keep copies of such checks for longer than 6 months.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

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

If any of our academies work with children under the age of 8 we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006 for self-employed contractors such as music teachers or sports coaches. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Trainee/student teachers

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

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

If any of our academies work with children under the age of 8 we will ensure that in both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- For academies working with children under the age of 8 we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

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

Trustees Local Governors and Members

All trustees, local governors and members will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

The chair of the board will have their DBS check countersigned by the secretary of state.

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008). [Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Adults who supervise pupils on work experience

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

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

Positive Disclosures

The term 'positive disclosure' refers to a disclosure containing information relating to convictions, cautions, reprimands and so on, plus 'soft information' relating to non-convictions but which the police deem as relevant.

Positive disclosures concerning either job applicants or employed staff will be referred to the Executive Principal and Vice Principal, for making an assessment of whether the offence(s) listed are sufficiently serious to cause concern.

To aid the decision making process it may be appropriate for the Academy Lead, supported by the Trust Executive Principal or Vice Principal, to interview the applicant to verify the information received, prior to any judgements being made.

The assessment of the positive disclosure will be in accordance with the following checklist;

- the likely impact that the positive disclosure could have on the individual's ability to carry out the job role;
- the seriousness and nature of the offence(s);
- the nature of the appointment;
- the length of time since the offence(s) occurred;
- the number and pattern of offences;

- the applicant's age at the time;
- any explanation of the circumstances of the offence(s) that may already have been given
- concealment of the offence(s) at the application stage/non-disclosure of offences that occurred during employment
- the decision taken, based on the disclosure information received, will be recorded on the individual's personnel record.
- The Academy Lead is responsible for fully completing and submitting a risk assessment detailing the information documented on the DBS certificate to the Executive Principal or Vice Principal who will seek HR advice if required. The form is available in Appendix 2
- Where appointment or continued employment of an individual with positive disclosures proceeds, the record of decision will be retained permanently on the individual's personnel file and the DBS disclosure information will be retained securely for six months from the decision being made, in accordance with DBS Policy.

4. Appointment without full disclosure

Following an offer and acceptance of employment, employees should not normally commence working for Bolton Impact Trust until full clearances of all relevant pre-employment checks, including DBS clearance, have been received and checked.

Any decision for employment to commence prior to receipt of full pre-employment checks can only be taken, following consideration of a completed Safer Recruitment Risk Assessment Form (Appendix 2) based on the nature of work, the level of exposure to children, young people or vulnerable adults and the information provided on the application form. In all cases these decisions will be made by the Executive Principal or Vice Principal.

The contract of any employee appointed prior to receiving clearance should remain subject to this condition being met. Until such time as the DBS clearance is received, the employee will remain subject to robust control measures of which they will be notified.

The Academy Lead is responsible for monitoring the individual until clearance is received and ensuring progress on the DBS check is pursued at least every 14 days. The Executive Principal and Vice Principal remains accountable for this decision until the DBS clearance has been granted.

The Academy Lead is responsible for fully completing and submitting a risk assessment to the Executive Principal and Vice Principal for consideration in line with the guidance within this policy, who may seek HR advice if necessary.

5. Random renewal of enhanced DBS checks

The Bolton Impact Trust will, in each academy and within the central team renew around 10% of checks each year on a random sample basis, and routine renewals may also be undertaken due to the extensive work with vulnerable young people.

All staff at the Bolton Impact Trust are subject to enhanced DBS clearance and will be reminded of their duty to disclose convictions at the start of each academic year and as part of the induction process for new staff. This form can be found in (appendix 1)

6. Records of disclosure information

The Bolton Impact Trust recognises its obligations in relation to the handling, safe keeping and disposal of disclosed information and is committed to complying fully with the DBS Code of Practice in relation to safeguarding information received. The Code of Practice states that

disclosure certificates are to be retained for six months in a secure locked place or until the outcome of any recruitment decisions where there is positive information.

The following details of all DBS and vetting checks will be maintained for employed staff on the trust Every System

- the date of issue of a Disclosure;
- the type of Disclosure requested;
- the position for which the Disclosure was requested, where the holder has more than one post;
- the reference number of the Disclosure

7. Disqualification under the Childcare Act

People who have been convicted of certain offences are disqualified from providing childcare under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. This does not currently apply to staff at the Bolton Impact Trust however should this change, the following criteria will be followed.

The disqualification criteria include:

- inclusion on the Disclosure and Barring Service (DBS) Children's Barred List
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation)
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations
- refusal or cancellation of registration relating to childcare (except if the refusal or cancellation of registration is in respect of registration with a child minder agency or the sole reason for refusal or cancellation is failure to pay a prescribed fee under the 2006 act (regulation 4(1) of the 2018 regulations)), or children's homes, or being prohibited from private fostering, as specified in paragraph 17 of Schedule 1 of the 2018 regulations
- living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2018 regulations (note that regulation 9 only applies where childcare is provided in domestic settings, defined as 'premises which are used wholly or mainly as a private dwelling' in section 98 of the act, or under a domestic premises registration, including non-domestic premises up to 50% of the time)
- being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom The above list is only a summary of the criteria that lead to disqualification. Further details about the specific orders and offences, which will lead to disqualification, are set out in the 2018 regulations.

The regulations apply to staff who work in, or are directly concerned with managing:

- Early Years provision – birth until 1 September following a child's fifth birthday This includes education in nursery and reception classes, and/or any supervised activity

(such as breakfast clubs, lunchtime supervision and after-school care provided by the school) both during and outside school hours.

- Later Years provision – for children under 8) Covers staff who work in childcare provided by the school outside school hours for children under 8, including before-school settings such as breakfast clubs, and afterschool provision. This does not include education or supervision during school hours, or extended school hours for co-curricular learning activities, such as choir or sports teams. The regulations also apply to volunteers and casual workers who regularly work in, or manage these settings, whether they're supervised or not. Self-employed contractors, such as music teachers and sports coaches, and trainee teachers where they meet the criteria above.

The regulations do not apply to:

- Staff who only provide education, childcare or supervision for children above reception age during school hours
- Staff who only provide education, childcare or supervision out of school hours for children aged 8 or over.
- Staff who are not employed to directly provide childcare such as caretakers, cleaners, catering and office staff.
- Staff who are only occasionally deployed and not regularly required to work in relevant settings
- People involved in any form of health care provision
- Previously staff could also be disqualified because they lived in a household where another person who was disqualified lives or works. This no longer applies to schools and we will not ask staff questions about people they live with.
- Academy Leads are responsible for ensuring that anyone who falls within the relevant categories of staff is made aware of the legislation. There is not requirement for staff to make an annual declaration, but the letter should be issued to all new staff prior to them commencing employment.
- We will inform staff that when responding to questions about their cautions or convictions, they do not need to provide details about any convictions that are not relevant to the childcare disqualification legislation. Staff not in scope of the regulations cannot not be asked to complete a declaration.
- If we find out a member of staff is disqualified, we will inform Ofsted and must not continue to employ the individual in the setting from which they are disqualified. Disqualified staff may be able to apply to Ofsted for a waiver.
- We will keep a record of those staff who are employed to work in or manage relevant childcare provision. We will record the date on which the information about disqualification was provided and keep details of the checks as part of the single central record, or they may retain a separate record. Ofsted and the Independent School Inspectorates will check this as part of their routine school inspection process.

Appendix 1

Safer Recruitment, Disclosure and Barring Policy Declaration

Name:

Academy:

I confirm that I have received and read the Safeguarding, Disclosure & Barring Policy. I understand that failure to disclose criminal convictions, cautions, reprimands, bind-overs and any other police involvement that occurs during my employment with the school, both within and outside of working hours, may result in disciplinary action being taken and may ultimately lead to my dismissal.

Signed:

Date:

I confirm that I have not had any undisclosed criminal convictions, cautions, reprimands, bind-overs and any other police involvement within the past twelve months.

Signed:

Date:

Academy Lead Signature:

Date:

Appendix 2

SAFER RECRUITMENT RISK ASSESSMENT FORM

Record of Safeguarding Risk Assessment – for pre-employment (A) and positive DBS checks (B).

Full Name:	Date Of Birth:
Previous Names:	Academy:
Position:	

Section A. ACADEMY LEAD TO COMPLETE

Request for pre-employment start without DBS (the individual must not undertake any work (paid or unpaid) until this risk assessment has been considered and approved)

Please explain why you need the person to commence work prior to all checks being received.	
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Question	Applicable Y/N	Comment
Have at least two satisfactory written references been received?		
Has the application form been checked for gaps/anomalies?		
Has medical clearance been obtained for a new starter?		
Will the person be supervised at all times until satisfactory DBS clearance is received?		
Has the individual disclosed any cautions, convictions, warnings, etc.?		
If yes, at what stage were these disclosed?		
Further details: who was involved, when it occurred, what occurred, where incident/offence was committed, why it was committed. How does applicant now feel about incident or offence?		

Details of proposed measures to manage the 'risk' of this individual commencing work prior to their DBS being received		
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Section B. Academy Lead TO COMPLETE – POSITIVE DISCLOSURE (the individual must not undertake any work (paid or unpaid) until risk assessment considered and approved)

A DBS certificate has been returned and contains information which may be relevant to employment/ volunteering. This may not bar the individual from working with us; it will depend on the nature of the position applied for and circumstances at the time of the incidents or offences. We therefore require an explanation for these incidents or offences, as well as the circumstances around the individual at the time.

Please complete the following information with details from the original certificate, ensuring the individual is aware that to withhold information or to give false information may be regarded as an attempt to falsify records which constitutes gross misconduct and could lead to dismissal under relevant procedures.

DBS Certificate Issue date	
DBS Certificate Reference Number	

Offence or Incident 1:
Date of Offence or Incident:
Sanction:
Who was involved, when did it occur, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how the applicant now feels about the incident or offence.
Offence or Incident 2:
Sanction:
Who was involved, when did it occur, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how the applicant now feels about the incident or offence.
Offence or Incident 1:
Date of Offence or Incident:

Sanction:

Who was involved, when did it occur, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how the applicant now feels about the incident or offence.

Declaration by Applicant

I certify that the information contained in this document is true and complete. I understand that to knowingly make a false statement or omit information will result in my job or volunteering application being unsuccessful or, if employed, in my facing possible dismissal or other disciplinary action. I understand that this information will only be seen by persons' responsible for making a recruitment decision and will be held securely.

Signature:

Print Name:

Date:

Section C. Academy Lead TO COMPLETE IN ALL SITUATIONS

Question	Response Y/N	Comments
Did the applicant declare all the matters on their application form?		
Does the individual agree the information detailed on the DBS Certificate is correct?		
Were any offences work related or committed within the context of a work setting?		
Were any offences committed within the last 2 years?		
What is the individual's attitude to the offence/s now?		
Would they do anything differently now?		
Have the individual's circumstances changed since the conviction/s e.g. location/ friends/partner/education?		
Any mitigating circumstances e.g. immaturity, traumatic life event?		
Do the matters disclosed form any pattern e.g. repeat offences or repeat motivation (anger/financial/drugs/alcohol)		

Can applicant demonstrate any efforts not to re-offend?		
Does the post have any direct contact with the public and if so how vulnerable are they?		
Can safeguards be implemented to reduce/remove any risk e.g. no unsupervised contact?		
What supervision is available and how readily?		
Are you satisfied with the individual's explanation of the circumstances of the offence/s?		
Any further information Is there any other information relevant to this Risk Assessment regarding the candidate, the work itself or the location/environment where the activities will take place? <i>Give details All positive disclosures must be discussed with the candidate. Note down their explanation of the circumstances.</i>		

Level of Risk: Please complete the level of risk posed by appointing/employing the individual in this job. Give reasons.	
High Risk	
Medium Risk	
Low Risk	
Can protective measures be put in place to render the risk low? Yes / No	
Outline of the protective measures e.g. curtailment of access to children/information; additional supervision; change of work location; diversion to low risk tasks or training.	

Risk Assessment for name of individual completed by:

Signed (Academy Lead)

Date:

Print Name (Academy Lead)

Section D. Office Supervisor TO COMPLETE

	Y/N	Comment
Children's Barred List check completed against all known names?		
If yes, is Barred List check clear?		
Name of person undertaking Barred List check		
For Teachers & Governors in maintained schools, prohibition orders checked?		
If yes, is there a Prohibition Order in place?		

Section E. AUTHORISATION

Authorised by Executive Principal/Vice Principal/Chair of Trustees
Is this person suitable to start work based on the DBS information and risk assessment? Yes/No
Comments: (Reasons for decision)

Risk Assessment Authorised by:

Signed (Executive Principal/Vice Principal/Academy Lead):

Date:

Print Name (Executive Principal/Vice Principal/Academy Lead):

Disclosure information & documents relating to convictions should be retained by the Authorised signatory pending any appeal and for secure disposal thereafter. This form should be retained securely on the HR File for employees.

Appendix 3

Disclosure Form for Shortlisted Candidates

Self-declaration Form

POST APPLIED FOR:	Date:
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Surname:		Previous name(s) (if any):	
Forename(s):		Preferred title:	Date of birth:
National Insurance No:	Teacher Ref. No (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):	

In accordance with the current statutory guidance Keeping Children Safe in Education “it is vital that schools and colleges create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children”

Bolton Impact Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post, pre-employment checks will be sought and successful candidates will be subject to the receipt of two satisfactory references, an enhanced DBS check with a barred list check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request.

As you have been shortlisted, you are required to declare any relevant convictions, adult cautions, reprimands, warnings or other matters which may affect your suitability to work with children.

As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Please read the information attached before answering the following questions. If you are unsure whether you need to disclose criminal information, you may seek legal advice or contact “Nacro” or “Unlock” for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/>

or email helpline@nacro.org.uk or phone 0300 123 1999

Unlock - <http://hub.unlock.org.uk/contact/>

Or phone 01634 247350 Text 07824 113848

<p>1. Do you have any unspent convictions, adult cautions or warnings?</p> <p>Yes / No</p>
<p>If yes, please provide details here</p>
<p>2. Do you have any other cautions or convictions that would not be filtered?</p> <p>Yes / No</p>
<p>If yes, please provide details here</p>
<p>3.</p> <p>4. Are you included on the DBS children's barred list?</p> <p>Yes / No</p>
<p>If yes, please provide details here</p>
<p>5. (Teaching posts only) Are you, or have you ever been, prohibited from teaching (regardless of timeframe) by the TRA or sanctioned by the GTCE?</p> <p>Yes / No / Not Applicable</p>
<p>If yes, please provide details here</p>

<p>6. Have you been prohibited under Section 128 provisions? (In ANY management posts of independent schools - including academies and Free Schools or disqualified from holding office as a governor of a maintained school)</p> <p>Yes / No / Not Applicable</p>
<p>If yes, please provide details here</p>
<p>7. Have you lived or worked outside the UK for more than 3 months in the last 5 years?</p> <p>Yes / No</p>
<p>If yes, please provide details here</p>
<p>8. Are you subject to any sanctions relating to work with children in any country outside of the UK?</p> <p>Yes / No</p>
<p>If yes, please provide details here</p>
<p>9. <u>Applicants for posts in early years or later years childcare (wrap around care) only</u></p> <p>The Disqualification under the Childcare Act 2006 Regulations (2018) state that anyone employed to care for children in early years (children under the age of 5) or later years (wrap-around care for children under the age of 8) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list):</p> <ul style="list-style-type: none"> • Certain serious criminal offences • Court orders relating to the care of your own child • Being prohibited from private fostering

Do you have any reason to believe you are disqualified from working in childcare? Yes / No
If yes, please contact us for more information on the Regulations.

<p>Please complete the declaration below:</p> <p>I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file.</p> <p>Signed: _____ Date: _____</p>

Please note that:

- If successful in your application, this disclosure form will be stored securely in line with the school's retention policy, a copy of which is available upon request.
- If you are unsuccessful, this disclosure form will be stored securely and securely destroyed within 6 months of your application.