



Bishop Chadwick

Catholic Education Trust

Safer Recruitment Policy and Procedure

September 2024

BISHOP CHADWICK CATHOLIC EDUCATION TRUST
SAFER RECRUITMENT POLICY AND PROCEDURE

Commitment to equality:

Bishop Chadwick Catholic Education Trust is a Christ-centred community based on Gospel values. In living out our Vision that “As a family of schools inspired by Christ, we aim to enable each individual to fulfil their God given potential”.

Schools are at the heart of our communities; providing the opportunity to achieve academic excellence, contribute hugely to the development of our communities and show the face of Christ to all. Effective recruitment and selection practices are fundamental to our future success, all recruitment and selection will be conducted efficiently, consistently and at the appropriate level to support our vision to enable every individual to have the opportunity to become the best version of the themselves.

This Safer Recruitment Policy and Procedure has been approved and adopted by Bishop Chadwick Catholic Education Trust following consultation with employees and local Trade Union representatives on 6 July 2021. The Policy was reviewed in September 2024 and will next be reviewed in September 2026.

Signed by Director of the Academy Trust Company:



Signed by CEO:



1. PURPOSE

- 1.1 This policy and procedure will ensure appropriate safer recruitment and selection processes are in place to safeguard and promote the welfare of the children and young people within the Trust.
- 1.2 All appointments within Bishop Chadwick Catholic Education Trust (“the Trust”) will be made in accordance with this policy and are therefore subject to the approval, advertisement, shortlisting, interview and employment checks described in this policy.
- 1.3 Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this Policy and Procedure.
- 1.4 Certain positions may include additional or alternative approaches regarding recruitment and selection, and these should be considered where appropriate e.g. Headteachers. There is separate recruitment guidance for posts for which there is a professional requirement to be a practicing catholic (section 6).
- 1.5 This document sets out best practice, taking into account relevant legislation, the requirements of regulatory inspections, statutory guidance (e.g. Keeping Children Safe in Education and Prevent Duty Guidance) and the Trust’s commitment to Inclusion and Diversity. The Safer Recruitment Policy and Procedure aims to:
 - (a) help the Trust to deter, reject or identify those who might be unsuitable or unsuited to working with children and young people by having appropriate procedures in place for appointing staff;
 - (b) ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
 - (c) ensure that all job applicants are considered equally and consistently;
 - (d) ensure that the Trust meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- 1.6 All recruitment panels will have an appointing officer, who will oversee the recruitment process and chair the formal interview. A trained safer recruitment lead will also be appointed on every recruitment panel.
- 1.7 A representative from the People team will be included in the panel for any recruitment and selection processes that are a result of staffing reorganisations or restructures, this will also be the case for any senior leadership appointments.
- 1.8 Anyone who becomes aware that this Policy is not being followed during a recruitment process must inform the Trust People team immediately.

2. EQUAL OPPORTUNITIES

- 2.1 This policy has been developed in line with the Equality Act 2010, which provides a legal framework to protect the rights of individuals and advance equality of opportunity for all. It requires employers to treat people fairly and protects those with protected characteristics which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 2.2 Everyone involved in the recruitment and selection process must be mindful of, and comply with, the Equality Act 2010 to ensure that anyone wishing to apply for a position within the Trust has an equal

opportunity to do so. Recruitment decisions will be made solely on the basis of an applicant's abilities and individual merit as measured against the criteria for the post for which they have applied.

- 2.3 There will only be very exceptional circumstances where it is lawful to discriminate due to a genuine occupational requirement such as for posts for which there is a professional requirement to be a practising Catholic.

3. REASONABLE ADJUSTMENTS

- 3.1 Reasonable adjustments must be put in place for any candidate who has identified that they have a disability and require adjustments to be made to enable them to fully participate in the recruitment or selection process. The adjustments may include (but are not limited to):

- (a) providing tasks printed in large font and/or on different coloured paper;
- (b) providing additional time to complete a test or prepare a presentation;
- (c) ensuring the interviewing room is accessible for a wheelchair user.

4. CRIMINAL CONVICTIONS

- 4.1 Having a criminal record does not automatically prevent a person from being employed within the Trust and applicants should not be treated unfairly if they have a previous conviction. Whilst a criminal record cannot be disregarded, advice must be sought from the People team to ensure a fair and consistent approach when considering an applicant's suitability for the role for which they are applying.
- 4.2 Revised rules on DBS filtering mean that youth cautions, warnings and reprimands are no longer disclosed automatically on an Enhanced DBS certificate. If during an interview a candidate discloses in error a conviction or caution that the Trust is not entitled to know, this must be disregarded so that it does not influence any appointment decision.

5 PERSONAL OR FAMILIAL CONNECTIONS

- 5.1 Where a panel member is involved in any part of the recruitment process and is a near relative of, or has a close personal relationship with, an applicant or, they should declare this from the outset to the appointing officer. Such panel member must then not be involved in:
- (a) the recruitment processes;
 - (b) providing a reference or acting as a referee for that person (this may be essential however if they have line manager responsibilities);
 - (c) making decisions relating to pay in respect of that individual;
 - (d) making decisions related to or the management of the employee's performance;
 - (e) any conduct issues that arise that may involve the employee.
- 5.2 The recruitment panel should also check the application forms as candidates must also declare whether they have a personal or familial relationship with any current members of staff.
- 5.3 For the purposes of this Policy only, a near relative is defined as child/dependant, sibling, parent, grandparent, grandchild, uncle, aunt, nephew, niece, first cousin and guardian, by blood, marriage or adoption. Half and step relations are included.

5.4 A close personal relationship includes cohabitee, business partner or associate, intimate friendship (as opposed to acquaintance), membership of associations pledged to render mutual assistance, and any other association where an impartial observer might reasonably conclude that the individual's judgement would not be wholly impartial in making a judgement.

6 POSTS FOR WHICH THERE IS A PROFESSIONAL REQUIREMENT TO BE A 'PRACTISING CATHOLIC'

6.1 The following are posts for which there is a professional requirement to be a practising Catholic:

- a) CEO
- b) Deputy CEO
- c) Headteacher
- d) Deputy Headteacher
- e) Head or Subject Leader of Religious Education
- f) Lead Lay Chaplain
- g) Lay Chaplain

6.2 The Diocesan Director of Education must be consulted prior to any of the above vacancies being advertised. Dates for interviews must be agreed with the Diocesan Director of Education well in advance.

6.3 Additional guidance for recruitment to posts for which there is a professional requirement to be a practising catholic can be found in the Diocese of Hexham and Newcastle HR document 'Reserved Posts' which contains details of the:

- (a) wording that must appear in advertisements
- (b) information that must be included in information packs
- (c) shortlisting and interview process
- (d) wording that must be included in an invitation to interview
- (e) procedure for the taking up references for such posts

7 PUBLIC SECTOR FLUENCY DUTY

7.1 Under Part 7 of the Immigration Act 2016, the Public Sector Fluency Duty requires state funded schools in England to ensure candidates for any customer facing roles have the necessary standard of spoken English. For example, a Teaching Assistant required to communicate with pupils to support their learning, would be viewed as operating in a public-facing role. Adverts (and Job Descriptions) should make clear the necessary standard of spoken English required for the role.

7.2 Where the need for interaction with the public is occasional or where the role is focused on providing internal support within the Trust, staff are not classified as customer facing (for example, catering staff).

7.3 The Code specifies that "fluency does not relate to regional or international accents, dialects, speech impediments or the tone of conversations"

7.4 During an interview process the Trust will, where necessary, allow candidates to demonstrate fluency through completing interview tasks/activities in English (where relevant) and competently answering interview questions in English.

8 THE RECRUITMENT PROCESS

8.1 REVIEW THE VACANCY

8.1.1 Recruitment takes place either as a result of an existing post becoming vacant or the creation of a new post owing to changing organisational needs. The Headteacher must consider the following points with the People team and Finance link.

- Is this a new post or an existing post?
- If this is a new post, approval to establish the post on the staffing structure will be required in line with the scheme of delegation.
- If an existing post, is this post still required taking into account current and future budgets?
- Are the working hours/times/grade of the post still appropriate?
- Is recruitment required to a permanent/fixed term/full time/part time position?
- If the post is temporary or fixed term, what is the reason?
- What immediate arrangements are required during the recruitment process (i.e. agency, supply)?

8.1.2 It is essential that the Trust redeployment register is considered before any vacancies are advertised. This can be completed via the People team

8.1.3 Once the vacancy has been considered, the Headteacher or appointing officer can complete the vacancy approval form including details of the appointing officer, the safer recruitment lead, the arrangements for advertising the vacancy and the timescale.

8.2 PREPARE THE RECRUITMENT PLAN

8.2.1 Once approval to recruit has been obtained, a realistic timetable should be prepared for the recruitment process:

- (a) The appointing officer should agree the recruitment panel, this must be a minimum of two panel members although is likely to include more people to ensure a thorough selection process;
- (b) At least one panel member must have received safer recruitment training and will be allocated the role of 'safer recruitment lead' for the vacancy.
- (c) Create/review the job description in conjunction with the People team to ensure that it is accurate and appropriate to the post.
- (d) Create/review the person specification in conjunction with the People team to ensure that it is accurate and appropriate to the post. Ensuring that the person specification outlines all of the necessary skills, experience, qualifications and knowledge required for the post.
- (c) If a new post, ensure that this has been formally established on your staffing structure by your LGC. Involvement from your Finance and People team link will be essential to make sure that your LGC are provided with sufficient information to ensure affordability and appropriateness of salary grading.
- (d) Prepare the job advertisement in conjunction with the People team (part time pro rata salaries should be clearly stated on the advert along with working arrangements and working patterns where possible).
- (e) Prepare any additional recruitment literature that will be sent out to applicants
- (f) Set diary dates for any potential informal visits to the school
- (g) Agree dates for:

When the advert will be published and the duration of the advertising period;

- i. Closing date for the advert;
- ii. Shortlisting meeting;

- iii. Inviting candidates to selection and interview process;
- iv. Applying for references;
- v. The selection and interview days i.e. venue, candidate activities, panel questions;
- vi. Likely start date for successful applicant (subject to all required pre-employment checks having been completed)
- vii. Agree induction programme

8.2.2 Where possible, all members of the panel should participate in every stage of the recruitment process. A minimum of two panel members must be involved in the shortlisting, selection and interview processes.

8.3 ADVERTISING THE VACANCY

8.3.1 It is important to have open competition to avoid indirect discrimination and attract a sufficiently wide field of candidates. It is usual practice for vacancies to be made available to external candidates as well as to internal candidates. Where it is considered that there is a sufficient number of suitably qualified and experienced internal candidates for a post, advertising can be restricted to internal candidates. This must be supported by a rationale in consultation with the People team.

8.3.2 All fixed term/temporary posts above one term or which offer a temporary leadership opportunity, will usually be advertised across the Trust unless there is a justifiable reason why this should not happen. Further advice can be sought from the People team.

8.3.3 When preparing the Job Advert, the Trust and School logo must be included on the advert. It must also include:

- (a) A message about the culture of the School/Trust and the type of person needed for the role
- (b) Details of the key knowledge and skills required to undertake the role
- (c) A line outlining the School's/Trust's commitment to safeguarding and promoting the welfare of children and young people, for example:

The Trust and XX School are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

- (d) A statement that the post holder will be subject to a DBS Disclosure check, for example

As this post is required to work in 'regulated activity' an enhanced DBS with a Barred list check is essential.

- (e) All school posts within the Trust are designated as "Regulated Activity" it is therefore essential that the information sent to candidates makes it clear that references will be sought and read in advance of the interview. Candidates have the opportunity to opt out of this on the CES application form however, references should always be sought before confirming an offer of employment
- (f) The closing date by which all completed applications should be returned
- (g) A reference to the fact that all applicants are required to complete the CES application form. (CVs must not be accepted)
- (h) The advert should be placed in such a way that it can be accessed by the widest range of prospective candidates who best reflect the community that the school serves.

- 8.3.4 All external vacancies must be advertised on the school website and the Trust website. Other places to advertise posts may include the Diocesan website, DfE website, local press, job centre, social media and any industry specific medium (such as the caterer.com). Contact the People team for more details.
- 8.3.5 If advertising posts for overseas workers, additional rules apply in terms of the recruitment process and advertising the role. Contact the People team for more details.
- 8.3.6 The paperwork that potential applicants receive should be carefully considered, an applicant pack with a welcome letter and information about the post is recommended.
- 8.3.7 The advert must clearly include a link where the applicant can access all of the required forms and documents that are required to apply for a post, this is in line with the Diocesan guidance, CES guidance and the paperwork as provided by the Trust.

8.4 SHORTLISTING

- 8.4.1 Shortlisted applicants must meet all of the essential criteria for qualifications and experience. Candidates who do not meet the essential criteria must not be shortlisted.
- 8.4.2 As soon as possible after the closing date, each member of the recruitment panel should receive a shortlisting pack (via the agreed method) which should include a copy of all the application forms (minus the equal opportunities monitoring form), a job description and person specification and the shortlisting grid in order to carry out the shortlisting exercise. All members of the panel, a minimum of two, should:
- (a) take part in the shortlisting process;
 - (b) complete the shortlisting grid for each individual candidate. This promotes fairness and consistency whilst also providing an audit trail;
 - (c) check whether any gaps in employment history have a reasonable and acceptable explanation in line with Keeping Children Safe in Education;
 - (d) identify any other areas on the application form which might affect the applicant's suitability to work with children and young people. If shortlisted, a satisfactory explanation for any concerns must then be obtained from the applicant during the interview process and documented;
 - (e) check that any additional information sent with the application is not considered as part of this process, unless this information was expressly requested by the recruitment panel, such as a supporting letter outlining the individual's suitability for the role;
 - (f) ensure that all essential criteria (to be assessed from the application form) have been satisfied. Where this is not the case, the applicant must not be shortlisted.
- 8.4.3 If you are unsure about whether to shortlist an applicant or whether you can reject a candidate, you should seek advice from the People team.

8.5 INVITING THE CANDIDATES

- 8.5.1 Following the shortlisting meeting, arrangements should be made to write to those individuals shortlisted inviting them to attend the interview process. This letter should include the following detail:
- a) that the applicant has been selected to attend a selection and interview process;
 - b) the location, date and times of the selection and interview process, including the names and job titles of the panel members involved;

- c) (if the selection process includes a further shortlisting exercise) advise the candidate that there may be a further shortlisting exercise during the selection day;
- d) the requirement to bring relevant identification documentation with them;
- e) the requirement to provide original documents verifying any qualifications deemed essential for the job;
- f) the offer of any reasonable adjustments to be made;
- g) the requirement to bring a completed Rehabilitation of Offenders Disclosure Form to the interview (see below);
- h) a model CES contract should be sent with the interview letter.

8.5.2 If a candidate advises that they are unable to attend for interview on the date specified, the panel has discretion to reschedule their interview date where this is possible provided that it does not have a negative impact on other candidates or the overall process. The selection process, interview questions and the composition of the interview panel must remain the same.

8.5.3 Where a selection and interview process is conducted virtually, arrangements must be made to view original documents and documents. The People team can advise on the requirements.

9 DECLARATION OF CRIMINAL CONVICTIONS

9.1 Candidates invited for interview should be asked to bring a completed 'Rehabilitation of Offenders Disclosure Form' to the selection and interview day in a separate, sealed envelope marked 'Confidential – Rehabilitation of Offenders Act 1974 - Disclosure Form' and will be asked to submit the envelope during the selection day (along with their ID documents and certificates).

9.2 The information obtained from the Disclosure Form will only be reviewed in the event of the panel wishing to make an offer of employment. This forms part of the pre-employment checks conducted by the Trust to help safeguard children, the self-disclosure information will be checked against information from the DBS before the appointment is confirmed.

9.3 Having a criminal record will not automatically bar someone from employment or voluntary work with the Trust. If the successful candidate discloses information on the disclosure form, this should not be used to discriminate.

9.4 Positive disclosures should prompt an open and honest dialogue with a prospective employee about their suitability to work within the Trust. Questions relating to the context of the disclosure should be asked just prior to a conditional offer of employment being made (for example during any telephone call to make the offer). A DBS check will still be required but the self-declaration does provide the prospective employee with an opportunity to provide contextual information and answer questions. Advice should be sought from the People team to ensure fair and consistent approach when considering an applicant's suitability for the role for which they are applying.

9.5 As working within the Trust gives privileged access to vulnerable groups, applicants are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless they are a "protected" convictions/cautions under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013 and 2020) and, therefore, not subject to disclosure.

9.6 If a candidate is unsure about whether or not their conviction requires disclosure they should be asked

to review the Ministry of Justice guidance on the filtering of “protected” convictions and cautions which can be accessed on the Ministry of Justice website.

- 9.7 Where a selection and interview process is conducted virtually, the information should be shared within a confidential conversation with the applicant.

10 INTERVIEW PREPARATION

- 10.1 A recruitment panel must include a minimum of two interviewers and at least one member of each recruitment panel must have completed the safer recruitment in education training course. The Trust provides safer recruitment training, it is recommended that this is refreshed regularly as directed by the Trust.

- 10.2 It is essential for the recruitment panel to agree the format of the selection and interview process. The panel must:

- (a) decide what tasks or activities in addition to the final panel interview they will require the candidates to complete, for example, presentation, prioritisation task, in tray exercises, or data task. A lesson observation should always form part of the selection process for all Teaching posts. The selection activities must be relevant and appropriate to the role and will be based on the requirements for the post as set out in the job description and person specification.
- (b) decide which questions to ask – all questions should relate to the requirements of the role and the person specification and be agreed in advance. All candidates should be asked the same initial questions however, the applicant’s response will determine whether the initial question is followed up through further questioning.
- (c) all interviews must include questions to determine the motives and attitudes towards working with children and young people, and explore attitudes and behaviours around catholic ethos.
- (d) agree how any gaps in employment history and any other concerns identified during the application, shortlisting and selection process will be explored by the panel.

- 10.3 It is important that the methods used to test candidates are appropriate and proportionate to the duties of the role they are applying for and designed in such a way that the candidates are able to demonstrate their suitability for the role.

- 10.4 The appointing officer is responsible for ensuring that arrangements are made for the smooth running of the selection and interview process, including:

- (a) all relevant documentation is prepared and distributed to panel members prior to interview;
- (b) the suitability of the venue - taking into consideration any additional or special requirements such as access or any additional adjustments requested by the candidates;
- (c) any car parking spaces, refreshments etc are arranged;
- (d) arranging the checking of the candidates’ identity documents upon arrival;
- (e) arranging a secure holding place for the criminal records self disclosure document (in the sealed envelope)
- (f) arranging the checking and copying of any additional documentation required at interview;
- (g) ensuring the interview timetable allows sufficient time between interviews for:
 - (i) overruns
 - (ii) breaks
 - (iii) panel discussion.

- 10.5 If you are unsure about what tasks to include in the selection process, you should seek advice from the People team.

11 REFERENCES AND ONLINE CHECKS

- 11.1 References must be obtained prior to interview for all shortlisted candidates, including internal ones so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview.
- 11.2 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References should always be obtained and scrutinised in full. Any concerns must be resolved satisfactorily before the appointment is confirmed.
- 11.3 References must come directly from the referee and 'to whom it may concern' letters will not be accepted.
- 11.4 Two references will be required for all candidates, one of which should be from the candidate's current employer, this is usually the Headteacher for school references. If they are not currently employed, the reference should be from their most recent employer and the appointing officer must verify their reason for leaving.
- 11.5 It is the appointing officers responsibility to confirm that the references are satisfactory, advice should be sought from the People team before making a decision to withdraw an offer of employment.
- 11.6 Electronic references (not on letterhead) should be verified to ensure that they have been sent from a legitimate person and organisation.
- 11.7 Following the appointment decision, sickness information will also need to be requested from the referee.
- 11.8 An Online Check must be completed for all shortlisted candidates in accordance with the Trust guidelines. Any findings should be discussed with the People Team and applicants will not automatically be discounted based results.

12 INTERVIEW

- 12.1 The appointing officer should chair the formal interview.
- 12.2 The Chair is responsible for ensuring that the interview is conducted fairly and that all candidates are treated equally. The Chair should ensure that all panel members participate fully and the views of all panel members are considered at all stages.
- 12.3 Panel members must make their own personal notes for each candidate independently and agree whole panel scores.
- 12.4 At the start of the interview, the Chair should:
- (a) welcome each candidate;
 - (b) introduce the other panel members by name and job role;
 - (c) give an overview of the interview process and provide any information specific to the role;

- (d) explain that notes will be taken during the interview by the panel members

12.5 At the end of the interview, the Chair should:

- (a) give an opportunity for candidates to ask questions;
- (b) give an indication of timescales for decision and feedback;
- (c) ensure that all the relevant documents have been received, e.g. identification docs, qualifications.
- (d) ensure that the candidate signs the application form.

13 DECISION MAKING

13.1 All aspects of the selection process should be considered when making decisions to appoint a new employee, the successful candidate should have:

- (a) met all the essential criteria on the Person Specification and have the abilities, qualifications and experience required for the post as measured against the Job Description;
- (b) the highest aggregated score, taking into account their scores for any additional tasks that they have been asked to complete as part of the selection process.

13.2 The panel should decide if any candidates should be contacted if the preferred candidate declines the job offer.

14 CONTACTING CANDIDATES WHO HAVE PREVIOUSLY APPLIED

14.1 If a vacancy arises within six months of an identical one having been filled within the Trust, it is possible for you to make contact with previous shortlisted applicants without advertising the post.

14.2 In this situation, you must ensure that the full recruitment process takes place in line with this policy and procedure.

15 COMMUNICATING A CONDITIONAL OFFER OF EMPLOYMENT

15.1 The Chair of the interview panel, or the person nominated by the Chair, should contact the successful candidate as soon as possible to advise them that they have been successful.

15.2 A conditional verbal offer should be made to the successful candidate, it should be explained that the post is not confirmed until all of the pre-employment checks are satisfactorily completed, these include:

- enhanced DBS Disclosure, including check of Barred List
- employment references including one from the current or most recent employer
- medical clearance questionnaire
- verification of identity
- confirmation of right to work legally in the UK
- verification of professional status (where applicable and for teachers this will include checking the NCTL's Employer Access Online System)
- verification that the applicant is not subject to a prohibition order
- (pre 1 January 2021 only) Satisfactory check of the 'Teachers sanctioned in other EEA member states' list to determine any restrictions/sanctions that have been imposed in other EEA member states, through the NCTL's Employer Access Online System"

- verification that the applicant is not subject to a Section 128 direction
- confirmation of qualifications as detailed in the Person Specification
- any further checks where the applicant has lived or worked abroad

15.3 All other candidates should be informed that they have been unsuccessful and offered the opportunity to receive feedback. Where possible this should be via a phone call.

15.4 Successful applicants should be sent an offer letter as soon as possible which states the conditional job offer, a CES contract of employment should also be issued incorporating the appropriate terms and conditions of employment.

16 DATA PROTECTION AND RECRUITMENT DOCUMENT RETENTION

16.1 In carrying out any aspects of the recruitment process, employees must comply with the requirements of Data Protection Legislation and adhere to the provisions of the Trust Data Protection Policy.

16.2 Interview notes for all candidates (both successful and unsuccessful) must be retained in accordance with the Trust Retention Schedule, in case they are required in connection with an Employment Tribunal claim or have been requested by a candidate under the Data Protection Act. After this stage, the documents for unsuccessful candidates must be destroyed.

17 PRE-EMPLOYMENT CHECKS

17.1 Pre-employment checks are an essential aspect of the recruitment process and should be conducted on newly appointed employees prior to commencement in post.

17.2 Internal candidates (including those who have previously transferred to the Trust under TUPE) may be required to undergo pre-employment checks as part of an internal recruitment process to a new post.

17.3 In addition, details of all checks undertaken should also be recorded on the School's Single Central Record (or the Trust Single Central Record for staff employed within the Central team)

17.4 The staff member's personal file should contain all recruitment paperwork (advert, job description, person specification, application form, references, interview notes, selection process scores and feedback), their signed contract of employment, ID documents, right to work documents, the criminal record self disclosure, qualification certificates, evidence of any other pre-employment checks (prohibition check).

17.5 The original DBS certificate should be returned to the individual once it has been viewed, a record of the details should be held on the single central record and a 'sight of DBS form' held on the staff member's personal file (**not** a copy of the DBS certificate).

18 SINGLE CENTRAL RECORD

18.1 Schools must keep a Single Central Record of all employment checks carried out. This is the responsibility of the Headteacher and nominated person within the admin team.

18.2 The Single Central Record must include the following people:

- (a) All staff (including supply staff) who work at the school;
- (b) All other staff who work in regular contact with children in school or college, including volunteers;
- (c) All Members, Directors and Governors.

18.3 A nominated Governor will monitor the Single Central Record to ensure that it is accurate and up to date.

18.4 A Trust Single Central Record will hold the details of the Trust Central team.

19 RIGHT OF COMPLAINT

19.1 Employers have a legal responsibility to ensure that no discrimination on the grounds of race, sex, marital status, disability, sexual orientation, age, religion or belief occurs in the recruitment and selection process.

19.2 Candidates for posts have the right to complain if they consider that they have been unlawfully discriminated against during the selection process. It does not affect their right of complaint to an Employment Tribunal under the various employment acts.

19.3 Should a candidate wish to raise a complaint regarding the application of this Policy, this should be made in in line with the Trust Complaints Policy which can be found on the Trust website.