

Three Counties Academy Trust



Safer Recruitment Policy

#SG13

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Policy lifespan: 3 years. Subject to annual compliance check. Next full review 31st August 2029.

Version history

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Policy Abbreviations and Acronyms

CEO	Chief Executive Officer
DBS	Disclosure and Barring Service
DfE	Department for Education
DPO	Data Protection Officer
DSL	Designated Safeguarding Lead
EEA	European Economic Area
GTCE	General Teaching Council for England
HR	Human Resources
IDSP	Identity Service Provider
KCSIE	Keeping Children Safe in Education
LADO	Local Authority Designated Officer
LA	Local Authority
SCR	Single Central Record
SVGA	Safeguarding Vulnerable Groups Act
TCAT	Three Counties Academy Trust
UK GDPR	UK General Data Protection Regulation

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

Statement of intent

Three Counties Academy Trust (TCAT) has implemented this policy to assist with recruitment and employee selection. It outlines TCAT's recruitment procedure and how TCAT ensures safer recruitment is considered at all levels of the recruitment process.

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

Member, Trustee, Local Governor and Staff Summary

Purpose of the Policy

- Ensure recruitment and selection processes prioritise safeguarding and the welfare of children
- Prevent unsuitable individuals from working within TCAT
- Promote fair, compliant and transparent recruitment practices

Governance Responsibilities

- Monitor the effectiveness of safer recruitment arrangements
- Ensure statutory checks and safeguarding requirements are completed
- Ensure recruitment panels are appropriately trained and constituted
- Provide assurance that recruitment processes are lawful and equitable

Safer Recruitment Principles

- Safeguarding considerations should be embedded throughout recruitment
- Vacancies, applications, interviews and appointments must reflect safer recruitment expectations
- Candidates are assessed for suitability to work with children as well as professional competence

Recruitment and Selection

- Shortlisting should identify gaps, inconsistencies and potential safeguarding concerns
- References should be obtained, scrutinised and clarified where necessary
- Interviews should explore safeguarding awareness, motivation and professional boundaries
- Online searches and self-declarations may be used where appropriate

Pre-Appointment Checks

- DBS and barred list checks are completed where required
- Identity, right to work and qualification checks are verified

- Additional overseas checks are undertaken where necessary
- Section 128 checks apply to relevant governance and management positions

Single Central Record

- Accurate records of all required vetting checks must be maintained
- The Single Central Record should be regularly updated and reviewed
- Governance should seek assurance and monitor that SCR requirements are fully met

References and Safeguarding Information

- References must be factual, objective and appropriately scrutinised
- Safeguarding concerns relevant to suitability to work with children must be considered
- Confidentiality and data protection requirements must be maintained

Staff Responsibilities

- Understand and follow safer recruitment procedures when involved in appointments
- Promote safeguarding and professional conduct throughout recruitment processes
- Attend relevant safer recruitment training where required

Key Assurance for Members, Trustees and Local Governors

- Recruitment processes place child safety at the centre of decision making
- Statutory checks are completed before appointments are confirmed
- Oversight arrangements support regulatory compliance and effective safeguarding

Applicant Summary

What Applicants Should Know

- TCAT places safeguarding and the welfare of children at the centre of every recruitment decision
- All applicants are treated fairly and consistently throughout the recruitment process
- Recruitment decisions are based on suitability for the role and suitability to work with children

Before You Apply

- Application forms should be completed fully and accurately
- Full employment history and explanations for any gaps should be provided
- A CV alone will not be accepted

Shortlisting and Interviews

- Shortlisted candidates may be asked to complete self-declaration forms
- References will usually be obtained before interview
- Interviews include questions about safeguarding, professional conduct and working with children
- Additional selection activities may form part of the process

References

- References are carefully reviewed and checked
- Employment history, safeguarding matters and suitability to work with children may be discussed
- Any discrepancies may be explored during interview

Pre-Appointment Checks

- Offers of employment are conditional until required checks are completed
- Identity, qualifications, right to work and DBS checks may be required
- Additional checks may apply depending on the role or previous overseas employment

Data Protection and Confidentiality

- Personal information is handled in accordance with data protection legislation
- Recruitment information is stored securely and only accessed by authorised individuals
- Information is retained only for appropriate purposes and timescales

Equality and Fairness

- TCAT is committed to equal opportunities throughout recruitment
- Reasonable adjustments will be considered where required
- Applicants are assessed against consistent criteria

Our Commitment

- We aim to provide a professional, transparent and respectful recruitment experience
- We are committed to appointing high-quality staff who share our safeguarding values and commitment to children

1. Legal framework

This policy has due regard to all relevant legislation and statutory and non-statutory guidance including, but not limited to, the following:

- [Rehabilitation of Offenders Act 1974](#)
- [Children Act 1989](#)
- [Education Act 2002](#)
- [Sexual Offences Act 2003](#)
- [Children Act 2004](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Education and Skills Act 2008](#)
- [The School Staffing \(England\) Regulations 2009](#)
- [Equality Act 2010](#)
- [The Education \(School Teachers' Appraisal\) \(England\) Regulations 2012 \(as amended\)](#)
- [The UK General Data Protection Regulation \(UK GDPR\)](#)
- [Data Protection Act 2018](#)
- [Amendments to the Exceptions Order 1975, 2013 and 2020](#)
- [DfE 'Academy trust governance guide'](#)
- [DfE 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'](#)
- [DfE 'Staffing and employment advice for schools'](#)
- [DfE 'Basic check ID checking guidelines from 1 July 2021'](#)
- [DfE 'Right to work checks: employing EU, EEA, and Swiss citizens'](#)
- [DfE 'Keeping children safe in education' \(KCSIE\)](#)
- [DfE 'Recruit teachers from overseas'](#)
- [Disclosure & Barring Service 'Regulated activity with children in England'](#)
- [Home Office 'Employer's guide to right to work checks'](#)
- [Safer Recruitment Consortium 'Guidance for safer working practice for those working with children and young people in education settings'](#)

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Records Management Policy (FI2)
- Staff ICT and Electronic Devices Policy (FI16)
- Data Protection Policy (FI20)
- Complaints Procedures Policy (GN9)
- Staff Equality, Equity, Diversity, and Inclusion Policy (GN20)
- Teacher Capability Policy and Procedure (HR1)
- Disciplinary Policy and Procedure (HR3)
- Appraisal Policy and Procedure (Teaching Staff) (HR9)
- Work Experience (Trust Premises) Policy (HR34)
- Child Protection and Safeguarding Policy (SG1)
- Single Central Record (SCR) Policy (SG3)
- DBS Policy (SG14)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Definitions

"Regulated activity" refers to work with children that requires the highest level of safeguarding checks under the Safeguarding Vulnerable Groups Act 2006, as amended. Individuals undertaking regulated activity must obtain an enhanced DBS certificate with children's barred list information before commencing the role.

Regulated activity includes, but is not limited to:

- Teaching, training, instructing, caring for or supervising children on a regular basis

- Providing advice or guidance relating to a child's physical, emotional or educational wellbeing
- Driving a vehicle solely for children
- Providing relevant personal care, healthcare or overnight care to children, even if undertaken only once

From 1 September 2026, the supervision exemption no longer applies when determining whether an individual is undertaking regulated activity. TCAT will determine whether a role constitutes regulated activity in accordance with the most up-to-date statutory guidance and will ensure that the appropriate pre-appointment checks are completed before an individual begins work.

“Teaching role” refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress, and attainment of pupils.

A **“standard DBS”** provides information about convictions, cautions, reprimands, and warnings held on the Police National Computer, regardless of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out.

An **“enhanced DBS”** provides the same information as the standard DBS, plus any additional information, e.g., interviews and allegations, held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

An **“enhanced DBS with barred list check”** check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children’s barred list.

The **“children’s barred list”** is a list maintained by the DBS which covers individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the candidate is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

A **“section 128 check”** provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.

“Safer recruitment” is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

3. Roles and responsibilities

The Trust Board, and where delegated, Local Governing Bodies are responsible for:

- Agreeing and monitoring effective policies to ensure recruitment at TCAT is in accordance with the legislation outlined above
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors, and agency workers working within TCAT
- Appointing an appropriate recruitment panel
- Ensuring that all recruitment panel members have undertaken unconscious bias training before the selection process begins
- Ensuring that all members of the recruitment panel understand their role, i.e., advisory or decision making
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates
- Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process
- Ensuring a member of the Trust Board is on the recruitment panel for a new Headteacher
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE
- Monitoring TCAT's SCR to ensure that the necessary vetting checks for employees are carried out
- Ensuring that equal opportunities are established and implemented throughout the recruitment process
- Ensuring that the salary of the successful candidate is determined
- Accommodating the needs of new employees and making reasonable adjustments when necessary
- Ensuring that the DPO or CFO as delegated, implements this policy and that any recruitment data that is kept is in accordance with the Records Management Policy
- Ensuring that any recruitment panel have the skills to carry out effective selection processes, including knowing when and how to request references
- Establishing a recruitment panel including at least one individual who has completed safer recruitment training within the past three years

The recruitment panel is responsible for:

- Creating the advert and ensuring it meets all the necessary requirements

- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role
- Appropriately delegating responsibility for recruitment to the CEO, Executive Headteacher, Headteacher or delegate
- Setting appropriate recruitment procedures, as per the scheme of delegation
- Ensuring that the interview addresses leadership ability, team working skills, integrity, understanding of TCAT and our school's ethos and vision, and why the candidate believes they would be a good fit for TCAT and the school
- Ensuring that the interview addresses safeguarding practices
- Ensuring that the interview addresses the candidate's motivation, reasons for being interested in joining TCAT, and attitude to working with children
- Appointing an appointing officer who will be responsible for the entire management of the recruitment process
- Agreeing with the successful candidate when other members of the TCAT community will be informed about their appointment, including staff members and parents
- Ensuring that references have been received where requested
- Ensuring that all references for a shortlisted candidate are obtained prior to interview, properly scrutinised, and that information is not contradictory, unclear, or incomplete, with clarification requested when appropriate
- Asking previous employers of new staff members whether the individual has been subject to capability procedures in the previous two years
- Where possible, ensuring that the shortlisting panel and interviewing panel are comprised of the same people

The appointing officer is responsible for:

- Managing the entire recruitment process
- Sourcing suitable candidates
- Acting as a point of contact between candidates and TCAT
- Reviewing and scrutinising candidates' applications and identifying any gaps
- Preparing the recruitment panel to conduct interviews
- Organising interviews with shortlisted candidates
- Ensuring the recruitment process is carried out in line with the relevant TCAT policies
- Ensuring that the candidate chosen to fill a vacancy is suitable for the role

The CEO, and where delegated, Executive Headteachers, Headteachers and Heads of School are responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors, and agency workers working within TCAT
- Ensuring that appropriate supervision of employees and volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process regardless of DBS checking requirements
- Leading the interview when the candidate is at a lower level
- Ensuring that the successful candidate receives the appropriate training, e.g., safeguarding and induction
- Ensuring that all relevant staff members are familiarised with this policy

During the recruitment process, and especially during the initial stages, the recruitment panel and the CEO, Executive Headteacher, Headteacher or delegate as appropriate will be watchful of candidates displaying the following characteristics:

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

The DPO, and where delegated the CFO is responsible for:

- Ensuring that all references are handled in line with the Data Protection Policy and relevant legislation

DSLs are responsible for:

- Deciding when it is appropriate or necessary to disclose any safeguarding concerns or allegations as part of a reference, in line with KCSIE
- Discussing with the CEO, Executive Headteacher or Headteacher the suitability of a candidate when a reference has disclosed safeguarding concerns or prior allegations

4. Planning, advertising and shortlisting

The job information and associated documents will be published online, both on the TCAT website and an individual school's website. The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.

The recruitment panel will comprise an appointing officer, who is responsible for the management of the entire recruitment process, and at least two other members of staff, with the CEO, Executive Headteacher, Headteacher or Head of School as appropriate usually being one of these. The recruitment panel will be an odd number so majority votes can be cast. At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training. The recruitment panel will create the advertisement.

Once a vacancy has been identified, TCAT will allow an appropriate amount of time for planning and structuring the recruitment process.

The Trust Board and CEO or where delegated the Executive Headteacher, Headteacher or Head of School as appropriate and Local Governing Body will:

- Decide on the recruitment timeframe
- Decide who will be involved in the process and what their roles will be, e.g., who forms the recruitment panel and who will lead interviewing
- Prepare the documents that will be provided to candidates, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought
- Ensure that application packs, where relevant, state that candidates must be willing to sign a self-declaration form to obtain information about staff disqualification, in line with the Childcare Act 2006

Advertising

TCAT will consider the following information when advertising for a role within TCAT:

- The skills, abilities, experience, attitude, and behaviours required for the post
- The safeguarding requirements, including to what extent the role will involve contact with children and whether the appointed staff member will be engaging in regulated activity

Advertisements will include:

- A statement of TCAT's commitment to safeguarding and promoting the welfare of pupils whilst making clear that safeguarding checks will be undertaken
- The safeguarding responsibilities of the post as per the job description and person specification
- Information surrounding whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

Vacancies will be advertised through external media, such as the LA jobs bulletin and social media platforms, with due consideration to the TCAT's Staff Equality, Equity, Diversity, and Inclusion Policy, ensuring that the advertisement reaches a wide range of groups. Advertisements will contain a statement of commitment to ensuring equal rights. Advertisements will include, or link to, a job description, person specification and detail the closing date. The contact number of the appointing officer and details of the application process will be clearly outlined.

Application forms will be accessible on the TCAT and school's website.

TCAT may utilise social media for recruitment, and if doing so, will create a social media recruitment strategy to ensure that the advertisement is reaching the right people and is communicating the ethos of TCAT effectively.

When an advert receives a response, the recruitment panel will ensure that candidates receive the application pack.

Application forms

Applicants will be reminded in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.

TCAT will also provide a copy of the Child Protection and Safeguarding Policy and Procedures and information on employment of ex-offenders in the application pack or reference where this can be accessed.

Applicants will be required to provide the following:

- Personal details, e.g., their current and former names, current address, and national insurance number
- Details of their current or most recent employment, including the reason for leaving

- Full employment history, including explanations for any gaps in their employment
- Qualifications, the awarding body, and the date of the award
- Details of references
- A statement of their personal qualities and an explanation of why they meet the person specification to be a suitable candidate for the role
- A declaration form outlining whether they are barred from teaching

TCAT will only accept a CV alongside a completed application form; a CV on its own will not be accepted. When shortlisting candidates for an interview, all application forms will be considered. Shortlisting criteria will be agreed in advance by the recruitment panel.

Candidates who are shortlisted will meet all the essential aspects of the person specification requirements. TCAT will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel reads all applications. Each member of the panel will create their own shortlist which will then be collated and discussed. Candidates will be assessed against the same shortlisting criteria to ensure a fair process.

Where applicable, TCAT will use the application form to make clear that shortlisted candidates may be subject to online searches.

Shortlisting

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or disclosure of any information making them unsuitable to work with children.

Only those candidates who have been shortlisted will be asked to disclose any relevant information including:

- Information of any criminal offences committed
- If they are known to the police and children's social care services
- Whether they have been disqualified from providing childcare
- Any relevant overseas information

Applicants will need to sign a declaration which confirms that the information they have provided is true.

When shortlisting candidates, TCAT will:

- Ensure that at least two people carry out the shortlisting proceedings – ideally, these two people will also conduct the interview
- Assess whether there are any inconsistencies or gaps in the candidate's employment and consider the reasons given for them
- Consider undertaking online searches, as necessary, and explore any further potential concerns

Requests for further information from candidates will be replied to promptly. All applications will be replied to with a letter notifying candidates whether they have been shortlisted or not.

Interviews will be arranged for the shortlisted candidates.

5. Invitation to interview

Before interview invitations are sent, the recruitment panel will ensure that application packs are sent and include the following:

- A copy of the advertisement
- A comprehensive job description
- A comprehensive person specification
- Any equal rights material, e.g., an equal opportunities statement
- A brief outline of the school, its values and aims
- Any relevant TCAT and school policies, e.g., the Child Protection and Safeguarding Policy and Procedures

Once a shortlist has been confirmed, the candidates to be invited for interviews will be contacted by the appointing officer and suitable interview times will be decided. The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.

6. Pre-interview checks

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

Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children
- Verifying that the candidate has qualifications or experience relevant to the post
- Checking references against application forms and noting down discrepancies or concerns, and following up these concerns with referees
- Checking and, where necessary, following up candidates' self-declaration forms

7. Requesting references

Once a candidate, including an internal candidate, has been shortlisted for a position, references will be requested and scrutinised by the recruitment panel. Any concerns will be resolved satisfactorily prior to confirming an appointment. References will always be requested directly from the referee and from a senior person with appropriate authority, rather than a colleague. TCAT's standard request form will always be used to obtain references.

References will be requested in written form. Where their current employer is not involved in the provision of education or childcare, a reference will be sought from their last employer that provides education or childcare in addition to a reference from their current employer. If they are unemployed, verification of their most recent period of employment and reasons for leaving will be obtained from their previous employer. Wherever possible, at least one reference will be from employment through which the candidate worked with children.

If the applicant has never worked with children, TCAT will ensure that a reference from their current employer is received.

If the candidate is a school leaver or has not been in work for over two years, a character reference will be requested.

When a candidate is applying for a teaching role (including the role of CEO where the applicant is a teacher), information about the details of any capability procedures in the previous two years that they may have been subject to, and the reasons for these, will be requested from their current or former employer.

Concerns raised following a candidate's references will be explored further with the referee where appropriate and discussed with the candidate at interview.

Open references, e.g., 'to whom it may concern' testimonials, and unverified information provided by the candidate as part of the application process, will not be relied upon. Electronic references will be checked to ensure that they originate from a legitimate source.

8. Checking references

References will be checked upon receipt to ensure that all questions have been answered satisfactorily and that information is not contradictory or incomplete. The referee will be contacted to provide further clarification where appropriate, e.g., if some answers are vague or insufficient, or contradictory information has been provided. The reference will be compared for consistency with the information on the candidate's application form. Discrepancies between the reference and the application form will be discussed with the candidate at interview.

Where a reference appears incomplete or other concerns arise, or the reference is supplied from an email address not associated with the person sending the reference, TCAT will carry out one of the following actions:

- Call the referee to discuss the reference further
- Email the referee the reference for confirmation of its accuracy

The recruitment panel will ensure that any past disciplinary action or allegations disclosed as part of a reference are considered carefully when assessing the candidate's suitability for the role. If this involves safeguarding or potential safeguarding concerns, the Trust Education Welfare and Safeguarding Support Officer will be consulted to help assess the candidate's suitability.

Before making a decision not to appoint a candidate based on an unsatisfactory reference, the recruitment panel will consider if HR advice is necessary. Once the decision is made, the CEO, Executive Headteacher, Headteacher or Head of School as appropriate will record this on the recruitment file as the reason for non-appointment.

All members of staff who provide a reference will be responsible themselves for checking the content to ensure that it only contains factual and verifiable statements. If there is any doubt about whether to include information, caution will be exercised, and it will be omitted. Alternatively, advice will be sought from a senior figure, e.g., the CEO, Executive Headteacher, Headteacher or Head of School as appropriate or the Chair of the Trust Board.

9. Providing references

References will only be provided once written consent has been obtained from the person requesting a reference.

The member of staff providing a reference will follow this policy's procedures and the prospective employer's requests as much as is reasonably possible, e.g., if pro-forma is provided, they will complete the form. If the reference is not requested in a specific format, the member of staff will decide the most appropriate method, e.g., pro-forma or a letter-formatted reference.

The CEO, Executive Headteacher, Headteacher or Head of School as appropriate will decide in exceptional circumstances if a reference cannot be provided or if certain questions asked by the prospective employer cannot be answered, with HR advice sought when appropriate.

Staff members will make the CEO, Executive Headteacher, Headteacher or Head of School as appropriate aware when they have been asked to provide a personal reference, e.g., for a current or former colleague. The staff member will make it clear within the reference that it is a personal one and is not written for or on behalf of TCAT. The staff member will use their own paper or an email address unaffiliated with TCAT and ensure that the reference is not linked to TCAT in any way.

Details of any capability procedures in the previous two years for a teacher (including the CEO where they are a teacher) or former teacher at TCAT, and the reasons for these, will be provided if requested.

If, as part of a settlement agreement, TCAT has agreed to provide a reference for a member of staff, the CEO will ensure it is provided in line with the agreement and this policy. In circumstances where new evidence emerges that indicates information provided in the reference is incorrect, the CEO will decide if the reference is changed or withdrawn, with legal advice sought where necessary, and will notify the employee of any decision first.

TCAT will ensure that any information provided confirms whether they are satisfied with the applicant's suitability to work with children and only provide the facts of any substantiated safeguarding concerns or allegations, including a group of low-level concerns about the same individual, that meet the harm threshold.

Any repeated concerns or allegations which do not meet the harm threshold which have been found to be false, unfounded, unsubstantiated, or malicious will not be included in any reference.

10. Content of references

Basic information will always be expected in references received and provided, e.g., skills, knowledge, duties undertaken, experience working with children, and personal characteristics, in addition to any information relating to safeguarding. Further relevant comments will be made as

much as is reasonably possible in line with the employer's requests, provided they are verifiable and objective, e.g., through appraisals or attendance records.

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

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

11. Previous disciplinary action

The recruitment panel will ensure that any references requested by TCAT include a section asking for any past disciplinary action or allegations to be disclosed. Any disclosures will be carefully considered when assessing the candidate's suitability for the role, in line with this policy.

Information from DBS checks will not be included in references provided by TCAT. Information regarding criminal offences from other sources will not be included, unless the CEO deems it appropriate and HR advice has been sought.

When providing references, the disclosure of information about past disciplinary action or allegations not relating to safeguarding will be provided where it is deemed appropriate, e.g., it is relevant to the staff member or former staff member's suitability for the role. Information relating to disciplinary action will generally only be disclosed if penalties or sanctions remain in place for the employee.

Allegations which were proven to be false, unsubstantiated, or malicious, e.g., relating to misconduct, will not be included in a reference – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated, or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.

If an allegation exists which has yet to be investigated or an investigation is incomplete, the CEO, Executive Headteacher, Headteacher or Head of School as appropriate will seek HR advice, and legal advice where necessary, on what information, if any, should be provided to the prospective employer.

12. Use of data and confidentiality

Personal data relating to references will be handled in line with the Data Protection Policy. All references will be properly addressed and marked private and confidential.

In accordance with the Data Protection Act (2018) and the UK GDPR any personal information will be processed fairly and lawfully, and will be kept safe and secure e.g., in locked, non-portable containers or, for electronic information, password protected. Access will be strictly controlled and limited to those who are entitled to see it as part of their duties.

Information relating to an individual's health and sensitive personal data, e.g., information relating to the individual's ethnicity, religion, or trade union membership, will not be disclosed as part of a reference unless 'express consent' has been received from the individual for this purpose.

The person requesting a reference will be offered the opportunity to see it before it is sent, unless the CEO, Executive Headteacher, Headteacher or Head of School as appropriate decides this is not appropriate; however, TCAT is aware that ultimately, they cannot prevent the person receiving a copy in line with the Data Protection Act. If the person raises comments about the reference before it is sent, the member of staff responsible for the reference will consider the comments and, if they decide to leave it unchanged, record the reason(s) behind their non-agreement.

13. The interview

During the interview process, candidates will be asked standard questions, and their responses will be recorded for ease of comparison by a designated note-taker on the interview panel. Any concerns raised through contact with referees will be discussed with the candidate at this stage. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children. TCAT will use a range of selection techniques to identify the most suitable person for the post.

Interview questions seek to:

- Find out what attracted the candidate to the post being applied for and their motivation for working with children
- Exploring their skills and asking for examples of experience of working with children
- Looking at any gaps in employment or where the candidate has changed employment or location frequently and asking about the reasons for this

- Seek examples of the candidate's previous experience

Interviews will also be used to explore the potential areas of concern to determine the applicant's suitability to work with children.

Areas that may raise concerns and lead to further enquiry include:

- Implication that adults and children are equal
- Lack of recognition or understanding of the vulnerability of children
- Inappropriate idealisation of children
- Inadequate understanding of appropriate boundaries between adults and children
- Indicators of negative safeguarding behaviours
- Attempts to push or overstep boundaries
- Consistent rule-breaking behaviour

Candidates shortlisted for interview will be given the opportunity to complete a self-disclosure form before their interview, to give the interview panel time to consider the information provided. Candidates will also be asked to show proof of identification and qualifications at interview – this proof will be viewed and checked by the interview panel.

The candidate will be given the opportunity to discuss any concerns or ask any questions. The process will always comprise a face-to-face interview; however, the recruitment panel will also request that candidates complete one or more of the following exercises:

- Lesson observation
- Planning tasks
- Data analysis tasks
- In-tray exercises
- Pupil Panel interviews

14. After the interview

After the interview has been completed, the recruitment panel will:

- Assess all candidates' performance using the same agreed criteria
- Ask the successful candidate to provide proof of identification and qualifications for TCAT's records, and to complete the DBS check as soon as possible
- Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role

Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in line with the Records Management Policy, in case any aspect of the recruitment process is challenged.

After choosing a successful candidate, TCAT will:

- Make a conditional offer of employment to the candidate
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done
- Complete the relevant pre-appointment checks

Any spent or filtered convictions declared on the candidate's self-declaration form, or declared at interview, will not affect the offer of employment if already made; however, TCAT will undertake the relevant assessments to determine whether the candidate is suitable to work within TCAT.

15. Remote recruitment

TCAT will follow all the requirements set out in this policy when recruiting remotely, changing only the in-person nature of the interview, and implementing the necessary additional steps to support this. The Senior ICT Technician will research and select a suitable online platform through which online interviews may take place, taking into account ease of use, privacy measures and suitability for the purposes of online interviews. Online interviews will be conducted in line with the TCAT's ICT and Electronic Devices Policy and Data Protection Policy at all times.

Staff members conducting an online interview will ensure they understand how to operate the various relevant functionalities of the online interview platform, e.g., how to share their screen, prior to the interview commencing. Staff members conducting an online interview will ensure privacy settings are adjusted appropriately on the provider's site or application.

TCAT will be aware of, and have due regard for, the potential risks associated with online communication, e.g., ease of anonymity, and will ensure it takes suitable precautions, e.g., encrypting data where possible. TCAT will ensure that any tasks set for candidates during the interview are compatible with the online nature of the interview, e.g., they do not require the exchange of physical paper resources.

TCAT will communicate its expectations to candidates regarding the use of the online platform in good time prior to the interview. These expectations will include, but will not be limited to, the following:

- The candidate will participate in the interview with both the video camera and microphone features enabled at all required times
- The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background
- The candidate will keep personal information, which is not relevant to the recruitment process private, e.g., their email password, and will not ask the staff members conducting the interview to share any such private information
- Where necessary, the candidate will be aware that TCAT will record the online interview, and that they will be required to consent to this in order for the interview process to continue

When recording an online interview, prior permission will be acquired from the candidate in writing via email and all members of the interview will be notified before the interview commences via email, and again once they have joined the interview before recording commences. If the candidate does not provide consent to recording the interview, TCAT will consider whether the online interview can still take place in line with TCAT's safeguarding and records management responsibilities.

TCAT will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.

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

16. Pre-appointment checks

All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks. These checks seek to identify whether there is anything that would make the candidate an unsuitable appointment for working with children or as a teacher.

When appointing new staff, TCAT will:

- Verify the candidate's identity, e.g., checking the name and birth date on a birth certificate and verifying any name changes
- Obtain an enhanced DBS check via the candidate and, for candidates engaging in regulated activity, barred list information
- Obtain a separate children's barred list check if the individual will start work in regulated activity with children before the DBS certificate is available
- Verify a candidate's mental and physical fitness to carry out their role
- Verify the person's right to work in the UK
- Make further checks as appropriate on any individual who has lived or worked outside the UK
- Verify professional qualifications, as appropriate
- Ensure that appropriate checks are carried out to ensure that individuals employed to work in Reception classes, or in wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualification Regulations
- For those in management, trustee, or governor roles, conduct a section 128 check

The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order, or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

The recruitment panel will assess all cases fairly and on an individual basis. Where a decision has been made not to appoint somebody because of their convictions, it will be clearly documented to enable TCAT a chance to defend its decision if challenged.

TCAT will consider the following when assessing any disclosure information on a DBS certificate:

- The seriousness and relevance to the post which they have applied to
- How long ago the offence occurred
- The country where the offence occurred

- Whether it was a one-off incident or a history of incidents
- The circumstances around and at the time of the incident
- Whether the individual accepted responsibility for what happened
- Whether the offence has been decriminalised

If TCAT has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for TCAT to allow the individual to carry out any form of regulated activity.

TCAT will use the Employer Secure Access sign-in portal via the Teaching Regulation Agency Teacher Services web page to check if a proposed Governor is barred as a result of being subject to a section 128 direction.

Checks for all prohibitions, directions, sanctions, and restrictions will be carried out by using the secure access portal on the Teacher Services' web page.

In line with KCSIE, TCAT will not require candidates to have an enhanced DBS certificate or undergo checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the candidate has worked in England in a post:

- In a school which brought them into regular contact with children or young people; or
- In a school since 12 May 2006 which did not bring the person into regular contact with children or young people

This is because the candidate will have already undergone this process in their previous position.

Volunteers

For all volunteers, TCAT will undertake a written risk assessment and use professional judgement when determining the nature of the volunteer role, whether it constitutes regulated activity, and the safeguarding checks that are required.

Where a volunteer is undertaking regulated activity with children, TCAT will obtain an enhanced DBS certificate with children's barred list information before the volunteer commences their role.

Volunteers who are not undertaking regulated activity will be subject to safeguarding checks that are proportionate to the nature of the role and the level of contact with children. This may include an enhanced DBS certificate without barred list information, together with appropriate supervision and other safeguarding measures where necessary.

Where an existing volunteer's role changes, or where changes to legislation or statutory guidance mean that the role now constitutes regulated activity, TCAT will ensure that the appropriate safeguarding checks are completed before the individual continues in that role.

TCAT will only request children's barred list information where this is legally permitted.

Candidates who have lived outside the UK

For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary, including an enhanced DBS certificate with barred list information for those engaging in regulated activity, even if they have never been to the UK before.

TCAT will make any further checks that it deems appropriate so that any relevant events occurring outside the UK can be considered, e.g., obtaining proof of past teaching conduct for any candidate for a teaching position from the professional regulating authority in the country in which they worked, where available.

If a candidate is unable to provide the correct documentation, they cannot submit a DBS check. This is because the right to work in the UK cannot be established.

Following the UK's exit from the EU, schools and colleges should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

Agency and third-party staff

In the case of any employee working at TCAT who is sourced from an agency or third-party organisation, TCAT will obtain written notification from the organisation confirming that they have carried out the same checks as TCAT would otherwise perform on any individual who will be working at TCAT, or who will be providing education on TCAT's behalf, including through online delivery. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.

TCAT will obtain a copy of the enhanced DBS certificate from the agency or third-party organisation where it has been obtained before the person is due to commence work and has disclosed any matter or information.

Trainee and student teachers

TCAT will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried candidates for initial teacher training who are in regulated activity.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. TCAT will obtain written confirmation from the agency that the checks have been carried out.

Existing staff

If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.

Where an existing member of staff is moving to regulated activity, the recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children. An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation.

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

- The harm test is satisfied in respect of that harm
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence
- The individual is deployed to another area of work not in regulated activity, or where they have been suspended

Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity. Referrals to the DBS will be made as soon as possible after the resignation, removal, or redeployment of the staff member.

Contractors

TCAT will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.

TCAT will set out its safeguarding requirements in the contract between the contractor's organisation and TCAT.

If a contractor is self-employed, TCAT will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. TCAT will always check the identity of contractors and their staff on arrival.

Adults who supervise children on work experience

Where TCAT arranges work experience placements for pupils, it will ensure that appropriate safeguarding arrangements are in place before the placement begins. This will include satisfying itself that the placement provider has suitable policies and procedures for safeguarding and promoting the welfare of children.

TCAT will determine, on a case-by-case basis, whether any adults supervising pupils during work experience are undertaking regulated activity and will ensure that appropriate safeguarding checks are completed in accordance with current legislation and Keeping Children Safe in Education.

Further information regarding the assessment of work experience placements and the safeguarding checks required is set out in TCAT's Work Experience (Trust Premises) Policy.

Children staying with host families

Where TCAT arranges for a pupil to stay with a host family, including as part of an educational visit, exchange, cultural visit or other organised activity, appropriate safeguarding arrangements will be implemented in accordance with Keeping Children Safe in Education and any other relevant statutory guidance.

TCAT will ensure that suitable checks and risk assessments are undertaken, appropriate to the nature of the arrangement, to satisfy itself that the host family is suitable and that appropriate safeguarding measures are in place to protect the child.

Where the arrangement meets the definition of a private fostering arrangement, or where there is any uncertainty, TCAT will notify and work with the relevant local authority in accordance with its statutory duties.

Further information is provided within TCAT's Educational Visits and School Trips Policy and any associated procedures relating to host family arrangements.

Trustees and Governors

Governors will have an enhanced criminal records certificate from the DBS. Governance is not a regulated activity and so Trustees and Governors will not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

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

Trustees, Governors, and Members will be subject to a section 128 check.

Newly appointed Chairs of the Trust Board and Local Governing Bodies will be subject to a suitability check, which includes:

- An identity check
- Confirmation of the right to work in the UK
- An enhanced DBS check
- Where required, additional information if the individual has lived outside the UK for a period of 12 months or longer

17. Right to work checks

TCAT will obtain evidence that all candidates for a position have the right to work in the UK by either conducting a manual document-based check, or by using the government's online portal. This will be done before a candidate is offered a position.

When conducting a manual, document-based check, TCAT will ensure that the documents received from candidates are acceptable in line with government guidance, and from the appropriate list: List A for candidates with a permanent right to work in the UK, or List B for candidates with a temporary right to work in the UK. Checks on documents will be conducted in line with section 19 of this policy.

TCAT will obtain proof of candidates' immigration status in the UK.

TCAT will contact the Home Office in the event that a statutory excuse must be established in the following circumstances:

- The candidate provides a document confirming receipt of an application to the European Union Settlement Scheme (EUSS) on or before 30 June 2021
- The candidate provides a non-digital certificate of application confirming receipt of an application to the EUSS on or after 1 July 2021
- TCAT has checked a digital certificate of application and has been directed to the Home Office's Employer Checking Service
- The candidate provides an Application Registration Card stating the holder is permitted to undertake the work in question
- TCAT is satisfied it has not been provided with any acceptable documents because the candidate has an outstanding application with the Home Office made before their previous permission expired, or has an appeal or review pending against the Home Office's decision and cannot provide evidence of their right to work as a result
- TCAT considers that it has not been provided with any acceptable documents, but the person presents other information indicating they are a long-term resident of the UK, i.e., having arrived before 1988.

TCAT will not make assumptions about a person's right to work in the UK, or their immigration status, on the basis of their race, ethnicity, nationality, length of residence in the UK or background. All candidates, including British citizens, will have their right to work in the UK checked.

Where a candidate's right to work is time limited, TCAT will conduct a follow-up check in advance of its expiry.

TCAT may use a certified digital identity service provider (IDSP) to conduct right to work checks on candidates.

18. Identification checking process

When checking the validity of identifying documents, TCAT will ensure that this is done in the presence of the holder, e.g., in person or via a live video link. In both cases, TCAT will be in physical possession of the original documents. TCAT will only accept valid, current, and original documentation in its physical form. TCAT will not accept photocopies or documentation printed from the internet, e.g., internet bank statements.

TCAT will request documents with photographic identity, such as a passport, and compare this against the candidate's likeness. TCAT will not accept documents that are not in the candidate's current name as recorded on the application form.

TCAT will ensure that the candidate declares all previous name changes and provides documentary evidence to support the name change. If the candidate is unable to provide evidence to support the name change, TCAT will hold a discussion with the candidate about the reasons why. TCAT will always aim to check the name on the candidate's birth certificate in order to validate their identity.

TCAT will compare the candidate's address history with any other information the candidate has provided, such as their CV.

TCAT will ensure that all letters and statements provided by the candidate are recent e.g., within a three-month period.

TCAT will keep a dated record of every document that has been checked for the duration of the candidate's employment and for a further two years after they have left TCAT. This will be either as a hard copy or in a scanned format which cannot be manually altered, e.g., JPEG or PDF document, and will be made available to the appropriate authorities if and when requested.

In line with the UK GDPR and Data Protection Act 2018, TCAT will only retain copies of DBS certificates where there is a valid reason for doing so, and only for as long as is needed to consider the information provided – this will not be for longer than six months.

When information is destroyed, TCAT may keep a record of the fact that vetting was carried out, the result of this vetting, and the recruitment decision taken.

TCAT may use a certified digital IDSP to secure DBS checks on candidates.

19. After the pre-appointment checks

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

- Agree a start date with the candidate
- Destroy the completed self-declaration forms
- Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts
- Add the required details of the checks carried out to the TCAT overall and individual school's SCR

20. Single central record (SCR)

TCAT will maintain and regularly update the SCR.

All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at TCAT
- All others who work in regular contact with children in TCAT schools, including volunteers.

The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed, or certificate obtained:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check where required
- Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
- A check of professional qualifications
- A check to establish the person's right to work in the UK
- For those in management, Trustee or Governor roles, a section 128 check

For supply staff, TCAT will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.

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

TCAT will not keep separate SCRs for each school; however, it will ensure that all those who need to see the central SCR can easily do so and that the SCR can easily be filtered by school.

The details of individuals will be removed from the SCR once their employment with TCAT ends.

21. Safer recruitment training

At least one member of the recruitment panel will have completed formal safer recruitment training.

As a measure of good practice, TCAT will ensure that this training is renewed every three years.

Staff and Governors involved in the recruitment process will have an awareness of information regarding the following:

- The recruitment and selection process
- Pre-appointment and vetting checks, regulated activity and recording of information
- Other checks that may be necessary for, staff, volunteers, and others
- How to ensure the ongoing safeguarding of children and legal reporting duties on employers

22. Safeguarding

For references provided to TCAT, the candidate's suitability will always be assessed with particular regard paid to their suitability to work with children. The DSL will be consulted where appropriate.

The DSL will recognise TCAT's duty to disclose safeguarding concerns overrides any other duties to an employee and ensure TCAT complies with its safeguarding obligations. The DSL will ensure records are kept of all allegations against staff in line with the most up-to-date version of KCSIE.

For all safeguarding allegations, excluding those proven to be malicious, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken, and decisions reached, will be kept on the confidential personnel file of the accused member of staff. Accurate information based on these records will be given in response to future requests for a reference, where appropriate. Safeguarding information will not be given in circumstances where the allegation was found to be false, unsubstantiated, or malicious – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated, or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.

Monitoring and review

Lifespan of Policy: 3 Years

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

The next scheduled full review date for this policy is 31st August 2029.

Date approved by the Board Appointed Trustee: 9th August 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 9th August 2026.

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHENA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSE	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher