

Policy Updated 13/09/2021

This policy has been updated to ensure it is updated to include safer recruitment procedures following the updated KCSIE in particular part 3:

- 3.2 Updated to include all visitors must be provided with Safeguarding expectations.
- 5.10 Clearer guidance on the recruitment panel knowledge in line with KCSIE 2021
- 5.19 Update template adverts to ensure commitment to equal rights and in particular flexible working.
- 5.20 Change of terminology in line with KCSIE
- 5.30 All members of the recruitment panel to be involved in shortlisting in line KCSIE guidance
- 6.00 Include redeployment to be considered when recruiting
- 7.00 Include Secondment and Expressions of Interest to be discussed at planning stage
- 11.8 Recruitment panel to follow up concerns prior to interview where possible
- 18.1 All involved in recruitment have received appropriate training which will at a minimum cover part 3 KCSIE

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Confidentiality Statement to be completed by all shortlisted staff

Criminal Self Declaration

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The Aspire Educational Trust

# Safer Recruitment Policy

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- a) Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks

## **Statement of intent**

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

The safety and protection of the trust's pupils is always at the forefront of the trust's concerns, which is why this policy aims to:

- Embed a robust safeguarding culture into the recruitment practices of the trust and its academies
- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children or young people
- Identify and reject applicants who are unsuitable for work with children and young people.

## 1. Legal framework

**This policy has due regard to all relevant legislation including, but not limited to, the following:**

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Sexual Offences Act 2003
- The School Staffing (England) Regulations 2009
- Rehabilitation of Offenders Act 1974
- Education and Skills Act 2008
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Education Act 2002
- Equality Act 2010

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

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

**This policy operates in conjunction with the following trust and school policies:**

- Child Protection and Safeguarding Policy (local)
- Single Central Record Policy (MAT)
- DBS Policy (MAT)
- Records Management Policy (MAT)
- Data Protection Policy (MAT)
- Technology Acceptable use Agreement (MAT)

## 2. Definitions

**Regulated activity – includes:**

- Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Working for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work undertaken by supervised volunteers.
  - The above definitions are classified as regulated activity if they are undertaken regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes relevant personal care, or health care

provided by, or under the supervision of, a health care professional. Personal care includes helping a child with eating or drinking for reasons of illness or disability, or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

- A supervised volunteer who regularly teaches or looks after children is **not** in regulated activity.

**Teaching role** – refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of ‘Keeping children safe in education’ (KCSIE) if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.

**Standard DBS** – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether or not they are spent under the Rehabilitation of Offenders Act 1974.

**Enhanced DBS** – this provides the same information as the standard DBS, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

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

**Children’s barred list** – the DBS maintains a ‘barred list’ of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

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

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

### **3. Roles and responsibilities**

3.0. The Board of Trustees is responsible for:

- Agreeing and monitoring effective policies to ensure recruitment across the trust is in accordance with the legislation outlined in section 1.
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the trust.
- Ensuring an appropriate recruitment panel is appointed.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
- Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process.
- Ensuring a member of the trust's senior leadership team is on the recruitment panel for a new principal.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.
- Monitoring the trust's MAT Single Central Register (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 reviews this policy and that any recruitment data that is kept in accordance with the Records Management Policy.

3.1. The recruitment panel in consultation with the Trust HR Manager 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 principal.
- Setting appropriate recruitment procedures, as per the scheme of delegation.
- Ensuring that the interview addresses leadership ability, team working skills, reasons for interest in joining the trust, integrity, understanding of the trust's values, ethos and vision, and why the candidate believes they would be a good fit for the trust.
- Ensuring that the interview addresses safeguarding practices.

- Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff, LAC governors, board of trustees and parents.

3.2. The principal is responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.
- Ensuring that appropriate supervision of employees/volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Leading the interview or delegating to others when the candidate is at a lower level than principal.
- Ensuring that all visitors are provided with safeguarding guidelines and expectations. (Template visitors leaflet available on Aspire Website)

3.3. During the recruitment process, and especially during the initial stages, the recruitment panel and the principal 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.

#### **4. Equal opportunities**

4.0. When recruiting, the trust and its schools will adhere to its policies and procedures.

4.1. The trust and its schools will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the trust.

4.2. The trust and its schools will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the trust and its schools of any reasonable adjustments that they need when they receive the invitation for an interview.

4.3. The board of trustees will review recruitment procedures annually to ensure they are accessible and do not directly or indirectly discriminate against candidates.



- 4.4. Candidates will not be asked about their health or any disabilities before a job offer is made, unless one of the following exemptions applies:
- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
  - Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
  - Positive action to recruit people with disabilities
  - Equal opportunities monitoring (which will not form part of the decision-making process)

## **5. Planning, advertising an shortlisting**

- 5.0. When considering recruitment, schools will discuss the requirement with the Trust HR Manager to ensure all alternative recruitment options have been considered before an external advertisement is placed.
- 5.1. The Aspire Educational Trust is committed to continuous professional development for all staff. Opportunities arising will be offered to staff within the trust, unless the roles are due to restructuring and ring fencing may be appropriate.
- 5.2. Once a vacancy has been identified, the trust and its schools will allow an appropriate amount of time for planning and structuring the recruitment process.
- 5.3. The Board of Trustees/Local Academy Committee or principal, depending on scheme of delegation, will:
- Decide on the recruitment timeframe.
  - Decide who will be involved in the process and what their roles will be, e.g. who forms the recruitment panel and who will lead interviewing.
  - Prepare the documents that will be provided to applicants, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
  - Ensure that application packs, where relevant, include information relating to Disqualification under the Childcare Act 2006 (Annex A of the Single Central Record Policy).
- 5.4. The job descriptions must detail:
- Main duties and responsibilities of the post.
  - The post holder's specific responsibility towards the promotion and practice of safeguarding the welfare of children that they come into contact with through their job.
- 5.5. The person specification must detail:

- Qualifications required to do the job.
  - The skills and competencies required
  - Expected attitudes and behaviours in the work place that match the trust's values and ethos.
  - How the person specification points will be tested – e.g. application form, interview, or assessment day.
- 5.6. The job information and associated documents will be published online via the trust or school's website.
- 5.7. The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.
- 5.8. 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 principal usually being one of these.
- 5.9. The recruitment panel will be an odd number, a minimum of 3 so majority votes can be cast.
- 5.10. At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training. In line with Part 3 paragraph 190. *KCSIE Governing bodies and proprietors should ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training, the substance of which should at a minimum cover the content of this part (Part three) of this guidance*
- 5.11. The recruitment panel will create the advertisement, consulting with Trust's HR Manager.
- 5.12. The recruitment panel will ensure the advertisement includes the following requirements:
- Information specific to the role on offer - the academy where post is based and trust as a whole
  - The benefits of the role are highlighted
  - The advertisement is relevant to the target audience
  - Applications can be submitted electronically
  - Use of aspire template adverts, which can be accessed from HR or Aspire website
- 5.13. Requests for further information from applicants are replied to promptly
- 5.14. Advertisements will inform applicants that if they have not heard from the trust by the shortlisting date their application has been unsuccessful. All panel

members will complete shortlisting using scoring sheets, which can be accessed by HR or on the Aspire website

- 5.15. Interviews are arranged for the shortlisted candidates.
- 5.16. If appropriate, vacancies will in the first instance be advertised internally in all trust academies.
- 5.17. Externally advertised vacancies will be advertised through external media, such as local authority vacancy websites, trust and academy websites, local or national press with due consideration to the trust's policies, ensuring that the advertisement reaches a wide range of groups.
- 5.18. Advertisements will contain a statement of commitment to ensuring equal rights- use ASPIRE TEMPLATE
- 5.19. The Trust is committed to encouraging flexible working and vacancies will contain flexible statements wherever possible (e.g up to full time). Vacancies will be advertised on the Trust website. Vacancies will also be shared with staff via email and on the Staff area of the website. The Trust is committed to providing enjoyable and satisfying careers for its workforce, therefore vacancies will be advertised internally and external advertising may not always be required.
- 5.20. Advertisements will include the following statement:

“The Aspire Educational Trust is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to safeguarding checks which include satisfactory enhanced Disclosing and Barring Service (DBS) check.”
- 5.21. Advertisements will include a job description, person specification and detail the closing date. Template job descriptions and person specification can be found on Aspire website or contact HR via the HR email.
- 5.22. The contact numbers of the appointing officer and details of the application process will be clearly outlined.
- 5.23. Application forms will be accessible on the trust and its schools' websites.
- 5.24. The trust may utilise social media for recruitment, and if doing so, will create a social media recruitment strategy to ensure that the advertisement is reaching the right people and is communicating the ethos of the trust and its schools effectively.
- 5.25. When an advert receives a response, the recruitment panel will ensure that candidates receive the application pack.
- 5.26. The trust and its schools will never accept a CV, only completed in full AET application forms. If an application form is sent electronically, any applicant called for interview will be asked to sign the application form on arrival at interview.

- 5.27. When shortlisting candidates for an interview, all application forms will be considered.
- 5.28. All members of the recruitment panel will be involved in the shortlisting process.
- 5.29. Candidates who are shortlisted will meet all the essential aspects of the person specification requirements. Use scoring sheets to support.
- 5.30. The trust and its schools will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel read through all applications. Each member of the panel will create their own shortlist which will then be collated and discussed.
- 5.31. Applicants will be assessed against the same shortlisting criteria to ensure a fair process.

## **6. REDEPLOYMENT**

The trust is committed to retaining its workforce wherever possible. There may be occasions where staff meet the criteria for redeployment. Redeployees are encouraged to apply for suitable alternative positions and they must meet the essential criteria for the role in order to be shortlisted. The recruiting manager will be advised of any redeployees applying for their vacancies and may be required to interview a redeployee prior to other candidates.

## **7. SECONDMENTS AND EXPRESSIONS OF INTEREST**

Secondments must be authorised by the CEO/DCEO before such opportunities are advertised and recruited to. Adverts for secondment opportunities must explicitly state that the role is a secondment opportunity and the intended duration of the secondment. Applicants must seek approval from their line manager prior to applying for a secondment opportunity as there may be occasions where the manager is unable to support the release of one of their team members for a secondment (e.g. if their substantive role is a difficult to recruit to role).

The trust may, in exceptional circumstances, utilise an internal expression of interest recruitment process. This may be justifiable for a temporary appointment, for example, where the role is of a specialist nature or where a developmental opportunity is available internally and can be ring-fenced for a particular group of staff. Organisational changes may also result in ring-fenced opportunities for affected staff. Managers must seek advice from the HR.

Expressions of interest allow for a quick turnaround and remove the external element of recruitment. However, this is the only difference to the normal recruitment process as once application forms are received the normal recruitment and selection processes follow (e.g. shortlisting, interviews, assessments etc.).

## **8. Invitation to interview**

- 8.0. Before interview invitations are sent, the recruitment panel will ensure that application packs are sent and include, as a minimum, the following:

- A comprehensive job description
  - A comprehensive person specification
  - Child Protection and Safeguarding Policy
  - A brief outline of the trust, the school and its values and aims
  - The selection procedure for the post
  - An AET application form
  - Link to website for prospective employees' privacy statement and relevant recruitment policies
  - List of documents they are required to present at interview
  - For relevant posts, a copy of the Disqualification under the Childcare Act 2006 information for employees (Annex A of AET Single Central Record Policy)
- 8.1. Once a shortlist has been confirmed, the applicants to be invited for interviews will be contacted by the appointing officer and suitable interview times will be decided.
- 8.2. The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.
- 8.3. The recruitment panel will send shortlisted candidates a copy of the trust's Disqualification under the Childcare Act 2006 information for employees, where appropriate.
- 8.4. Upon inviting candidates to interview, the recruitment panel will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out. This includes checking the candidate has read and understood the Disqualification under the Childcare Act 2006 information for employees.
- 8.5. The recruitment panel will obtain two references before interviewing candidates to allow for any concerns to be explored with the referee and discussed with the candidate.
- 8.6. The Aspire Educational Trust reference pro-forma must be used for all reference requests.
- 8.7. The recruiting manager will ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school based, the reference should be confirmed by the headteacher/principals as accurate in respect of disciplinary investigations).
- 8.8. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer.
- 8.9. References will be from a senior member of staff and not a colleague.

- 8.10. Open testimonials will not be accepted, nor will information that has been provided by the candidate without verifying the information.
- 8.11. Electronic references will be vetted to ensure they originate from a credible source.
- 8.12. References for internal candidates will also always be scrutinised before interview.
- 8.13. Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 8.14. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 8.15. Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.
- 8.16. The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.
- 8.17. Trust employees are entitled to see and receive, if requested, copies of their employment references.

## **9. Pre-interview checks**

- 9.0. The recruitment panel will complete the necessary pre-interview checks.
- 9.1. 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 a candidates' self-declaration in relation to information relating to suitability to work with children including, Disqualification under the Childcare act 2006.

## **10. Digital footprints**

- 10.0. The trust is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the trust and its schools may check candidates' social media or other online activity prior to interview.
- 10.1. This process may include a search for the candidate via:
  - Google

- Facebook
- LinkedIn

10.2. Any concerns will be addressed during the interview process.

## **11. The interview**

- 11.0. Interviews will be face-to-face. Telephone interviews may be used at short-listing stage but will not be a substitute for a face-to-face interview (which may be via a visual electronic link).
- 11.1. On arrival for interview each candidate's identity will be checked along with documents they were informed to present at interview.
- 11.2. During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison. Using scoring sheet. *See safer recruitment tool kit*
- 11.3. Any concerns raised through contact with referees will be discussed with the candidate at this and resolved satisfactorily before an appointment is confirmed.
- 11.4. Candidates will be asked to explain satisfactorily any gaps in employment and any anomalies or discrepancies in the information they have provided.
- 11.5. 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. *See HR toolkit for example questions*
- 11.6. A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning. *See HR Toolkit for example questions*
- 11.7. The recruitment panel will give the candidate the opportunity to declare anything in light of the requirement for a DBS check.
- 11.8. Where applicable, and where this has not been done prior to the interview, the recruitment panel will follow up concerns regarding self-declared information that would make them unsuitable to work with children.
- 11.9. The candidate will be given the opportunity to discuss any concerns or ask any questions.
- 11.10. The interview will always comprise of a face-to-face interview; however, the recruitment panel should also request that candidates complete one of the following exercises:
- Role play exercises
  - Presentations
  - Group exercises

- Written exercises
- Aptitude/ability tests
- Personality questionnaires
- Getting the candidate to work in supervised activity with pupils
- Discuss assessment options with HR

## **12. After the interview**

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

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

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

12.2. After choosing a successful candidate, the trust and its schools 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.

## **13. Remote recruitment**

13.0. The school will follow all the requirements set out in this policy when recruiting remotely, changing only the in-person nature of the interview, and implementing the necessary additional steps to support this.

13.1. A Trust approved online platform will be used that takes into account ease of use, privacy measures and suitability for the purposes of online interviews.

13.2. Online interviews will be conducted in line with the trust's ICT Acceptable Use Policy and Data Protection Policy at all times.

13.3. Staff members conducting an online interview will ensure they understand how to operate the various relevant functionalities of the online interview platform, e.g. how to share their screen, prior to the interview commencing.

13.4. Staff members conducting an online interview will ensure privacy settings are adjusted appropriately on the provider's site or application.

13.5. The trust and its academies will be aware of, and have due regard for, the potential risks associated with online communication, e.g. ease of anonymity,



and will ensure it takes suitable precautions, e.g. encrypting data where possible.

- 13.6. The trust will ensure that any tasks set for candidates during the interview are compatible with the online nature of the interview, e.g. they do not require the exchange of physical paper resources.
- 13.7. The school will communicate its expectations to candidates regarding the use of the online platform in good time prior to the interview. These expectations will include, but will not be limited to, the following:
  - The candidate will participate in the interview with both the video camera and microphone features enabled at all required times
  - The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background
  - The candidate will keep personal information which is not relevant to the recruitment process private, e.g. their email password, and will not ask the staff members conducting the interview to share any such private information
  - Where necessary, the candidate will be aware that the school will record the online interview, and that they will be required to consent to this in order for the interview process to continue
- 13.8. When recording an online interview, prior permission will be acquired from the candidate in writing via email and all members of the interview will be notified before the interview commences via email, and again once they have joined the interview before recording commences.
- 13.9. If the candidate does not provide consent to recording the interview, the school will consider whether the online interview can still take place in line with school's safeguarding and records management responsibilities.
- 13.10. The school will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.
- 13.11. If a candidate refuses to interview remotely, the school will consider whether alternative arrangements for an in-person interview are possible, having due regard to the school's equality duties at all times. If this is not possible, then the school will sensitively inform the candidate that the remote interview process is a requirement of the application process, and have a considerate and good-natured discussion with the candidate as to whether they can continue with the recruitment process at this time.
- 13.12. The school will direct candidates towards the DfE's advice on '[Attending your first remote interview](#)' prior to the interview.

#### **14. Pre-appointment checks**

- 14.0. All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks.
- 14.1. It is the responsibility of the recruitment panel lead or principal to ensure these checks take place.
- 14.2. When appointing new staff, the trust will complete the following checks:
- Verify the candidate's identity
  - Obtain an enhanced DBS certificate (via the applicant) and, for candidates engaging in regulated activity, barred list information
  - Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
  - Verify a candidate's mental and physical fitness to carry out their role
  - Verify the person's right to work in the UK
  - Make further checks on any individual who has lived or worked outside the UK
  - Verify professional qualifications, as appropriate. Original documents should be seen.
  - For those in management, trustee or LAC governor roles, a section 128 check will be carried out
  - Original documents must be seen
  - Check name on birth certificate where available
- 14.3. Copies of the documents used to verify the successful candidate's identity, right to work and required qualifications should be taken and placed in the employee's personnel file.
- 14.4. The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.
- 14.5. If the trust or its schools have reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the trust or its schools to allow the individual to carry out any form of regulated activity.
- 14.6. The trust's schools 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.
- 14.7. Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' [web page](#).

- 14.8. Even though there is no requirement AET choose to request to ensure we have up to date information an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked:
- In a school in England in a post which brought them into regular contact with children or young persons; or
  - In any post in a school since 12 May 2006 which did not bring the person into regular contact with children or young persons.
- 14.9. Successful candidates must complete the trust's health declaration form. Depending on the answers given by the candidate, the trust's occupational health provider may be asked to carry out further enquiries to confirm mental and physical fitness for the specific post.

### **Volunteers**

- 14.10. All new volunteers will be risk assessed using the AET Volunteers Risk Assessment.
- 14.11. If a volunteer is not engaging in regulated activity, the school will use its professional judgement, after conducting a risk assessment, to determine whether to seek an enhanced DBS check, but no barred list check will be required.
- 14.12. If volunteers are engaging in regulated activity and are new to the school, an enhanced DBS check with a barred list check will be required.
- 14.13. Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.

### **Candidates who have lived outside the UK**

- 14.14. No exceptions will be made for candidates who have lived outside of the UK. All mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.
- 14.15. For candidates who have lived or worked outside the UK, the school will make further checks where necessary, including, but not limited to:
- Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before.
  - For teaching staff, obtaining proof of their past conduct as a teacher from the professional regulating authority in the country in which they worked, where available.

### **Agency and third-party staff**

- 14.16. In the case of any employee working at the trust and its schools who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed. Written confirmation received will be filed at the relevant trust location and the

date confirmation was received will be recorded on the MAT Single Central Record

- 14.17. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A record of when confirmation was obtained will be recorded on the MAT Single Central Record.

### **Trainee/student teachers**

- 14.18. The trust and its schools will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried applicants for initial teacher training who are in regulated activity.
- 14.19. Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks.
- 14.20. The trust and its schools will obtain written confirmation from the teacher training provider that all necessary checks have been completed. Written confirmation received will be filed at the relevant trust location and the date confirmation was received will be recorded on the MAT Single Central Record

### **Existing staff**

- 14.21. If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.
- 14.22. The trust and its schools will carry out further checks, as if they are a new member of staff, where there is a concern about a member of staff's suitability to work with children.
- 14.23. An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation. The trust will ensure they have sufficient information to meet the referral duty criteria in 11.23 of this policy.
- 14.24. The trust will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
- The harm test is satisfied in respect of that harm.
  - The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
  - The individual is deployed to another area of work not in regulated activity, or where they have been suspended.
- 14.25. Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity.
- 14.26. Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.
- 14.27. Referrals to the DBS will be made by the Trust HR Manager.

### **Contractors**

**The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).**

**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.**

14.28. The trust and its schools will obtain written confirmation from the contractor that the appropriate and relevant level of the checks have been carried out on any employee of the contractor working within a trust school. Written confirmation received will be filed at the relevant trust location and the date confirmation was received will be recorded on the MAT Single Central Record

14.29. Safeguarding declaration to be signed, electronic signature acceptable

**If a contractor is self-employed, the trust and its schools 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.**

**The trust and its schools will always check the identity of contractors and their staff on arrival.**

#### **Adults who supervise children on work experience**

14.30. If the trust or its schools are organising work experience placements, the trust will ensure that the placement provider has policies and procedures in place to protect children from harm.

14.31. Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. In such cases, the trust and its schools will consider the specific circumstances of the work experience. Consideration will be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:

- Unsupervised themselves.
- Providing the teaching/training/instruction/supervision frequently (more than three days in a 30-day period or overnight).

**If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. In this case, the trust and its schools will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.**

**If the activity undertaken by the child on work experience takes place in a 'specified place', such as the school, and gives the opportunity for contact with children, this**

**may itself be considered regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider will consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.**

### **Children staying with host families**

14.32. The trust and its schools may make arrangements for a child to have learning experiences where, for short periods, the child may be provided with care and accommodation by a host family to whom they are not related. In these circumstances, the LA will be consulted.

### **Governors**

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

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

14.35. Trustees, members and LAC governors will be subject to a Section 128 check.

### **Visitors**

14.41. Schools will make the appropriate checks on the different types of visitors to their site i.e. those with a professional role, those connected with the premises and children's relatives or others attending an activity

14.42 Schools will not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children's relatives or other visitors.

14.43 The principal will use their professional judgement about the need to escort and supervise visitors especially those for whom no formal checks have been made.

14.44 For visitors in a professional capacity schools will check ID and be assured the visitor has the appropriate DBS check or the visitor's employers have confirmed that their staff have had the appropriate checks.

14.45 The principal will consider the suitability of all external organisations and their representatives who visit the school to enrich children's education. This will include an assessment of educational value, age appropriateness of what is going to be delivered and whether relevant checks are required

## **15. After the pre-appointment checks**

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

- Agree a start date with the candidate.
- 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 appropriate spreadsheet of the MAT SCR.

## **16. Single central record (SCR)**

- 16.0. The trust will maintain and regularly update the MAT SCR.
- 16.1. Principals will be responsible for ensuring the spreadsheet for their academy is kept up-to-date.
- 16.2. The trust's Lead Administrator will be responsible for ensuring the spreadsheet for central trust staff is kept up-to-date.
- 16.3. All new employees will be added to the record, which will include:
- All staff (including supply staff) who work in the trust and its schools.
  - All others who work in regular contact with children in the school or college, including volunteers, trainees and contractors.
  - All members of the proprietor body, trustees and members.
- 16.4. The bullet points below sets 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/certificate obtained:
- An identity check
  - A barred list check
  - An enhanced DBS check
  - A prohibition from teaching check
  - 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 section 128 check
  - 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
- 16.5. The MAT SCR will record additional safer recruitment checks have been including:
- Date information on Disqualification under the Childcare Act 2006 was provided to relevant staff and volunteers
  - Date references were received
  - Date medical clearance was received
  - Date Level 1 Safeguarding Basic Awareness training was completed.



- 16.6. For supply staff, contractors and fee-funded trainees, the trust will include whether written confirmation has been received that the employment business or university supplying the member of supply staff, contractor or fee-funded trainee 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.
- 16.7. Checks carried out on volunteers, this will be recorded in the SCR.
- 16.8. The MAT will not keep separate SCRs for each academy; 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 academy.

### **17. Induction and probation**

- 15.1 All staff who are new to the academy/trust will receive induction training which will include the Aspire Educational Trust's safeguarding policies and guidance on safe working practices. The trust induction checklist document will be completed for each new employee.
- 15.2 Regular meetings will be held during the first three months of employment between the new employee(s) and the appropriate manager(s).
- 15.3 A probationary period will be followed during the first 6 months of employment for support staff and three full terms for teaching staff.
- 15.4 All new staff must be referred to KCSIE document

### **18. Safer recruitment training**

- 18.0. At least one member of any recruitment panel will have completed formal safer recruitment training.
- 18.1. All those involved in recruitment and employment of staff will receive appropriate safer recruitment training that substance of which will at a minimum cover the content of Part 3 KCSIE statutory guidance.
- 18.2. Initial safer recruitment training will be face-to-face training. Subsequent update training can be online training provided by accredited organisations such as NSPCC.
- 18.3. As a measure of good practice, training should be updated every five years.

### **19. Monitoring and review**

- 19.0. This policy is reviewed annually by the HR Manager and the Trust Safeguarding Lead.
- 19.1. Any changes made to this policy by the HR Manager and Trust Safeguarding Lead will be communicated to all members of staff.



19.2. All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.

## Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks

