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	2	Academy specific appendices
	3	Academy personalisation required (in highlighted fields)

Summary of Changes from Previous Version

Version	Date	Author	Note/Summary of Revisions
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1. INTRODUCTION

Place Partnership (the 'Trust') has at its core a commitment to deliver outstanding education across its academies and as such the Trust wants to ensure that the best people are recruited. When making recruitment decisions, the Trust ensures the children, young people and adults at risk across the Trust are safeguarded from harm by:

- Making sure the Trust/Academy's commitment to safeguarding children and vulnerable people is strongly promoted in order to deter unsuitable people;
- Having robust safeguards in place throughout the recruitment process to flag up candidates who may be unsuitable to work with children and vulnerable people and reject them;
- Take up references (with candidate's consent) and complete all relevant pre-employment checks for shortlisted candidates to prevent unsuitable people from being appointed; and
- Monitor new employees during the induction and probationary period to observe their behaviours and attitudes and following induction and successful probation, implement an appropriate system of supervision and appraisal.

This policy has been developed in line with the statutory safeguarding guidance Keeping Children Safe in Education (KCSIE) from the Department for Education (DfE). This policy has been adopted by the Trust for use in its academies and all Shared Services Teams and applies to all staff working within the Trust.

Relevant Legislation and Guidance:

- Keeping Children Safe in Education 2026 (KCSIE).
- Safeguarding Vulnerable Groups Act 2006.
- Education (Health Standards) (England) Regulations 2003.
- Education Act 2002.
- Equality Act 2010.
- Protection of Freedoms Act 2012.
- DBS Code of Practice (amended 2016).
- Rehabilitation of Offenders Act 1974 (exceptions order 1975) (as amended 2013 and 2020).
- UK General Data Protection Regulations (UK GDPR) 2018.

2. PURPOSE, SCOPE AND PRINCIPLES

PURPOSE

The purpose of this Policy is to set out the Trust's recruitment process. The recruitment process aims to:

- Recruit and develop outstanding practitioners and professionals;
- Ensure that the recruitment of both permanent and fixed term staff (including voluntary staff) is conducted in a fair, effective and efficient manner;
- Ensure that all relevant equalities legislation is adhered to;
- Ensure that staff deal professionally and equitably with all external and internal candidates at all stages of the process.

SCOPE

The Policy applies to all employees of the Trust and any colleagues, Governors or Trustees who are responsible for and involved in the recruitment and selection of staff and volunteers.

All posts and recruitment to posts must be approved by the Chief Executive Officer and/or a designated Executive Leader and agreed with the Academy Leader through the appropriate authorisation process before any formal recruitment process commences, as the ultimate responsibility for appointments lies with the Academy Leader/ Executive Leader as applicable.

All Academy and Executive Leader posts/recruitment must be agreed by the Chief Executive Officer and Board of Trustees. Recruitment to the CEO role will be approved by the Board of Trustees in line with the principles set out in the Executive Pay Policy, a copy of which can be found on HR SharePoint or from HR Shared Services on request.

PRINCIPLES

The following principles apply:

- All applicants will receive fair treatment and a high-quality service.
- The job description and person specification are essential tools and will be used throughout the process.
- Employees will be recruited on the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel with at least two members and wherever possible a minimum of three members. At least one panel member will have completed Safer Recruitment training within the last 3 years on the recruitment and selection process.
- Wherever possible the Trust will seek to establish a panel that has a gender and ethnicity balance.
- Appointment will be based on a minimum of a completed application form, short listing and interview, and receipt of at least two suitable references.
- Monitoring and evaluation are essential for assessing the effectiveness of the process.
- Internal opportunities within the same Academy/Shared Services and temporary to permanent posts will be advertised for a minimum of 48 hours and will be based on a minimum of an expression of interest letter, shortlisting and an interview, noting that the Restructure & Redundancy Policy will be applied in circumstances where any employees are at risk of redundancy.
- All external opportunities will be advertised for a minimum of 7 calendar days unless exceptional circumstances dictate a shorter period, e.g. a quick advert around teacher resignation dates. The Equality Act (2010) makes it a requirement to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

3. EQUAL OPPORTUNITIES

The Trust is committed to providing equality of opportunity for all applicants, ensuring that all stages of the recruitment and selection process are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of any protected characteristic (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation). The Trust acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the equalities legislation is the foundation for all its activities.

DISCRIMINATION AGAINST APPLICANTS

An applicant can allege discrimination against an employer even though there is no direct employment relationship. This is particularly pertinent in the recruitment process whereby a potential applicant, or selected candidate may claim discrimination on the grounds of a protected characteristic (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation). All actions and documents involved in the process must be free of any criteria that could be interpreted as being discriminatory within the terms of legislation.

For more information, please refer to the Trust's Equality and Diversity Policy which is available via the People & HR SharePoint page or on the Trust's website at Policies & Statutory Documents | Place Partnership.

TYPES OF DISCRIMINATION

The Trust adheres to this policy and all other policies in respect of employment practice.

The Trust ensures all leaders are appropriately trained on safer recruitment practice to avoid any potential for discrimination.

Direct Discrimination occurs when someone is treated less favourably than others would be treated in the same, or similar, circumstances on the grounds of a protected characteristic as outlined in The Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation).

Indirect Discrimination occurs when a requirement or condition is applied which has a disproportionately adverse effect on a group of people on the grounds of a protected characteristic as outlined in The Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation).

Examples include:

- Insistence on British qualifications without consideration of equivalents may disadvantage those born in another country.
- A requirement that candidates must have 10 years continuous employment/service/experience would exclude more women than men due to the likelihood of women taking time away from work to raise a family.

LIABILITY FOR DISCRIMINATION

Liability for unlawful discrimination rests with the employer and/or any workers who are found to have discriminated. For example, anyone participating in the recruitment process, including panel members, could be liable if an allegation of discrimination is proven.

Applicants have up to 3 months, following the recruitment process, to make a complaint.

The fact that a person may not have intended to discriminate against someone is irrelevant and would not constitute a defence.

DEALING WITH COMPLAINTS

If a complaint is received by the Trust, it should be dealt with in line the with the Trust's Complaints Policy (for external applicants), a copy of which is available on the Trust website at Policies & Statutory

Documents | Place Partnership or the Trust's Grievance Policy (for employees) a copy of which can be found on the People & HR SharePoint.

Advice can be sought from the Trust's People & HR Shared Services Team on the most appropriate mechanism within which to deal with the concern/complaint/grievance.

It is important to bear in mind that a complaint of discrimination may lead to a claim against an individual, the process or a claim to an Employment Tribunal and should the Employment Tribunal decide that the complaint is well founded, damages may be awarded against the employer.

In cases of discrimination the amount award is unlimited.

BURDEN OF PROOF

It is important to note that if a complainant establishes facts that they were treated less favourably on the grounds of Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation, the employer will have to prove that the difference in treatment was not due in any way to unlawful discrimination. If the employer cannot do this, the Employment Tribunal will uphold the claim.

GENUINE OCCUPATIONAL REQUIREMENTS (GOR)

As a general rule, it is unlawful to specify that you require somebody of a particular sex or race, however, in exceptional circumstances there may be a genuine occupational requirement (GOR) for the position. Such requirements are acceptable in instances, for example:

- Where the job needs to be held by a man or woman to preserve privacy and decency.
- Where the essential nature of the job calls for a man or woman by reason of his or her physiology.
- Where being of a particular racial group is a genuine occupational qualification e.g., providing care/welfare services to a racial group and those services can be best provided by a member of that racial group.
- The religious character of the school.

In the event of the GOR rule applying, this must be stated on the advertisement and job details.

GORs are always open to challenge and if an employer is challenged, the burden of proof lies with the employer to show that a GOR applies to the job at issue. But it is only an Employment Tribunal who can give an authoritative ruling as to whether or not a GOR is valid. Advice should be sought from the People & HR Shared Services Team before proceeding with any plans to advertise a post using GOR provisions.

PRE-RECRUITMENT PROCESS

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the Academy/Trust. The first experience an individual has is important, therefore all those responsible for recruiting will endeavour to:

- Engage professionally and positively with all applicants.
- Ensure applicants are provided with a clear outline of the post and what is expected of them.
- Ensure the process provides a high quality of candidates.

ADVERTISING POSTS

Advertisements for posts, whether online, in third party outlets, or local press and outlets will include information on DBS requirements based around the following statement:

'Place Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure and Barring Service (DBS) check and checks of the relevant barred list/prohibition lists.'

All adverts will also state:

'Place Partnership is committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high quality colleagues from all backgrounds and across all job roles.'

Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details' information.'

4. RECRUITMENT INFORMATION

All applicants will have access to recruitment information, including the following:

- A statement of the Trust's commitment to ensuring the safety and wellbeing of pupils (advert and role description).
- Our policy statement on the employment of ex-offenders (available on Trust website);
- Role Description (in recruitment brochure).
- Information on the selection procedure for the post (included in invite to interview letter).
- An application form (either through the Trust's Applicant Tracking Software (ATS) or a downloadable version).

The Trust's website also provides access to the following relevant and associated policies which can be found at Policies & Statutory Documents | Place Partnership:

- Child Protection & Safeguarding Policy.
- Safer Recruitment Policy.
- Whistleblowing Policy.
- GDPR Policy.
- Staff Workforce Privacy Notice.

5. APPLICATION FORM

All prospective applicants must complete, in full, an application form, electronically via the Trust's Applicant Tracking System (ATS). A standard Place Partnership Application Form will be used to obtain a common set of core data for all applicants. Where applicants may be unable to use the ATS a downloadable template can be provided.

The application form includes a statement that the information provided is true. The application form will include the following:

- Personal details, current and former names, current address and national insurance number.
- Details of the applicants present (or most recent) employment and reason for leaving.
- Full employment history (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment.
- Qualifications, the awarding body and date of award.
- Details of referees/references (see below for further information).
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.
- A statement informing the applicant the Trust will conduct an Online Search prior to interview for shortlisted candidates.

CV's or general letters of application will not be accepted either electronically or by post as they present only the information the candidate wants to be seen and can omit important details. CV's also make it difficult to compare candidates fairly because they are all individual in both content and layout.

Application forms and supporting information will be scrutinised fully and explored with the applicant where necessary to resolve any discrepancies or anomalies.

Where an existing employee wants to apply for an externally advertised role, they will still need to submit their application for the post to ensure that all required information is completed and in the standard format and all appropriate pre-employment checks can be completed as normal.

Where a role is advertised for internal applicants only, existing employees will need to submit an expression of interest for the position to the HR Shared Services Team, the length and criteria for each application process would be detailed in the job advert.

6. ROLE DESCRIPTION AND PERSON SPECIFICATION

AN ACCURATE ROLE DESCRIPTION IS REQUIRED FOR ALL POSTS

Before any post is advertised, an up-to-date role description will be prepared. It will describe fully and in plain, non-discriminatory language, the responsibilities and duties of the post. A Role Description will include:

- The job title.
- The title of the role they will report to.
- The titles of roles who will report to the post-holder (where applicable).
- The purpose of the job.
- The main duties and responsibilities of the role.
- The salary grade/range.
- The postholder's individual responsibility to safeguard and promote the well-being of children and young people in their care.
- Where a post is in regulated activity, this must be stated in the job description.
- If the post falls within the Childcare Regulations, this will be stated in the job description.

Job descriptions will be based on the needs of the Academy/Trust/Shared Services Team as applicable and include a review of any previous job description in place for the post. Reviewing and evaluating job descriptions will be facilitated by the following colleagues:

- HR Advisors/HR Operations Manager or HR Partners and/or

- Chief People Officer/Executive Leaders.

A range of role descriptions for Associate Professional & Teaching staff, which meet thorough Equal Pay criteria, are available from the HR Shared Services Team.

All support staff positions with a new or significantly amended role description and person specification must be evaluated for grade purposes by the HR & Shared Services Team before recruitment can take place.

Role descriptions will be reviewed by the HR & Shared Services Team at the point of advertising a vacancy. At which point, the Role Description will detail the last date of review.

PERSON SPECIFICATION

A Person Specification is required for all posts and should be prepared alongside the job description.

A Person Specification will include:

- The knowledge, skills, experience, qualifications, and any other requirements needed to perform the role in relation to working with children and young people and whether they are essential or desirable criteria.
- The competences and qualities that the successful candidate should be able to demonstrate.

Care should be taken to ensure that the person specification is free of any criteria that could be interpreted as being discriminatory such as age limits, physical requirements etc.

An up-to-date person specification is an essential feature of the recruitment process and should be produced for all vacancies. It is essential in enabling a shortlist of applicants to be drawn up and a final selection to be made, based on fair, equitable and consistently applied criteria. It will ensure, as far as possible, that the right person is appointed to the position.

Person Specifications will be reviewed by the HR Shared Services Team at the point of advertising a vacancy alongside the review of the Job Description.

7. REFERENCES

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will always be sought and obtained directly from the referee and preferably from a senior person with appropriate authority, not just a colleague.

If a candidate's current employer is a school or an academy, references should always be either from or have approval from the Headteacher/Principal.

References will be requested by the HR Shared Services Team following an applicant being shortlisted and providing the applicant has given permission to do so prior to an offer of appointment being made.

All applicants must provide at least two employment references when applying for a role within education. One reference should be a current or most recent employer. Where two employment references are unavailable, candidates may provide the details of one employment reference and one character reference. Two references from the same organisation are not accepted.

If candidates have previously worked with children (paid or voluntary), at least one reference should be from the person or organisation that employed them, even if it is not their current or most recent employer.

If an applicant doesn't consent to a reference request being sent prior to an interview, then references will be sent out following a provisional offer of appointment being made and accepted.

Open references will not be relied upon. References will only be accepted from legitimate email addresses. References will always be sought and obtained directly from the referee and will not be accepted directly from the applicant.

References will be scrutinised, and any concerns will be resolved satisfactorily before the appointment is confirmed.

References will be sought on all shortlisted candidates and will be obtained before interview, wherever possible, so that any issues of concern can be raised and explored further with the referee and taken up with the candidate at interview. Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges, and the candidate can be provided with a copy on request.

References will always ask specific questions about:

- The candidate's suitability for working with children and young people.
- Any disciplinary action, including time-expired warnings that relate to the safeguarding of children and young people.
- Any proceedings under the formal capability procedure.
- The candidate's suitability for the post.

References will be checked to ensure that all specific questions have been answered satisfactorily and where required the referee will be contacted to obtain clarification in order to ensure sufficient information is obtained.

References will also be compared to information provided by the applicant in their application form and during the interview and selection process. Any discrepancies will be discussed with the individual.

All offers of appointment are made subject to a minimum of two satisfactory references, a satisfactory enhanced DBS check and satisfactory completion of all other pre employment checks as detailed in the provisional offer of appointment letter from the Trust.

A copy of references will be retained on the successful applicant's personnel file for the entirety of their employment plus 6 years after their departure.

8. EQUALITY AND DIVERSITY MONITORING

The Trust will monitor all applications and appointments against the protected characteristics as defined within the Equality Act.

Panel members will not have access to this information, as it will be separated from the application form prior to the shortlisting stage as it forms no part of the selection decision.

The Recruiting Manager and Chair of Panel will however be informed by HR Shared Services if any candidates have a disability in order to support any reasonable adjustment requests during the interview process.

9. SHORTLISTING

Shortlisting of candidates will be against the job description and person specification for the post.

There must be consistency between members of the interview panel and those involved in the shortlisting process. The Trust will ensure that at least two people carry out the shortlisting process (and it is recommended that those who shortlist carry out the interview for a consistent approach). They will:

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

All materials for shortlisting exercises for both successful and unsuccessful shortlisted candidates must be completed and stored securely in the event of successful and unsuccessful candidates requesting feedback.

Unsuccessful candidates' feedback will be stored securely for 6 months before being securely destroyed in line with the Trust's Retention Policy.

Successful candidates shortlisting and interview documents will be stored on the applicant's personnel file for the duration of their employment plus 6 years after their departure.

One member of the shortlisting panel must be Safer Recruitment trained.

DECLARATION OF INTERESTS

It is the responsibility of any employee involved in the selection process to declare an interest in a candidate as soon as they become aware of it. Interests include personal and professional connections to applicants.

Applicants are also required to declare any personal, professional or financial connections or relationships with members of the Board of Trustees, Members, Academy Education Committees, Trust Shared Services Team or any member of staff across the Trust on their application form.

Where any declaration of interests are identified, a decision will be taken on a case-by-case basis as to whether adjustments need to be made to colleagues involved in the selection process.

ADDITIONAL CHECKS FOR SHORTLISTED CANDIDATES

Self-Declaration & Disclosure Form

Shortlisted candidates will be asked to complete a self-declaration of their criminal record and information that would make them unsuitable to work with children. For example:

- If they have a criminal history.
- Whether they are included on the barred list.
- Whether they are prohibited from teaching.
- Whether they are prohibited from taking part in the management of an independent school.
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales not the law of their country of origin or where they were convicted.
- If they are known to the police and/or children's social care.

- If they have been disqualified from providing childcare.
- Any relevant overseas information.

This information will only be requested from applicants who have been shortlisted.

The information will not be requested in the application form to decide who should be shortlisted.

The purpose of the self-declaration and disclosure form is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

Online Searches

Keeping Children Safe in Education states that:

"…as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview."

All shortlisted candidates must have an online search completed prior to interview. Candidates are informed of this via the narrative in the Application Form.

This search will be conducted by a member of the HR Shared Services Team who will not be involved in the recruitment process. A consistent approach will be taken, and the results will be recorded in the 'Online Search Record' Form. All colleagues undertaking online searches have completed the relevant training in order to conduct the search and use the Trust's standard template and guidance for completing the search to ensure appropriate parameters are applied and safeguards are in place.

The purpose of the online search is to help identify any incidents or issues relevant to suitability to work with children, that have happened and are publicly available online, which we may want to explore with the applicant at interview. If something is discovered, it will only be shared with the Principal/Executive Leader as applicable for the interview process in the first instance.

10. INVITATION TO INTERVIEW

Candidates will be telephone called and invited to an interview (reasonable adjustment can be put in place where this may not be appropriate). Candidates will then receive written correspondence confirming the details of the interview/assessment process and any other selection techniques as well as asking whether the Trust needs to make any reasonable adjustments in order to facilitate the candidate attending and participating in the interview and selection process.

This part of the process will also be an opportunity for candidates to ask any questions prior to the interview process.

11. THE SELECTION PROCESS

INTERVIEW PANEL

The interview panel will be identified prior to the posting of the job advert, ensuring that at least one member of the interview panel has completed Safer Recruitment Training within the last 3 years. Details of which must be recorded on the interview scoring matrix documentation.

Any person with a personal or pecuniary interest in the appointment of a particular applicant must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision making.

SELECTION PROCESS

Selection processes will be determined by the nature and duties of the post, but all vacancies will require a minimum of an interview of shortlisted candidates. (Except where an internal redeployment scenario may be taking place – in which case please refer to the Restructure & Redundancy Policy).

All interview questions will be recorded on an Interview template and scoring matrix template.

Scoring will be carried out objectively, with the highest scoring candidate being offered the position in the first instance.

Interviews will always be face to face. This may include the use of technologies to facilitate this process when candidates are currently living and/or working abroad or at large distances away from the interview location within the UK and unable to travel (e.g. Microsoft Teams, Zoom).

During the interview, the panel will ask candidates to:

- Explain satisfactorily any anomalies or discrepancies in the information available to the panel which has not been explained already on their application for.
- Declare any information that is likely to appear on the DBS disclosure, which has not been disclosed already on their application form or self-disclosure form.
- Discuss any information they have provided to the Chair of Panel in relation to relevant cautions / convictions.
- Declare any potential conflicts within the recruitment process such as relationships to panel members/employees of the Trust/Board of Trustees/Members/Academy Education Committees.
- Demonstrate their ability to safeguard and protect the welfare of children and young people. This will include at least one question around safeguarding asked by the interview panel.
- All candidates will be subject to the same interview questions and assessment tasks specific to the role.
- Declare any reasonable adjustments that would be needed to fulfil the role.
- Declare any circumstances within which they know of at that time that may prevent them from completing the role and maintaining good attendance.
- Candidates may also be asked individual questions relating to gaps in their employment history, relevant criminal history, information in their references that require clarification, or follow up questions for further clarity.
- Confirm whether they are content with the selection process followed in terms of fairness and whether they are still a firm candidate for consideration.

12. PRE-EMPLOYMENT CHECKS

An offer of appointment will be conditional, and all successful candidates will be required to:

- Verify their identity (this includes being aware of the potential for individuals changing their name and best practice is checking their name on their birth certificate where this is available).
- Obtain an enhanced DBS certificate (including children's barred list information for those engaged in regulated activity) and receive satisfactory clearance.
- If using the DBS Update Service, the original physical DBS certificate will be requested to be seen by the HR Shared Services Team.
- Provide proof of professional status.
- Provide original certificates of relevant and required professional qualifications.
- Complete a confidential health questionnaire (in accordance with KCSIE) to verify their mental and physical fitness to carry out their work responsibilities and submit this to the Trust's Occupational Health provider if required.
- Provide proof of the right to work in the UK, including EU nationals.
- Provide an Overseas Criminal Record Check from the country that they worked where the candidate has lived or worked overseas. For more information, please refer to Criminal records checks for overseas applicants - GOV.UK - note it is the candidate's responsibility to provide this information.
- Have a clear Prohibition Order Check - all teachers and associate professional staff whose posts fall within the remit of the Teacher Prohibition Order will be checked against the relevant restricted link.
- Have a clear Section 128 Check – all persons appointed to a post involved in the management of an Academy (management position as an employee, Trustee, Member or Governor with delegated management responsibilities) will have a Section 128 Check completed.

Teachers that have worked abroad may be able to provide proof of their past conduct as a teacher issued by the professional regulating authority in the country in which they worked. Where available, this evidence should be considered alongside other information obtained through other pre-employment checks to help assess their suitability.

If the post falls within the Childcare Regulations, successful candidates will be required to confirm that they are not disqualified from early - or later - years childcare under the Child Care Act.

All satisfactory pre employment checks will be:

- Confirmed in writing.
- Documented and retained on the employees personnel file in line with the Trust's data retention requirements.
- Recorded on the Single Central Record (SCR).
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will not commence until all checks and procedures have been satisfactorily completed.

DBS CHECKS

Individuals appointed by the Trust will be required to have a satisfactory Enhanced DBS with barred list check carried out as part of the pre-employment checks process. This process provides information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC) regardless or not of whether they are spent under the Rehabilitation of Offenders Act 1974. In addition, an enhanced DBS check will also include any approved information held by the Police which a chief officer reasonably believes to be relevant and considers ought to be disclosed to the employer.

The barred list check also enables the Trust to see whether the individual appears on the children's barred list and is therefore unsuitable to work with children.

All DBS report outcomes are sent directly to the HR Shared Services Team upon completion of the certificate. This report contains the issue date and certificate number and must be recorded on the SCR prior to the individual commencing employment.

Where the individual has not received their DBS certificate prior to their start date, the Trust must complete a risk assessment with the individual and ensure they are appropriately supervised in their role and all other pre-employment checks have been completed, including a separate children's barred list check. This must remain in place until the DBS certificate has been received, and the Trust has seen the original certificate.

Where information is contained within the DBS, this will be discussed with the individual in order to carry out an assessment of any risk this poses. Information contained within the DBS certificate does not automatically mean that an individual is unsuitable for employment. A decision on suitability will be made following a risk assessment being completed with the individual in order to record the discussion and the outcome reached. It is important to consider what information was disclosed by the individual at each stage of the recruitment process (application, interview) as part of this process as well as the role that the individual has applied for.

The risk assessment will be completed through discussion with the individual and signed off by the Principal/Executive Leader/HR Shared Services as applicable.

The Trust does not require DBS certificates to be renewed at a set interval.

N.B. The Trust will be committing an offence if it allows an individual to carry out any form of regulated activity if they know or have reason to believe that the individual is barred (Safeguarding Vulnerable Groups Act 2006).

DBS UPDATE SERVICE

Individuals can register for the DBS Update Service at the point they are issued with their DBS certificate. This enables future status checks to be carried out to confirm that no new information has been added to the certificate since its issue and provides portability across employers. There is an annual fee for this service which is the responsibility of the individual to pay.

Before checking the DBS Update Service, the Trust must obtain consent from the individual, confirm the certificate matches the individual's identity and see the original DBS certificate to ensure it is at the appropriate level of check.

Where applicants are already signed up to the DBS Update Service, and providing the individual consents, the Trust can access the Update Service in order to check the individual is suitable for employment to work with children. The date this check was completed should be recorded on the SCR. The Trust would also need to see the original physical DBS certificate. There is no requirement in this scenario for the Trust to undertake their own DBS check.

TEACHER PROHIBITION ORDER CHECKS

Prohibition Order Checks prevent a person from carrying out teaching work in schools and other specified settings. A person who is prohibited must not be appointed to a role that involves teaching work in such establishments.

The Teachers' Disciplinary (England) Regulations 2012 define each of the following activities as teaching work:

- Planning and preparing lessons and courses for pupils.
- Delivering lessons to pupils.
- Assessing the development, progress and attainment of pupils.
- Reporting on the development, progress and attainment of pupils.

The regulations provide that these activities do not constitute teaching work if they are carried out under the direction or supervision of a qualified teacher or other person nominated by the Academy Leader to provide such direction and supervision.

If an existing employee's role changes to a Teaching Assistant post, or a post that includes undertaking unsupervised and undirected teaching work (e.g. HLTA), this check will be completed if it hasn't already been done so. This also applies when an individual indicates they have qualified teacher status and/or have worked as a teacher previously but are applying for an associate professional staff post such as a Teaching Assistant. In such circumstances, a Prohibition Order Check will be completed.

N.B. A Prohibition Order would not necessarily prevent someone from being considered for a Teaching Assistant role. This would be discussed with the individual as part of the risk assessment process.

Teacher prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency (TRA). The Secretary of State is able to issue an interim prohibition order if it is considered to be in the public interest to do so.

To complete this check, authorised persons at the Trust will log into Teacher Services on the Secure Access Portal and conduct a 'teacher status check'. This process will also verify the teacher's Qualified Teacher Status (QTS) and the completion of the teacher induction.

Providing this check is satisfactory, the authorised person will record the date this check was completed on the Single Central Record (SCR). Where issues are raised, this will be brought to the attention of the Academy Leader at the earliest opportunity. The Academy Leader will arrange to discuss the concerns with the individual and will make a record of this discussion and the outcome reached.

As a matter of best practice, the Trust undertakes Prohibition Order checks for all staff, regardless of role. Whilst this check is completed for all appointments, a Prohibition Order may not preclude a candidate from being appointed to an Associate Professional role that does not involve teaching duties.

SECTION 128 DIRECTION CHECKS

A Section 128 direction prohibits or restricts an unsuitable individual from taking part in the management of an independent school, including academies and free schools.

An individual who is subject to a Section 128 Direction is unable to:

- Take up a management position in an academy or free school as an employee.
- Be a Trustee of an Academy/Trust or free school Trust.
- Be a governor on any governing body in an Academy or free school that retains or has been delegated any management responsibilities.

Individuals involved with management as part of their duties include Academy Leaders, Executive Leaders, any teaching positions on the Senior Leadership Team (SLT) and any teaching position which carry department leadership.

When recruiting for other posts such as teachers with additional responsibilities, these may fall under the requirements of section 128, but it depends on the facts of each case. In such cases, advice should be taken from the HR Shared Services Team to ensure that appropriate pre-employment checks are completed in advance of employment commencing.

A section 128 Direction will show on an enhanced DBS check with barred list information, provided that 'children's workforce independent schools' is specified in the parameters for the barred list check. However, the Teachers Services system via the Secure Access Portal should also be checked as the DBS route cannot be used for individuals not involved in regulated activity (e.g. a Governor on a Governing Body in an Academy/free school or Trustee of an Academy or free school Trust).

Providing this check is satisfactory, the authorised person will record the date this check was completed on the SCR. Where issues are raised, this will be brought to the attention of the Academy Leader at the earliest opportunity. The Academy Leader will arrange to discuss the concerns with the individual and will make a record of this discussion and the outcome reached. The individual can be accompanied at this meeting by their trade union representative if they wish to do so.

OVERSEAS CHECKS

Where an individual has worked or lived outside of the UK for periods of time (usually for 3 months or more in the last 5 years), the Trust must complete the standard pre-employment checks as outlined above, but in addition must also make further checks so that any relevant events that have occurred outside the UK can be considered when making a recruitment decision. Consideration must also be given to what the individual has been doing during the period of time outside of the UK and what they have been doing since their return to the UK.

If a restriction has been imposed by another EEA regulating authority, it does not prevent an individual from taking up a teaching post in England, but the Trust must consider the circumstances that led to the restriction/sanction being imposed when considering the individual's suitability for employment.

Since 1 January 2021, following the UK's exit from the EU, professional regulators in the EEA (EU, Iceland, Liechtenstein and Norway) no longer share information about sanctions imposed on EEA teachers with the Teaching Regulation Agency (TRA). The TRA therefore no longer maintain a list of EEA teachers with sanctions.

The Trust is required to seek information from an individual's criminal history from their country of origin or in which they have been working and/or travelling. The individual must provide a certificate of good conduct (or similar) from the relevant authorities. It is often sensible and most time effective for the individual to apply for/obtain this from the country prior to returning to the UK as it sometimes needs to be requested in person.

N.B Overseas checks must be completed prior to an individual commencing employment.

The Home Office has published guidance on criminal checks for overseas applicants and guidance on employing overseas trained teachers. This can be accessed via the www.gov.uk website.

In some circumstances, an individual may commence in post if the check has been applied for but not yet received. An Overseas Risk Assessment will be completed and put in place until the check is returned. This is subject to all other pre-employment checks being completed satisfactorily.

QUALIFICATIONS FROM OVERSEAS

Where an individual has obtained qualifications from outside of England or the UK, it is important to ensure that they meet the required standards within the UK. This is not always a straightforward process, and relevant checks must be made prior to the confirmation of any appointment being made.

Useful sources of information are The UK national agency for international qualifications and skills at www.enic.org.uk and www.gov.uk. Advice from the HR Shared Service Team should be sought if there is any doubt over whether a qualification is officially recognised within the UK especially where this is an essential criteria for the post.

13. SKILLED WORKER VISA

Since 1 January 2021, as a result of leaving the European Union (EU), free movement with the EEA is no longer possible and a new immigration system applies equally to both EU/EEA and non-EU/EEA citizens who wish to work, live or study in the UK. This means that EU/EEA nationals arriving in the UK since 1 January 2021 need a visa to live and work in the UK.

Irish citizens continue to be able to enter and live in the UK as they did previously.

Since 1 January 2021, the visa type required is called a 'Skilled Worker Visa' and it requires the employer to sponsor the individual for a specific role and visa. The system is a points-based system, and an applicant has to receive a minimum of 70 points which they get through:

Being sponsored;

- The role being at the appropriate skill level.
- Meeting the English Language requirement.
- Meeting the required salary level.

If an applicant indicates that they think they are eligible as a Skilled Worker and are seeking sponsorship from the Trust to work in one of our academies, they must contact the HR Shared Services Team for further information and advice as soon as possible.

14. INDUCTION

All staff and volunteers who are new to the Trust will receive information on the safeguarding policy and procedures, the Whistleblowing Policy, the Data Protection Policy and guidance on safe working practices as part of their induction training. All policies are available via the People & HR SharePoint site.

All new staff will complete mandatory training in relation to:

- Safeguarding.
- The Prevent Duty.
- Online Safety.
- Equality, Diversity and Inclusion.
- Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
- Health & Safety (including Fire Safety Awareness Training).
- Preventing Sexual Harassment in the Workplace.

All successful candidates will undergo a period of monitoring through the Trust's Probationary Policy and will:

- Meet regularly with their line manager.
- Attend any appropriate training.

15. AGENCY AND THIRD-PARTY STAFF (SUPPLY STAFF)

The Trust will only use those agencies which operate Safer Recruitment procedures and are on the Government Commercial Agency (GCA). The Trust must obtain written confirmation from any agency, third party organisation or contractor that all relevant safeguarding and pre-employment checks have been satisfactorily completed, this should also include confirmation that an online search has been completed.

In relation to an enhanced DBS certificate, the written confirmation must confirm a certificate has been obtained by the employer (e.g., the agency, the contractor firm). Where a position requires a barred list check (where an individual will be engaged in regulated activity), this must also be included in the confirmation from the agency, third party organisation or contractor.

As outlined in KCSIE, where an enhanced DBS certificate discloses any matter or information, or information has been provided to the agency, third party organisation or contractor, the Trust must obtain a copy of the certificate from the agency.

All of the above checks must be completed and confirmed in writing to the Trust prior to the individual arriving at the relevant site for work.

The Trust will carry out identity checks when the individual arrives at the Academy/Trust in order to ensure the person presenting to them is the same person that the checks have been confirmed for. This will involve checking the individual's identification by seeing a driving licence (photo card) or passport or company photo ID card. Under no circumstances, should supply/agency staff be asked to bring their DBS certificate with them for school staff to check on arrival.

Academies must notify the HR Shared Services Team immediately if there are any safeguarding issues with supply staff.

From September 2026, the Trust will only use agencies that are part of the GCA Framework. An approved list of agencies will be provided to academies within the Trust.

16. SELF-EMPLOYED STAFF

Where an individual is required to work in the Trust and has self-employed status, it will be necessary for relevant checks to be completed prior to them providing their services to the Trust. This includes identity checks and ensuring that they have the right to work in the UK.

If they are going to be engaged in regulated activity, working unsupervised or could fall within the categories of frequent or intensive, consideration should be given to obtaining a DBS certificate for the individual as self-employed individuals are not able to make an application directly to DBS.

However, the Trust recognises that this process will provide an individual with a DBS certificate in the name of the Trust which potentially could be taken elsewhere.

17. VOLUNTEERS

All voluntary recruited staff must complete a Volunteer Application Form explaining the reasons behind why they would like to complete voluntary work and why they feel they would be suitable to do so. In addition, the Trust require all necessary checks and DBS requirements to be satisfactorily completed for voluntary staff.

A volunteer is usually eligible for a DBS certificate where the fee is waived. In order for this to be possible, the volunteer must not benefit from the position, receive any payment for the role (except for approved expenses), be on a work placement, be on a course requiring the role to be fulfilled or be in a trainee position that will lead to a full time role/qualification.

A volunteer must still provide the standard identity documents as per other employees.

A volunteer who teaches unsupervised or looks after children without supervision on a regular basis (e.g. a reader) or provides personal care on a one-off basis in an academy will be deemed as undertaking regulated activity. They must therefore have an enhanced DBS certificate with barred list information completed prior to commencing this role.

From 1 September 2026, in line with Keeping Children Safe in Education (KCSIE) and changes to the definition of regulated activity, volunteers who teach, train, instruct, care for or supervise children on more than three days within a 30-day period, or overnight, will be regarded as undertaking regulated activity regardless of supervision arrangements. The Trust will obtain an Enhanced DBS check, including Children's Barred List information, for all volunteers undertaking regulated activity.

Volunteers that have not had an enhanced DBS completed including a barred list check will not be permitted to volunteer in any capacity at the Trust.

Any volunteers whose role would fall within the Childcare Regulations will be asked to confirm that they are not disqualified from early - or later - years childcare under the Child Care Act.

The above applies to students who wish to engage with the Trust for a period of work experience.

18. RECRUITMENT OF APPRENTICES

All detailed recruitment processes in this policy must be followed before contacting apprenticeship firms or agencies and when recruiting to Apprentice positions.

19. REDEPLOYMENT

In the event of any restructuring or staff reduction exercises at the Trust, staff at risk of redundancy will always be considered before looking at other options for filling the vacancy. This is in line with the employer's obligation to support members of staff who are displaced from their substantive posts and in line with the Trust's Redundancy and Restructuring Policies. The process that must be followed to ensure that redeployed staff are made aware of vacancies at the Trust is:

- If a member of staff applies for a relevant alternative job within the Trust, the HR Shared Services Team will ensure that the member of staff who has applied is given an interview (if they meet the essential requirements of the job) before any other internal or external candidates are considered for interview.*
- If the candidate is judged to be suitable for the role, then they should be appointed to that position and/or may be offered a work trial.

*Noting that reference to the Restructure & Redundancy Policy will apply in scenarios where employees at risk of redundancy are being considered for internal vacancies.

20. INITIAL TEACHER TRAINING (ITT AND TEACH FIRST)

The recruitment process for initial teacher training through Teach First and ITT are separate to the Trust recruitment process.

Where applicants for initial teacher training are salaried by the Trust, all necessary checks must be carried out as per normal recruitment procedures. As trainee teachers are likely to be engaged in regulated activity, an enhanced DBS certificate including barred list information must be obtained. Trainee teachers must be recorded on the SCR in the same way as all other staff.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. They should then provide written confirmation to the Trust that the pre-employment checks have been completed satisfactorily, and the trainee is considered suitable to work with children.

Academies manage their own Teacher Training applicants.

21. SINGLE CENTRAL RECORD (SCR)

The Trust has a standard SCR template adopted by all academies to record details of people working or regularly visiting their Academy.

Authorised colleagues at each Academy/HR Shared Services team are responsible for ensuring the appropriate checks are completed and recorded on the SCR.

The HR Team are responsible for maintaining a SCR for centrally appointed Shared Services Staff, Trustees and Members.

22. MONITORING AND REVIEW

Through monitoring and review, the Trust will ensure that:

- Individual records will be treated as confidential.
- Consistency of application and adherence to Equality legislation.
- Consistency of application and adherence to this policy in all stages of recruitment and appointment.

This policy will be reviewed every year by the Trust, or when there are changes to relevant legislation in conjunction with recognised Trade Unions.