

Trust Recruitment and Selection Policy

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Responsible Sub Committee	Finance & Resources
Linked Policies	Disciplinary Code of Conduct Management of Allegations of Abuse Against Staff Probationary Trust – Staffing Restructure Policy and Procedure Trust – Managing Employee Reductions (Redundancy) Procedure Trust Exit Interview Policy
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Updates and Amendments

Version	Section	Amendments	Date	Author / HR Lead
2	35	Fluency Duty Added	May 2017	D Kirkham
2.1		This version is a full rewrite of the previous version	February 2023	B Purvis

2.2	11	Clarity on definitions of internal and external job advertisement Requirement for 2 members of Trust Core Exec to authorise the appointment of an applicant who had previously been interviewed for the same or similar post Update to Appendix 4 Reference Request Form to confirm that this document is private and confidential	July 2023	B Purvis
	24.2	Clarification that physical copies of relevant ID documents must be checked	June 2024	
	29.3	Clarification that in all instances an actual copy of the DBS certificate must be seen		
	29.6	Clarification that the DBS check should be dated within 3 months of the individuals start date		
	32	Updated DfE guidance on how to complete a prohibition check	July 2024	
	33	Updated DfE guidance on how to complete a section 128 check		

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I. Introduction

I.1 The Trustees are responsible for determining who should work at the Trust and for ensuring the Trust conducts safe, fair and transparent recruitment and selection process.

I.2 Safeguarding and promoting the welfare of pupils is integral to our recruitment process. All staff involved in recruitment must ensure this policy is followed.

I.3 We will comply with Keeping Children Safe in Education statutory guidance (KCSIE) ([See Link](#)) and in particular Part 3 of KCSIE “Safer Recruitment” and ensure that those staff receive the appropriate training to ensure that the requirements of KCSIE are fully carried out.

I.4 All posts are exempt from the Rehabilitation of Offenders Act 1974 ([See Link](#)) and so all applicants must declare any spent and unspent convictions, cautions and bind-overs, including those regarded as spent, and to have an enhanced DBS (Disclosure Barring Service) disclosure check. We are committed to ensuring that people who have been convicted are treated fairly and given the opportunity to establish their suitability for positions.

I.5 Any candidate who provides false or mis-leading information **will not** be considered for a position. In the event that subsequent information in this regard comes to light after an offer has been made, the offer will immediately be withdrawn.

I.6 The power to offer employment for all posts below the level of Assistant Head and Deputy Head is delegated to the Headteacher. The Headteacher may not delegate the offer of employment.

I.7 For Headteacher appointments the shortlisting panel and interview panel must include at least one member of Trust Core Executive Team, at least one Trustee and at least one member of the Local Governing Board.

I.8 For Trust Executive appointments the shortlisting panel and interview panel must include at least one member of the Trust Core Executive, a member of the Trust Executive Team and a Headteacher and/or a Business Manager.

I.9 For Trust Core Executive appointments, the shortlisting panel and interview panel must include at least 2 Trustees and at least 2 members of the Core Executive Team who are supported by a sub panel which must include two members of the Executive team. Members of the subpanel will contribute to the

recruitment and decision-making conversations but it is the members of the interview panel who will make the final decision on whom to appoint.

1.10 For the appointment of the Trust CEO the shortlisting panel and interview panel must include at least 3 Trustees and a member of the Core Executive team who are supported by a sub panel which must include at least 2 members of the Core Executive team. The shortlisting and interview panel may also include an independent or external person or Member. Members of the subpanel will contribute to the recruitment and decision-making conversations but it is the members of the interview panel who will make the final decision on whom to appoint.

1.11 The persons on the shortlisting panel should be the same people as the selection panel wherever reasonably possible.

1.12 This policy has been developed to ensure that we:

- Appoint high calibre staff on the basis of knowledge, experience and skills needed for the job following a fair and transparent recruitment process.
- No one is appointed who is not suitable to work in a school or is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- Comply with Keeping Children Safe in Education statutory guidance (KCSIE) ([See Link](#)).
- Comply with legal requirements including equalities legislation ([See Link](#)).
- Comply with our Data Protection Policy.
- Meet the requirements of the Disclosure and Barring Service (DBS) ([See Link](#)) in relation to the processing, handling and security of disclosure information. See [Satisfactory DBS Enhanced Disclosure and Barred list check](#).

2. Application

2.1 This guidance applies to all staff recruitment.

2.2 Staff involved in recruitment must have training relevant to their role in the process. See below:

- All staff will confirm that they have read and understood the appropriate sections of KCSIE on an annual basis.
- At least one selection and interview panel member will have carried out and passed appropriate Safer Recruitment training within the last 36 months by attending training on Safer Recruitment. ([See Link](#))
- All persons conducting Online Searches ([See Link](#)) will have completed unconscious bias training in accordance with the Trusts annual training cycle. [See Link](#) for full guidance and applicable templates please [Click Here](#)
- All staff involved in the recruitment process will ensure that their recruitment practices are always in full compliance to all of current KCSIE guidance ([See Link](#)).

3. Regulated Activity

3.1 The policy will refer to regulated activity as and where appropriate.

Please note that all Staff employed within the Trust are considered to undertake regulated activity.

3.2 The definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:

- (I) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children.
- (II) Work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, childcare premises. Not work by supervised volunteers.

3.3 Work under (I) or (II) is regulated activity only if done regularly. The full definition of regulated activity is available here: ([See Link](#))

4. The Law – Key Points

4.1 The Equality Act 2010 ([See Link](#)). maintains protection from discrimination on the basis of:

- 1. Age;
- 2. Disability;
- 3. Gender reassignment;
- 4. Marriage and civil partnership;
- 5. Pregnancy and maternity;

6. Race;
7. Religion or belief;
8. Sex; and
9. Sexual orientation.

5. Equal Opportunities Statement

5.1 We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. Please also refer to the Trust's Equality and Diversity Statement.

6. Temporary and Fixed Term Contracts

6.1 Staff on temporary contracts for 24 months or less do not automatically have a right to the post if it subsequently becomes vacant. The resultant permanent post will be advertised in accordance with normal procedures and they may apply for the role and will be given consideration for the permanent position alongside other external candidates.

6.2 Temporary staff with 24 months service or more do not have automatic rights to a permanent job. If their temporary role subsequently becomes permanent, consideration will be given to them receiving a 'priority interview' if there is a 'Good Reason' to do so as they will have acquired certain employment rights including the right not be unfairly dismissed. In such an instance then HR advice should be requested. If a priority interview is not being considered in the first instance, the person will receive 'favourable consideration for the permanent role' i.e. an interview alongside other candidates.

6.3 Any employee on fixed-term contracts for 4 or more years will automatically become a permanent employee, unless the employer can show there is a good business reason not to do so. However, an employer and unions (or a staff association) may make a collective agreement that removes the automatic right to become a permanent employee in these circumstances.

7. Stages of the Recruitment Process

7.1 You should plan the whole recruitment process to ensure time for each stage and ensure applicants are given information about the Trust, the role and the process. This is to ensure the right people apply for the role.

7.2 You should;

- Ensure the person specification and job description are 'fit for purpose'. See Appendix I-Candidate Information Pack
- Prepare the Candidate Information Pack using the proforma in Appendix I Candidate Information Pack
- Prepare the advert, consider how and where the post will be advertised and the content of the advertisement. All posts should be advertised on the TES jobs portal (See Link) and for teachers on the government job portal (See Link)
- Plan the interview questions – see Appendix 6 Invite to Interview Checklist
- Plan other interview / selection process activities – such as online checks, criminal convictions declaration and reference checking.
- Determine roles and responsibilities during the recruitment process and ensure staff have appropriate training for their role.

8. Candidate Information Packs

8.1 The Trust will provide an explicit statement about the organisation's commitment to safeguarding and promoting the welfare of children which should be included in all candidate information packs. An example is given below:

Tapton School Academy Trust is committed to safeguarding children and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to employment checks and all successful candidates will be required to undertake a DBS Enhanced Disclosure Check.”

8.2 All applicants for all vacant posts will be provided a Candidate Information Pack which should include the following (either on paper or online):

- A description of the Trust and the school relevant to the vacant post.
- A detailed job description and person specification outlining the duties of the post and an indication of where the post fits into the organisational structure of the school.
- Details about the grade and type of post.
- Statement about the Trust's commitment to safeguarding children and welfare of children (see above) and reference the schools Child Protection & Safeguarding Policy.
- Equal opportunities statement and reference to the schools Equality Objectives.

- Details about what employment checks will be required. see [Appendix 13: Onboarding and Induction Checklist](#)
- A statement that canvassing any employee, or member of the Governing Board, directly or indirectly, is prohibited and will be considered a disqualification.
- Information about the recruitment and selection process, including the closing date for applications and suggested dates for interview, and a link to the application form (CVs will not be accepted).
- Application forms must be completed by all applicants in most situations. It is not acceptable practice to rely on curriculum vitae (CV) procured by a potential employee.

9. Safer Recruitment Requirements (Application Forms)

9.1 Please ensure that you are fully aware of the applicable guidance from KCSIE ([See Link](#))

9.2 A completed application form ensures a common set of core data is gathered from all applicants and provides schools with the information that they require in order to shortlist a person for interview. It also acts as an applicant's signed and dated declaration of the qualifications, skills and experience that they possess.

10. Job Descriptions and Person Specifications

10.1 The job description should set out the purpose or function of the job and the key tasks.

10.2 The person specification should detail the qualities and competencies required based upon the job description separated into essential and desirable categories. [See Appendix 1-Candidate Information Pack](#)

10.3 The job description and person specification (see [Appendix 1-Candidate Information Pack](#)) are used to assess the applicants and it is therefore vital they are accurate and reflective of the required competencies, skills and experience.

10.4 Teaching staff job descriptions are based on the duties and responsibilities in the Teachers' Pay and Conditions Document ([See Link](#)) and specific duties and responsibilities as required i.e. for specialist areas of responsibility e.g. curriculum leader, year leader, SENCO etc.

10.5 Support staff job descriptions are based on evaluated model job descriptions adapted as necessary for specific duties and responsibilities as required.

10.6 All job descriptions will detail the individual's responsibility for promoting and safeguarding the welfare of children and young persons and will contain the criterion "suitability to work with children"

11. Advertising - Safer Recruitment Requirements

12.1 References to roles being advertised internally mean that the role is advertised to all employees within the Trust. References to roles being advertised externally mean that the role is advertised outside of the Trust which may include using the Trust's external recruitment agencies.

12.2 Advertisements are the first stage of the filtering process. Candidates should be able to make an initial judgment about their own suitability for the post and self-select accordingly.

12.3 All posts will normally be advertised both internally and externally to ensure equality of opportunity and encourage as diverse a field of candidates as possible. unless one or more of the following applies:

12.4 Circumstances where we may not advertise the role externally:

- Where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates;
- If a "ring fenced" internal recruitment process is agreed with Trust Executive Team. Please refer to the Trust's Restructure Policy.
- A restructure where the rationale is to "slot" staff into a particular post or if a "ring fenced" internal recruitment process is agreed.
- There may be isolated occurrences where such a vacancy exists that could not be recruited to in time due to missing deadlines or in the best interests of the school an urgent appointment is required. In such situation a person who went through the recruitment process and was deemed appointable in another school within the Trust may be offered this alternative post as they have the requisite skills and have already been interviewed for a similar or the same post. In such instances the individual concerned must be interviewed in accordance with the role in question. In these circumstances, the shortlisting panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

12.5 In circumstances such as the ones listed in point 11.4 this approach must be approved by 2 members of the Trust Core Executive Team before the appointment is made.

12. Fluency Duty

12.1 We are subject to the fluency duty ([See link](#)) and therefore the following statement should be included in the job advert/description/person specification where this is applicable to the role: *“The ability to converse at ease with members of the public and pupils and provide advice in accurate spoken English is essential for the post”*.

13. Applicants who have previously been Trust pupils

13.1 We may receive applications from former pupils and therefore need to consider factors such as any applicable risks around relationships (personal, sexual, social, familial) and professional boundaries for the required role.

13.2 Existing relationships between the applicant (former pupil) and current pupils which would potentially present challenges around professional boundaries must be taken into consideration.

13.3 In order to mitigate such risks, we will ensure that the following takes place;

- A high-quality safer recruitment process, which addresses these issues with questions around professional boundaries and existing relationships.
- A high-quality safeguarding induction, which contains meaningful content about professional boundaries and relationships.
- A clear probationary process, which contains regular reviews, is also a key element and strong monitoring and line management processes should be in place. Please also refer to the Trust's Probationary Policy.
- References will not be permitted from the ex-pupils most recent teacher/s from within the school or Trust.

13.4 All applications from individuals whom have recently been a pupil will be looked at a case-by-case basis, in accordance with applicable legal guidance and Trust policies.

14. Job Sharing

14.1 Job-sharing is where one role is shared by staff each working on a part-time basis.

14.2 This is a flexible working arrangement and has the potential to benefit both the Trust and the employee. However, care must be taken to ensure that the responsibilities of the job-sharers are clearly defined and provision is made for eventualities like holidays and sickness.

14.3 Advice should be sought from HR on job sharing. Please see below the following principles:

- All applicants whom are interested in a job share role must provide separate job applications but they should make it clear on the application that they are applying as job sharers and give the name of their job share partner.
- The shortlisting panel should consider the job-sharing partners application separately against the criteria set in the job specification. See Appendix 1-Candidate Information Pack
- If both partners achieve a score which enables them to be considered for the role then they should be invited to an interview.
- If only one job share partner achieves a score which enables them to be invited to interview, then that partner may decide to continue to the interview stage alone or withdraw their application.
- The interview should be structured to provide the interview panel with an indication of the person's teamworking skills, even if teamworking skills are not required in the job spec, their teamworking skills will be crucial in a job share role.
- The interview should be structured to provide the interview panel with an indication of the persons flexibility as again this will be crucial in a job share role.
- If both job-sharing partners perform well at interview and the interview panel score them as being the top 2 candidates then they should be offered the role on a job-sharing basis.
- If one partner is scored as the top candidate by the interview panel and the other is lower down but still above the required score, the panel may have the discretion to offer the role to them, provided that their combined score (once averaged) puts them at the top of interview panels scoring.
- If one partner is the high performing applicant at interview but the other partner does not perform to a satisfactory level then the job cannot be offered to them as an existing job-sharing partnership.

15. Shortlisting

15.1 The shortlisting panel will:

- Be at least 2 people.
- Wherever practical panel members should be as diverse as is reasonably possible in terms of age, gender and ethnicity for example.
- Be the same people as the selection panel where reasonably possible.
- Use the shortlisting form. See Appendix 2 Trust Shortlisting Grid Template
- Apply the selection criteria consistently based on the essential and desirable criteria.
- Consider any inconsistencies such as variations and reasons for gaps in employment.
- Ensure that the applicant meets the criteria as set out in the job description and person spec. See Appendix 1-Candidate Information Pack
- Explore all potential concerns.

- Agree the candidates to be called for interview.

16. Criminal and suitability to work with children declaration

16.1 Shortlisted candidates must complete and sign a self-declaration of any criminal record or information that would make them unsuitable to work with children.

16.2 This information should only be requested from applicants who have been shortlisted. The information should not be requested in the application form to decide who should be shortlisted.

16.3 The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received. See [Appendix 10: Criminal Convictions Disclosure Form](#)

16.4 On receipt, equality monitoring information should be separated from applications.

17. Online Searches

18.1 We will perform online searches of shortlisted candidates in accordance with KCSIE ([See Link](#)) to help identify any issues that would either harm our reputation or make the candidate unsuitable to work with children.

18.2 For full guidance and applicable templates please see [Appendix 3 Online Searches](#)

18. References

18.1 Please ensure that you are fully aware of the applicable guidance from KCSIE ([See Link](#))

18.2 References should be taken up on all short-listed candidates, including internal ones, preferably before interviewing so that any concerns can be explored further with referees and investigated further at interview.

18.3 Such concerns may be the reasons for leaving previous posts, any gaps in employment, and/or if any information provided in the reference is not consistent with the information provided by the candidate in their application form.

18.4 At least two references should be taken up for external candidates, and at least one for internal candidates.

18.5 The amendments to the Exceptions Order 1975

See [Appendix 4 Reference Request Form](#)

18.5.1 We will:

- Provide job descriptions and person specifications so that the referees can comment on the individual's suitability for the specific post in question. See [Appendix 1-Candidate Information Pack](#)
- Not accept open references, e.g. to whom it may concern, on receipt of references the school may telephone the referee to ensure authenticity of the reference and this should be logged.
- Not rely on applicants to obtain their own reference.
- Ensure a reference is received from a senior person at the applicants most recent employer (i.e. for education from the Headteacher/principal to ensure accurate in respect to disciplinary investigations).
- Obtain a reference from the last employer where the applicant worked with children (if not currently working with children), if the applicant has never worked with children, ensure a reference from their current employer.
- Ensure the information confirms whether they are satisfied with the applicant's suitability to work with children and provide facts (not opinions) of any substantiated safeguarding allegations, but it should not include information about allegations which are unsubstantiated, unfounded, false or malicious. ([See Link](#))
- Ensure references originate from a legitimate source. This will mean checking the name of the employer listed to ensure that it is a legitimate school and/or organisation.
- Contact referees to clarify content where information is vague or insufficient.
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate.
- Establish the reason for the candidate leaving their current or most recent post and;
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

18.5.2 Where there is a history of repeated concerns or allegations, it is advised that you contact HR for more advice.

18.5.3 References are the "property" of the Trust and strict confidentiality will be observed.

18.5.4 References must be in writing and be specific to the job for which the candidate has applied. We will not accept references from relatives or people writing solely in the capacity as a friend of the candidate.

19. Skills Based Interviews and Selection Processes

19.1 Invitations to interview See [Appendix 6: Invite to Interview Checklist](#) and [Appendix 7: Invite to Interview Letter](#)

Invitations to interview should;

- Detail all the arrangements such as date, time, panel members, length of the selection process, selection activities.
- Remind candidates that the interview is assessing their suitability to work with children.
- Remind them to bring all relevant documents, such as DBS disclosures where available, proof of qualifications, proof of identity.
- Remind candidates to bring their criminal conviction disclosure form self-declaration See [Appendix 10: Criminal Convictions Disclosure Form](#)

19.2 Only originals of the required documentation can be accepted; copies should not be accepted. The school should take a copy of original documents to be kept on the school file. See Recording Information or [click here](#) for further guidance.

19.3 Interview and Selection Panel

19.3.1 The interview panel should be at least two people. This allows one member to observe and assess the candidate and make notes while the other is talking and asking questions. Alternatively, panels may find it helpful to have someone present who can focus on taking notes.

19.3.4 Wherever reasonably possible the members will be the same as the selection panel. Wherever practical panel members should be as diverse as is reasonably possible in terms of age, gender and ethnicity for example.

19.3.5 Any member of the recruitment panel must declare an interest and withdraw from the selection process, if any applicant is a member of family or may be considered to be a friend.

20. Interview Panel Training Requirements

20.1 At least one interview panel member must have carried out and passed appropriate safer recruitment training within the last 36 months or by attending training on Safer Recruitment.

20.2 All interview panel members are advised to have received unconscious bias training in accordance with the Trust's annual training cycle. [See Link](#)

21. Interview Questions

21.1 Before the interviews the selection panel will agree on the interview format (including any other assessment methods) and the questions to be asked of the candidates. It is essential that a face-to-face interview takes place prior to any appointment.

21.2 The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description, the person specification [See Appendix 1-Candidate Information Pack](#) and their suitability to work with children. [See Appendix 8: Interview Questions Matrix](#)

21.3 The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment ([See Link](#)).

21.4 The criminal declaration form ([See Appendix 10: Criminal Convictions Disclosure Form](#)) should be opened by the panel during the interview and questions or concerns should be raised with the interviewee during the interview process.

21.5 Any content of concern that was logged during the online searches should also be discussed. For full guidance and applicable templates please [see Appendix 3 Online Searches](#)

21.6 Ground rules for interviewing

- Be properly prepared.
- Have all relevant paperwork.
- Have an agreed set of questions but ask additional questions to explore a specific and relevant issue relating to individual candidates.
- Avoid telephone interviews.
- Make notes on candidates' responses and record judgements and the basis for them.
- Use Interview Questions Matrix to record all interviews. [See Appendix 8: Interview Questions Matrix](#)
- Raise any concerns that arose from any online searches of the candidate during shortlisting. For full guidance and applicable templates please [see Appendix 3 Online Searches](#)
- Raise any concerns and/or inconsistencies that came from the shortlisting process such as the reasons for leaving previous posts, any gaps in employment, and/or if any information provided in the reference is not consistent with the information provided by the candidate in their application form and interview.

- Probe to find out about any issues around attendance, capability, employment history and duration of time in each role.
- If there are repeated changes in career you must ask the candidate to explain.
- Ensure all your questions are relevant to the job and justifiable.

21.7 If references have not been provided before the interview the candidate should be given the opportunity to discuss anything that may come to light on the collection of references.

21.8 A robust selection process should not in all cases rely solely on the interview. Dependant on the role and where possible, a range of selection activities should be designed in order to help assess who is the most suitable candidate for the job.

Please note: Pupils may be involved in the recruitment process in a meaningful way where applicable. Observing shortlisted candidates and appropriately supervised interaction with pupils is common and recognised as good practice

22. When it is not possible to conduct an in-person face to face interview

22.1 There may be exceptional circumstances whereby it is not possible for an in-person interview i.e. due to a pandemic. In such instances, interviews may be conducted remotely and must follow any applicable government guidance and in a format that is agreed by the Trust Executive Team.

23. Pre-Appointment Vetting Checks

23.1 Please ensure that you are fully aware of the applicable guidance from KCSIE ([See Link](#))

23.2 The offer of employment and acceptance by the candidate is binding on both parties' subject to the following Pre-Appointment Vetting Checks:

- Verification of identify (best practice is to include Birth Certificate).
- Verification of right to work in the UK.
- Proof of relevant qualifications.
- Online Checks.
- Satisfactory DBS Enhanced Disclosure and Barred list check.
- A Certificate of Good Conduct (if applicable) which may include EEA sanctions and restrictions.
- Prohibition Check.
- Section 128 check (if applicable).
- Pre-employment medical screening.

- Satisfactory references.
- Disqualification under the Childcare Disqualification Act 2006, as applicable.

23.3 For internal applicants, schools are obligated to complete a verification of identity check only as part of their preemployment checks (see paragraph 24.1). Schools must complete all preemployment checks for external candidates.

23.4 The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

23.5 We must undertake specific pre-employment checks for all staff. The exact nature of these will depend upon the capacity in which the person will be working.

23.6 Offers will be conditional on/subject to satisfactory completion of all the relevant pre-employment checks, (including references: [See Link](#)) .

24. Verification of identify

24.1 Photographic identification that includes a date of birth (such as a passport or photographic driving licence etc) should be obtained.

24.2 Where possible and in accordance with KCSIE best practice ([See Link](#)) the applicants should provide a copy of their birth certificate and their name should be checked against their birth certificate.

In both cases you must be in physical possession of the original ID documents [See Link](#) for further guidance

25. If the applicant has changed their name

25.1 There are a number of reasons why someone's name might be different on different pieces of evidence. For example, their surname might have changed when they got married. If it looks like someone has changed their name, you will need to collect more evidence to make sure the evidence belongs to the same person.

25.2 You should be aware that someone might have changed their name because of gender reassignment. If this happens, you must make sure you comply with section 7 of the Equality Act 2010 ([See Link](#)) when you ask them for any evidence that includes their previous names.

25.3 If you require further guidance then please speak to HR.

26. Verification of right to work in the UK

26.1 Please ensure that you are fully aware of the applicable guidance from KCSIE ([See Link](#))

26.2 It is a criminal offence to employ a person who does not have the right to work in the UK or who do not have the right to undertake the type of work that they are being offered.

26.3 The UK Borders Agency website ([See Link](#)) provides guidance which lists the documents that can be accepted as evidence of an applicant's right to work in the UK, See [Appendix 5 Right to Work Checklist](#)

In all cases you must be in physical possession of the original ID documents [See Link](#) for further guidance

27. Applicants who have lived or worked outside the UK

27.1 Individuals who have lived or worked outside the UK must undergo the same checks as all staff. This includes obtaining (via the applicant) an enhanced DBS certificate including barred list information, for those who will be engaging in regulated activity ([See Link](#)) even if the individual has never been to the UK.

27.2 In addition, we must make any further checks we think appropriate so that any relevant events that occurred outside the UK can be considered.

27.3 We will apply the same approach regardless of which country they lived / applicant worked in (i.e. EEA country or the rest of the world).

27.4 These checks could include, where available:

- Criminal records checks for overseas applicants - Home Office guidance ([see link](#));

And for teaching positions:

- Obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated

Professions database ([See Link](#)). Applicants can also contact the UK Centre for Professional Qualifications ([See Link](#)) who will signpost them to the appropriate EEA regulatory body.

27.5 For any applicants who have lived or worked overseas we will request a Certificate of good conduct checks.

27.6 Not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country. The Home Office provides guidance on criminal records checks for overseas applicants which can be found on GOV.UK ([See link](#))

27.7 In case of whereby an applicant who has lived and/or worked overseas is understood to have made all reasonable attempts to provide a certificate of good conduct but they have not received this in a timely manner then the offer of employment should be subject to the completion of a risk assessment which is authorised by the Trust Executive Team. See [Appendix 9- Employment-Risk-Assessment](#)

27.8 Some overseas qualified teachers can apply to the TRA for the award of qualified teacher status (QTS) in England. ([See Here](#)). Please note that holding a teaching qualification (wherever it was obtained) does not provide suitable assurances for safeguarding purposes or that they are suitable to work with children.

28. Proof of relevant qualifications

We must verify the qualifications by viewing each original qualification certificate. If there is any doubt about the authenticity then we can check by contacting the relevant awarding institution.

29. Satisfactory DBS Enhanced Disclosure and Barred list check

29.1 An enhanced DBS check including children's barred list information will be required for all staff who undertake 'regulated activity' ([See Link](#)) which is unsupervised.

Please note that all Staff employed within the Trust are considered to undertake regulated activity.

29.2 Where this is not possible, appointment will be delayed until satisfactory checks are received or arrangements should be made for supervision of the employee at all times until such time as they are received. Under no circumstances must an employee be unsupervised in school or in contact with children whilst awaiting confirmation of satisfactory checks.

29.3 All staff who are eligible for enhanced DBS checks including a check on the barred list will have this check undertaken every 4 years and recorded on the Single Central Record (SCR). This check should include a check of the actual DBS certificate including when an employee is using the DBS Update Service ([See Link](#))

29.4 Supply Teachers: Supply teachers are still required to have an enhanced DBS check. Before taking on a member of supply staff provided by a supply agency, the school must obtain written confirmation from the agency that all necessary pre-employment checks have been carried out and are satisfactory. In relation to DBS Disclosures the written notification from the agency must confirm that a relevant DBS check has been requested, whether the agency has received a notification email from the DBS and whether this email stated that the check was complete with 'no content' (which means that the check is clear), or check is 'complete with content' (which means the check is not clear). Where there is content on the certificate, the school must be shown the DBS Disclosure by the individual before they start work. The school must decide whether or not to accept the agency worker. The individual must not undertake any work until this process has been followed.

29.5 Checks on Under 16's: DBS checks should not be requested for young people under the age of 16. It is not the expectation that persons under 16 will be left in an unsupervised capacity with students, therefore DBS checks are not required.

29.6 Once the DBS checks are complete the applicant will receive a DBS certificate. We must see the original certificate and record the details on the single central record.

If the DBS certificate is dated more than three months prior to the individuals start date then a further DBS check will be required within 3 months of the individuals start date. KCSIE ([See Link](#))

29.7 We should compare any information disclosed on the certificate with any information shared during the recruitment process. DBS guidance on how to check a DBS certificate can be found on [GOV.UK](#).

29.8 DBS certificates are sent directly to the individual on whom the check has been carried out. Once the check is complete the school will receive email notification from the Registered Body. This will either state:

- The check is complete with 'no content'; which means the check is clear, or
- The check is 'completed with content, in this case please wait to view applicant certificate'; which means the check is not clear.

29.9 If the DBS check is clear we can arrange a start date.

29.10 Where a school wishes to allow an individual to start work before the DBS certificate is available, then this must be risk assessed and authorised at Trust Executive Team level. Individuals without a DBS

certificate must not start work before this risk assessment is completed and agreed with the Trust Executive Team.

See [Appendix 9- Employment-Risk-Assessment](#)

30. Positive Disclosures

30.1 A positive disclosure (i.e. 'with content') from the DBS is a certificate that shows cautions, warnings or convictions, spent convictions and also unspent convictions, and for Enhanced checks, it will also show other information that a police force deems relevant to disclose based on the nature of the job that the individual will be employed to do.

30.2 If the certificate has 'content' the applicant must be asked to bring the certificate into the school as soon as possible so that the Headteacher can decide and complete a positive disclosure form (See [Appendix 11: Positive Disclosure Decision Sheet](#))

30.3 Any disclosures which raise child protection issues must be discussed with the Headteacher and assessed by the Trust Executive Team and minuted in an executive team meeting before a decision is taken. This may involve a risk assessment if recommended by the Headteacher and Trust Executive Team (and HR where appropriate). See [Appendix 9- Employment-Risk-Assessment](#)

30.4 If an applicant has made a false declaration on the application form, or anywhere else, about convictions and cautions (or lack of them), this will render the offer of a contract of employment void.

30.5 Further discussion should take place regarding:

- Whether the applicant disclosed the conviction(s)/cautions, warnings or reprimands at application or at interview stage.
- What level of supervision will the post-holder receive.
- Whether the post involves responsibility for finance or items of value.
- Whether the nature of the role allows the applicant to potentially re-offend.
- Has the individual accepted responsibility for their actions?

30.6 We should assess cases fairly, on an individual basis. A decision not to appoint somebody because of their conviction(s) should be clearly documented. (See [Appendix 11: Positive Disclosure Decision Sheet](#))

30.7 Should safeguarding concerns or significant discrepancies that cannot be reasonably explained arise from the information provided by the candidate and or the candidates referees then these will render the offer of a contract of employment void.

31. Qualified Teacher Status (QTS)

31.1 All teachers must be qualified as defined by The Education (School Teachers' Qualifications) (England) regulations 2009 ([See Link](#)) (as amended), or satisfy the requirements of persons not qualified under schedule 2 of The Education (Specified Work and Registration) (England) Regulations 2009 ([See Link](#)).

32. Prohibition Check

32.1 A Prohibition check confirms whether an applicant is prohibited from working within school. Schools must check if a person has been prohibited before appointment in accordance with KCSIE ([See Link](#))

33. You must confirm the individual's identity before conducting this search.

33.1

- Login in to [Check a teacher's record - GOV.UK \(www.gov.uk\)](#)
- Enter the persons last name and date of birth
- If multiple people show, select the correct based on the ID you have received, and/or the person with the correct Teacher Reference Number (TRN. If there is no result then the person you are searching for is not on the list
- This covers support staff who were previously teachers.

33. Section 128 Check (if applicable)

34.1 A Section 128 check checks the names of individuals who are barred from taking part in the management of a school.

34.2 The list is maintained by the National College for Teaching and Leadership (NCTL) under the terms of direction from the Secretary of State for Education. The list can be found [Individuals prohibited from managing or governing schools - GOV.UK \(www.gov.uk\)](#)

34.3 Trust policy is Headteachers, Principles, Deputy Assistant Headteachers, Governors/Trustees, Members, Chief Financial Officer, Chief Operating Officer, Trust Executive Team, School SLT. Please ensure that you have carried out a section 128 check for all of these posts and have recorded this on your school SCR.

34. Childcare Disqualification

34.1 The childcare disqualification arrangements apply to staff working with children aged 5 and under in our primary schools and wraparound care for children up to the age of 8, such as breakfast clubs and after school care.

34.2 For these staff and those who are directly concerned with the management of such provision, we must ensure the individuals are not disqualified under the Childcare Disqualification Regulations 2018. See Satisfactory DBS Enhanced Disclosure and Barred list check or [Click Here](#).

34.3 For further information see Disqualification under the Childcare Act 2006 statutory guidance on Gov.uk ([See Link](#)).

34.4 How to conduct a childcare disqualification check:

- Ensure you have received an up-to-date enhanced [DBS certificate](#) with barred list check ([Click Here](#)) in accordance with the guidance contained in section titled “See Satisfactory DBS Enhanced Disclosure and Barred List Check” or [Click Here](#).
- Conduct any other relevant recruitment checks (such as checks for staff who have lived or worked overseas See Verification of right to work in the UK or [Click Here](#)
- All applicable staff should be asked to complete a Childcare Disqualification under the Childcare Act 2006 Declaration.
- See [Appendix 12: Childcare Disqualification under the Childcare Act 2006 Declaration](#)
- Trust policy is to complete a childcare disqualification check for all staff working in primary schools, any member of staff working across trust who may work in a primary school and the Executive Team.

35. Driving Licence

36.1 If an employee will be required to drive on business or may be required to escort children in their own transport in an emergency, we should see evidence that the employee has a valid driving licence and business insurance.

36. Pre-employment medical screening

36.1 Once a candidate has been made a conditional offer of employment or placed in a pool of successful candidates we must ensure that candidates complete a medical screening form.

36.2 Where appropriate, the applicant will be referred to Occupational Health to seek advice.

36.3 Where the applicant has a disability, we must consider any reasonable adjustments that can be made to enable the applicant to perform the role, and should put these in place.

36.4 No employee may start work until medical clearance has been received.

37. Satisfactory References

38.1 References should be taken up on all short-listed candidates, including internal ones, preferably before interviewing so that any concerns such as reasons for leaving previous posts and any gaps in employment can be explored further with referees and investigated further at interview. At least two references should be taken up for external candidates, and at least one for internal candidates.

See full guidance on references [here](#)

38. Recording, Retaining and Sharing Information

38.1 All paperwork relating to successful applicants should be retained in accordance with the Data Protection Policy and Data Retention Policy.

38.2 All information relating, however indirectly, to child protection concerns must be fully recorded and retained on the personnel file. Please see the Trust Management of Allegations of Abuse Against Staff Policy for further guidance.

39. Start of Employment and Induction

39.1 The pre-employment checks listed in Pre-Appointment Vetting Checks [See Link](#) must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment that has been authorised by Trust Exec has been undertaken. [Click here](#) and See [Appendix 9- Employment-Risk-Assessment](#)

39.2 Exceptions will never be made in the case of the barred list and teacher prohibition checks ([See Here](#))

39.3 All new employees will be provided with an induction programme which will cover all relevant policies: See [Appendix 13 Onboarding and Induction Checklist](#)

40. Code of Conduct

41.1 The Trust's Code of Conduct should be given to each new employee and sign they have received it. It should cover all staff who work in the school on a paid or voluntary basis. See [Appendix 13 Onboarding and Induction Checklist](#)

41. Probationary Period

42.1 Please refer to the Trust Probationary Policy for further guidance.

Appendix I-Candidate Information Pack

An editable template document is available in the following folder:

[Policies - Trust Policies](#)

Appendix 2- Trust Shortlisting Grid Template

The essential / desirable criteria should be added from the person specification and then scored 1-4.

This is an example template and is not intended to replace existing templates currently effectively used by schools.

Shortlisting Grid			
Vacancy:		Interview Date:	
Scoring Guide 0=Fails to meet criteria, 1=Partly meets criteria, 2=Meets criteria, 3=Exceeds criteria			
Essential/Desirable Criteria	Name	Name	Name
	Score	Score	Score
Total			

Appendix 3 – Online Searches – Guidance

[A Great Place to Work - HR](#)



Appendix 4 Reference Request Form

- **Strictly Private and Confidential**
- **To be opened by the addressee only**

Applicant name:	
Post applied for:	
Name of referee:	
Job title of referee:	
Referee's relationship to applicant:	
Referee's employer:	

Please respond to all questions indicating “none” or “not applicable” or “not known” where appropriate.

In what capacity is/was the applicant employed? Please enclose a job description if possible.	
What is the applicant's current pay (or pay at the time they left employment with you)?	
How long have you known the applicant? (Years/months)	
Between what dates (MM/YYYY) was the applicant employed by you?	
If the applicant has left your employment, please give the reason.	

Would you re-employ the applicant in the same or similar post as they currently hold or held?	Yes ☐ No ☐
Do you know of any reason we should not employ the applicant?	Yes ☐ No ☐
This post is in “regulated activity” and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore, it is essential that you let us know if, for any reason, you have concerns about the employment of this person in a school setting where they will come into contact with children. Are you confident that the candidate is suitable for a position which involves working with children? Please enclose details separately under confidential cover.	Yes ☐ No ☐
Are there any disciplinary procedures, allegations, or concerns which the applicant has been the subject of, involving issues related to safety and welfare of children or young people, including anywhere the disciplinary sanction may have expired? Please provide details of the allegations investigated, the conclusion and how the matter was resolved. Please enclose details separately under confidential cover. Cases in which an allegation was proven to be unsubstantiated, unfounded, or malicious should not be included.	Yes ☐ No ☐
Is (or was should they have left your employment) the applicant subject to any current investigations, disciplinary actions pending, current disciplinary sanctions, or has a live warning on file? Please enclose details separately under confidential cover.	Yes ☐ No ☐
Has the applicant been subject to any capability proceedings in the last two years? Please enclose details separately under confidential cover.	Yes ☐ No ☐
Are you aware of any criminal convictions, cautions or pending prosecutions the candidate may have? Please enclose details separately under confidential cover.	Yes ☐ No ☐

Assessment of applicant from your experience in their work. Please mark the relevant box.

Area	Excellent	Good	Satisfactory	Poor	Not Known/ applicable/ relevant
Reliability in meeting deadlines and completing a course of action					
Punctuality					
Flexibility towards undertaking varied tasks commensurate with their grade					
Working with others, delegating appropriately					
Subject knowledge (Teaching)					
Knowledge, skills, and level of competence (Support Staff)					

Positive relationships with and respect from pupils					
Positive relationships with work colleagues					
Positive relationships with senior leaders					
Positive relationships with external agencies / persons					
Maintaining and promoting positive behaviour among pupils in accordance with the behaviour policy					
Planning and teaching lessons and achieving target levels of pupil attainment and progress					
Assessing, monitoring, and reporting on pupils' learning needs, progress, and achievements					
Setting and marking pupils' work in accordance with School policy					
Maintaining a well-managed and stimulating classroom/learning environment					
Showing initiative on curriculum and/or policy development in such a way as to support the values and vision					
Promoting the safety and well-being of pupils in accordance with the Child Protection Policy					
Knowledge of Safeguarding					
Managing other staff effectively					
Managing budgets effectively					
IT skills and knowledge					
Managing time effectively					
Resilience when facing problems or difficulties					
Exercising responsibility and showing initiative					
Proactively reviewing own performance, positively accepting, and acting on advice for improvement					
Seeking out learning opportunities and positively addressing own professional development					
Professional communication and relationships with pupils,					

parents, carers, and colleagues in accordance with the school ethos, policies, and practice					
Contribution to the wider life and ethos of the school					
Teamwork and contribution to implementing workplace policies and practice and to promoting collective responsibility for their implementation					
Overall performance and conduct in current role					

Having read the Job Description and Person Specification, it would be helpful if you would enclose a further statement giving your opinion of the applicant's suitability or otherwise for this post, including any other information about this applicant that you think would help the selection panel such as their performance and conduct.

Please indicate the level of your recommendation for CANDIDATE NAME for the position of ROLE.

- ☐ Strongly recommended for the post.
- ☐ Recommended for the post with reservations stated above.
- ☐ Do not recommend for the post.

I understand that:

I have a responsibility to ensure that the reference is accurate and does not contain any misstatement and nothing significant is omitted.

The content of the reference may be discussed with the applicant.

Signed:	
Name:	
Date:	
	Please ensure reference is countersigned by Headteacher
Headteacher Signature:	
Headteacher Name:	
Date:	
Official Stamp: Please also send a covering letter on headed paper or send using company email	

Appendix 5 Right to Work Checklist



Right to Work Checklist

Name of person:	
Date of check:	
Type of check:	Initial check before employment ☐ Follow-up check on an employee ☐

You may conduct a physical document check or perform an online check to establish a right to work. Where a right to work check has been conducted using the online service, the information is provided in real-time, directly from Home Office systems and there is no requirement to see the documents listed below.

Step 1 for physical check

- You must **obtain original documents** from either **List A** or **List B** of acceptable documents for a manual right to work check.

List A

- ☐ 1. A passport (**current or expired**) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- ☐ 2. A passport or passport card (**current or expired**) showing that the holder is a national of the Republic of Ireland.
- ☐ 3. A **current** document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
- ☐ 4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- ☐ 5. A **current** Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- ☐ 6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- ☐ 7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

- ☐ 8. A birth or adoption certificate issued in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- ☐ 9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- ☐ 10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1

- ☐ 1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- ☐ 2. A **current** Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- ☐ 3. A **current** document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time-limited period and to do the type of work in question.
- ☐ 4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- ☐ 5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
- ☐ 6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
- ☐ 7. A **current** immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2

- ☐ 1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- ☐ 2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- ☐ 3. An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- ☐ 4. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Step 2 – Check

You must **check** that the documents are genuine and that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes	No	N/A
2. Are dates of birth correct and consistent across documents?	Yes	No	N/A
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes	No	N/A
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (For students who have limited permission to work during term-time, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed.)	Yes	No	N/A
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes	No	N/A
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes	No	N/A

Step 3 – Copy

You must make a clear **copy** of each document in a format which cannot later be altered, and retain the copy securely; electronically or in hardcopy. You must copy and retain:

- ☐ 1. **Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
- ☐ 2. **All other documents:** the document in full, both sides of a biometric residence permit. **You must also record and retain the date on which the check was made.**

Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- 1. **List A** ☐ You have a **continuous statutory excuse** for the **full duration** of the person's employment with you. You are not required to carry out any repeat right to work checks on this.
- 2. **List B: Group 1** ☐ You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires.**
- 3. **List B: Group 2** ☐ You have a **time-limited statutory excuse** which expires six months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

You must obtain original documents from either List A or List B of acceptable documents for a manual right to work check.

Home Office online right to work checking service

Currently, the online checking service supports checks in respect of those who hold:

- a biometric residence permit; or
- a biometric residence card; or
- status issued under the EU Settlement Scheme; or
- status issued under the points-based immigration system; or
- British National Overseas (BNO) visa; or
- Frontier Worker permit

There are three basic steps to conducting an online right to work check:

1. use the Home Office online right to work checking service (the 'View a job applicant's right to work details' page on GOV.UK) in respect of an individual and only employ the person, or continue to employ an existing employee, if the online check confirms they are entitled to do the work in question;
2. satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and
3. retain a clear copy of the response provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards.

More information on how to conduct a manual and online check can be found in guidance at [GOV.UK/government/collections/right-to-work-checks-employer-guidance](https://www.gov.uk/government/collections/right-to-work-checks-employer-guidance)

Appendix 6 Invite to Interview Checklist

Please complete the checklist ensuring you have included all documents for the interview.

Interview date:	
Post:	
All forenames:	
All surnames (including previous surnames):	

Please ensure that you have completed and/or provided the following documentation that the School requires.

Action		Yes	No
1.	Disclosure of Criminal Convictions I confirm that I have completed and enclosed the attached Criminal Convictions Disclosure Form.	☐	☐
2.	Disclosure of Child Protection Investigation Have you been subject to any child protection investigation? If yes, please provide details in a separate sealed envelope of the circumstances and the outcome including any warnings, orders or conditions.	☐	☐
3.	Disclosure of Relationships Do you have any relationship with a pupil, employee, governor or trustee? If yes, please enclose details.	☐	☐
4.	Documents Provided to Evidence Right to Work I confirm that I will provide evidence of my right to work in the UK. Please see the enclosed <u>Home Office Right to Work Checklist</u> . For Candidates who have lived or worked overseas: Certificate of Good Conduct, in addition for Teaching posts, a Letter of Professional Standing, further information can be found at <u>Regulated Professions database</u> or contact the <u>UK Centre for Professional Qualifications</u> (if appropriate)	☐	☐

5.	Documentation to Process DBS Check I confirm that <u>if appointed</u> I will provide the appropriate documents to allow a DBS check to be undertaken.	☐	☐
6.	Qualification Certificates Provided I confirm that I will provide the original copies of qualifications which I have declared as part of my application and which are an essential requirement for the role.	☐	☐
7.	Prohibition Order I confirm that I am not subject to a prohibition order.	☐	☐
8.	Section 128 direction (for applicable position) I can confirm that I am not subject to a section 128 direction.	☐	☐

Signature of Applicant: _____

Print Name: _____ Date: _____

Appendix 7: Invite to Interview Letter

Date

Strictly Private and Confidential

Address

Dear

Re: [post applied for]

We would like to invite you to take part in the interview process for the role of [post applied for] on:

Date:

Time:

Venue:

The interview panel will consist of [name] [role], [name] [role] and [name] [role] but this may change due to unforeseen circumstances.

Please bring with you to the interview original documents confirming your qualifications gained.

This post is also subject to a DBS (formerly CRB). If you hold a DBS certificate and you are subscribing to the update service you will be asked for your details if you are successful in your application. If you are not subscribing to the update service you will be asked to apply for a new DBS check should we make you an offer of employment. In either case we require documentary evidence of your identity and you are requested to bring this to interview.

We will accept the following identity:

- Passport – Current and valid
- Biometrical Resident Permit – UK
- Current Driving Licence photo card – UK, Isle of Man, Channel Islands, EU
- Birth Certificate – Issued within 12 months of birth
- Adoption Certificate – UK and Channel Islands

May I also inform you that I am now taking up references for this post.

I would be grateful if you could contact [name], [role] on [telephone number or email address] to confirm your attendance at the interview.

We look forward to meeting you on [date].

Yours sincerely

Appendix 8: Interview Questions Matrix

This is a generic template which should be tailored for each role. The mandatory question areas are detailed in the template.

Interview Scoring Matrix

CANDIDATE:

VACANCY:

INTERVIEW DATE:

INTERVIEWER:

Interviewing Guidance

The questions are designed to assess the competencies needed to succeed in the position. The responses should be examples based from experience, be as specific and detailed as possible in describing the situation/problem, what the candidate did, what was involved, their contribution, outcomes and results.

The questions should obtain evidence of the candidate meets the requirement of the job description, the person specification and their suitability to work with children.

Each candidate will be assessed against all of the criteria and the same areas of questioning will be covered for each applicant. No questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked.

If there are repeated changes in career you should ask the candidate to explain these changes. These must be discussed and clarified,

In order to obtain as much information from the candidate as possible ensure that open-ended questions are used which will encourage a candidate to reveal more information.

Examples of these include:

- a. What did you do?
- b. What did you consider or want?
- c. When did this happen?
- d. Who was involved?
- e. What was your contribution?
- f. What was the result/outcome?

Some questions will need following up to unpick the initial answer and investigate the validity of the answers.

The criminal declaration form (See [Appendix 9: Criminal Convictions Disclosure Form](#)) should be opened by the panel during the interview and questions or concerns should be raised with the interviewee during the interview

Safeguarding and Questioning technique

The ability to ask questions that probe deeper and get beneath superficial answers is a skill that takes time to develop and practice. Those who wish to deceive may rehearse model answers to questions about safeguarding or areas of their past and it is essential that the questions asked unpick these responses so that there can be confidence in the validity of the answers.

Those interviewing should agree structured questions. These should include:

- Finding 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 which are relevant to the role, and probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.
- Any concerns from online searches.
- Implication that adults and children are equal.
- Lack of recognition and / or understanding of the vulnerability of children.
- Inappropriate idealisation of children.
- Inadequate understanding of appropriate boundaries between adults and children and indicators of negative safeguarding behaviours.

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.

Example questions designed to examine an interviewee's attitudes toward safeguarding children:

- What has working with children, to date, taught you about yourself?
- Tell me about a time when you have been working with children when your authority was seriously challenged. How did you react? What strategies did you employ to bring things back on course? How did you manage the situation?
- Tell me about a person you have had particularly difficulty dealing with. What made it difficult? How did you manage the situation?
- What are your attitudes to child protection? How have these developed over time?
- What are your feelings about children who make allegations against teachers or staff?
- How do you feel when someone holds an opinion which differs from your own? Give me an example. How did you behave in this situation?
- Have you ever had concerns about a colleague? How did you deal with this?
- Tell us about what you have done in the last 12 months to actually improve child protection in the workplace. How did this action arise? Who did you talk to? What were the results?

- What is the safeguarding policy in your workplace? How is it monitored? What steps have you taken to improve things?
- Give me an example of when you have had safeguarding concerns about a child. How did it arise? Who did you speak to? What actions did you take?
- Have you ever had to challenge the views of someone more senior than yourself in relation to safeguarding concerns? What were the circumstances? How did you go about it? What was the outcome?

Scoring Guide

- 1 = Answers mostly unacceptable: Inadequate
 2 = Acceptable answer, but some lacking detail: Satisfactory
 3 = Very good answer, majority of detail covered: Good
 4 = Detailed, totally satisfactory answer: Outstanding

QUESTIONS	NOTES	OBSERVATIONS TO SUPPORT SCORING	SCORE
	Able to articulate Evidence of CPD Evidence of skills for role Able to progress and willing to continue		
	Subject knowledge Understanding of what works in classroom		
	Understanding of Teaching and Learning		
	Resilience		
	Knowledge of CPD/training of teachers and staff		
	Ability to follow instructions/policy		
	Awareness of Safeguarding procedures.		
	Equality and diversity		
Any Questions? Are you still			

interested in this role?			
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TEACHING/TASK

TASK UNDERTAKEN	NOTES	RESULTS

PANEL CONSENSUS

DECISION NOTES

OUTCOME	CANDIDATE CONTACTED
APPOINTED	Name of staff member making call _____
NOT APPOINTED	Follow-up actions required



Appendix 9- Employment-Risk-Assessment

We are committed to safeguarding children and promoting the welfare of children and young people. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.”

This form is for use in exceptional cases where we wish to consider an exemption from:

- The requirement to obtain a valid DBS certificate prior to an applicant starting work.
- The requirement to obtain a certificate of good conduct for a time period in which the applicant lived overseas prior to an employee starting work.

This form may be used as part of the appointment staff or external persons as and when required in accordance with all guidance contained in this document (i.e. governors, trustees, volunteers, agency staff, visitors and contractors). You should refer to the Recruitment Policy to confirm the necessary checks required for each of these roles.

This document must not be used as an alternative to processing DBS applications and/or certificates of good conduct at the earliest possible date. The form will normally be completed by the Headteacher and must receive the authorisation Trust Executive Team. The document will be retained on the individuals personal file. **Please note that an Enhanced check for Regulated Activity must be carried out in every case prior starting the role.**

Candidate's name:			
Previous Name (if any)			
Job title:			
Candidate Date of Birth:			
Pre-Employment Checks	Completed: (Yes/No)	Management Action:	Date:

The applicant must not commence employment and/or duties of any form in school prior to this receiving Trust Exec Approval

Date of interview:			
Pre-Recruitment Checks Has the application form has been checked for anomalies/gaps in service or employment			
Have 2 satisfactory references have been received			
Enhanced DBS check requested:			
Enhanced DBS check received:			
Date Barred List check processed:			
Date DBS form submitted:			
Has a Certificate of Good Conduct been received, where required			
Proof of Identity Obtained (Passport/Photo Driving Licence/Birth Certificate etc)			
Permission to work in the UK checked and documented			
Proof of all original qualifications relevant to the role seen and copied			
Have the awarding institutions of the applicant's qualifications been checked and verified as authentic and appropriate learning providers? e.g. Prisons provide qualifications and can sometimes be referenced by a candidate in their application.			
Check of dismissal register undertaken (by HR) and the employee has not been dismissed for misconduct.			
If the applicant has been unable to obtain the applicable DBS and/or Certificate of Good Conduct, has the applicant provided additional references			
If the applicant has been unable to obtain the applicable DBS and/or Certificate of Good Conduct and have they have provided additional references have they been followed up			

in writing and with a phone call to the provider of the additional references?			
Employment History			
Name of current/last employer:			
Length of service with current/last employer:			
Has there been a break in employment since last employed?			
Has this been satisfactorily explained by the candidate?			
Safeguarding Checks			
Has the candidate declared any previous cautions/convictions/ bind overs/warnings?			
Have these been satisfactorily explained by the candidate and you do/do not feel this poses a risk to the safety and wellbeing of children and staff?			
The conviction/caution does not automatically bar the individual from working with children or vulnerable adults?			
Have there ever been any complaints or concerns raised about this person's work with children?			
Has advice been sought from EPM if there are any concerns about the employee's background?			
For All potential employees/volunteers please consider the following questions:			
What is the nature of the work with children?			
If the individual is a volunteer what does the school know about the volunteer, including formal or informal information offered by staff, parents and other volunteers			
If the individual is a volunteer do they have other employment or do they undertake voluntary activities where referees can advise on their suitability?			
Do the job/role requirements place the employee/volunteer in a position that			

offers unsupervised access to children or vulnerable adults?			
In the course of their duties can the employee/volunteer be observed or supervised by another individual who has been checked?			
Do the job requirements mean the employee/volunteer will be working in a remote/out of sight location?			
Does the employee/volunteer have access to keys that would allow them unsupervised access to the building out of school hours?			
Will the employee/volunteer be providing personal care to children or vulnerable adults?			
Will the employee/volunteer be responsible for escorting children to the toilet?			
Will the employee/volunteer be residing with children for any period of time?			
Will the employee/volunteer have potential for contact with children away from school or outside regular school hours?			
Does the employee/volunteer live on site?			
Is any training required for others in relation to supervising the employee/volunteer?			
Does the employee/volunteer require supervision pending the return of a satisfactory DBS check?			
If the employee/volunteer requires supervision then please note whom will			

provide the supervision and confirm the supervisor's role and their DBS status			
If the employee/volunteer requires supervision then please note the provision made for how we will ensure the employee/volunteer will be supervised in the instance of fire alarms, an emergency evacuation, unplanned visits by senior staff to employee/volunteers work area or absence of the person/s supervising the employee/volunteer			

Headteacher's Declaration:

- I confirm that this job is essential to the successful operation of the school.
- I confirm that I have obtained references from two referees, at least one of whom has recent and relevant knowledge of the employee/volunteer in a work context. I am satisfied that the referee has no reservations as to the applicant's suitability to work with children and young people.
- I confirm that I will ensure appropriate levels of supervision and/or monitoring will be maintained at all times (for example, unplanned visits by senior staff to employee/volunteers work area and avoiding the person working alone with individual children).
- I confirm that as part of the employee's induction, the above standards and expectations in matters of child protection will be made clear.
- I confirm that the employee/volunteer will not be given responsibility for high-risk activities e.g. external visits or residential trips until appropriate DBS clearance is obtained.
- I have discussed the details of this appointment and assessed the potential risk(s) with my Chair of Governors.

Signed (Headteacher):		Name:		Date:	
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Decision: Exemption endorsed/not endorsed (please delete as appropriate)

Signed (Member of Trust Exec):		Name:		Date:	
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Appendix 10 Criminal Convictions Disclosure Form

Private and Confidential

Criminal Convictions Disclosure Form

Please read the information below before completing the form. The completed form must be brought to your interview for the post of (job) _____ on (date) _____ and given to us in a sealed envelope.

It is our policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice.

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000. The school's policy on the recruitment of ex-offenders is available on request.

Failure to disclose any relevant offences or give false information will disqualify any offer of employment or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

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

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes/No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes/No

*Only ask if you are recruiting to a post working in regulated activity with children

Are you included on the DBS children's barred list?
Yes/No

Are you known to the police and children's social care?
Yes/No

Is there any relevant overseas information about you that may impact your suitability to work with children?

Yes/No

Please complete this table entering “none” if applicable. Continue overleaf if necessary.

Offence	Date	Court	Sentence/Penalty

Pending Prosecutions

Please complete this table entering “none” if applicable. Continue overleaf if necessary.

Alleged Offence	Appearance Date	Court

Disqualification

It is a legal requirement for Schools and Academies to ensure that the individuals they employ are not disqualified from working with children who have not yet reached the age of 8. This applies to those working in Early and Later Years settings or where their employment will involve provision for children under the age of 8. By signing this form, you confirm that you are not disqualified from working in the specified settings. If you are appointed you will be required to immediately inform the Headteacher if you become disqualified.

Signature:		Full Name (in capitals):		Date:	
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Prohibition

I confirm that I am/am not (delete as appropriate) subject to a Prohibition Order or Interim Prohibition Order in line with the School Staffing (England) (Amendment) Regulations 2013.

Signature:		Full Name (in capitals):		Date:	
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Section 128 (if a management position e.g. Headteacher, teaching positions of the Senior Leadership team, or any teaching positions which carry a department headship.)

I can confirm that I am/am not (delete as appropriate) prohibited or restricted from participating in the management of Schools in line with under s.128 of the Education and Skills Act 2008.

Signature:		Full Name (in capitals):		Date:	
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I certify that I have read and understood this form and to the best of my knowledge the information I have entered is true and complete. I understand that if I have failed to disclose or given false information then it will disqualify any offer of employment, or result in summary dismissal if I am in the post, with possible referral to the police.

Signature:		Full Name (in capitals):		Date:	
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If you are appointed, this form will be retained on your personnel file for the duration of your employment. If you are not appointed this form will be securely destroyed after six months.

Appendix I I: Positive Disclosure Decision Sheet

A positive disclosure from the Disclosure and Barring Service is a certificate that shows cautions, warnings or convictions. It may show spent convictions and also unspent convictions, and for Enhanced checks, it will also show other information that a police force deems relevant to disclose based on the nature of the job that the individual will be employed to do.

Recruiting managers must discuss with the Headteacher as soon as possible after notification of a positive disclosure

The Headteacher should use this decision sheet, along with discussion with HR as appropriate, to make a balanced decision about whether to employ the individual. This may involve a risk assessment

See Appendix 8- Employment-Risk-Assessment

Before a decision is reached the individual should be offered the opportunity to discuss the contents of the disclosure with the headteacher.

Name of individual		Discussed individual	with	Date	
Post Applied for		Department			
Recruiting Manager		Signed		Date	
Headteacher		Signed		Date	

Decision (please tick as applicable)	Employ	Do not employ	Employ with adjustments to role (give details)

QUESTIONS TO CONSIDER	Possible Responses	Answer	Comments
Does the DBS Barred List result bar the appointment? If the answer is yes then the appointment is automatically unlawful and the person must not be appointed to the post. Do not continue with this decision sheet.	Yes No		
Does a prohibition check prohibit the applicant from working within a school? If the answer is yes then the appointment is automatically unlawful and the person must not be appointed to the post. Do not continue with this decision sheet.	Yes No		
Is there a conviction? Is the conviction relevant to the position? Consider the impact of the particular nature of the conviction(s) disclosed on the post. How relevant is it to the job role?	Yes No		
Are you satisfied with the candidate's explanation of the circumstances of the offence? All positive disclosures should be discussed with the candidate. Note down their explanation of the circumstances.	Yes Unsure No	No	
How serious do you consider the offence to be?	Major Moderate Minor		
Did the offence occur recently? For example, minor offences that occurred a long time ago may be less relevant than ones that are very recent.	Within last; 1 Year 3 years 10 years Older		

At what age were the offences committed? Was the offence committed as an adult, or as a child or adolescent?	State age		
What age is the applicant now?	State age		
Does the disclosure show a pattern of offending behaviour, or was the offence a one-off? Repeated offences may indicate that the individual has not been able to change his/her offending behaviour, and may be more likely to re-offend.	One-off Repeat – frequent Repeat - infrequent		
Have the circumstances that lead the applicant to commit the offence changed for the better? Look at all the circumstances, including the employment pattern and the individual's own explanation.	Yes No Maybe		

Did the applicant disclose the conviction(s) / cautions, warnings or reprimands when asked? Note that a failure to disclose an offence, without a satisfactory reason, will be a breach of contract and render the employment offer void.	Yes No – no valid reason No – but has valid reason		
Does the role allow the opportunity to re-offend? Consider the nature of the post in relation to the disclosed offence(s).	Yes No		
What level of management supervision will the person receive? What opportunity would there be to re-offend? Will supervision reduce the risk? How much responsibility does the post carry?	High Moderate Low		

Does the post involve responsibility for finance, items of value or other high-risk areas? This is particularly relevant where the disclosed offences are related to robbery, burglary or fraud.	High Moderate Low		
Further considerations, including summary of risk assessment where the Headteacher determines that this is required See <u>Appendix 8- Employment-Risk-Assessment</u>			

THIS SHEET SHOULD BE RETAINED CONFIDENTIALLY ON THE EMPLOYEE'S PERSONNEL FILE



Appendix 12: Childcare Disqualification under the Childcare Act 2006 Declaration

It is an expectation that staff will inform the school where their relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the school.

If my circumstances or my relationships and associations change and I have any concerns which may have an implication for the safeguarding of children I will inform the school immediately.

Name _____

Signed _____

Date _____

Please return to your School / HR & Office Manager.

Appendix 13 Onboarding and Induction Checklist

NEW STARTER: _____

ROLE: _____

START DATE: _____

File Completion Actions

ACTION	DATE ACTIONED/ISSUE D	DATE REC'D/COMPLETE D
Offer Letter and Supporting Docs Issued		
Application Form on File		
References x 2		
Interview Checklist		
Criminal Conviction Declaration		
Qualifications – seen and copied for file		
QTS and Induction – Certificates seen or checked on secure .gov website		
Interview Notes on file		
Job Description on file		
Proof of Right to Work: - Document used to confirm RTW _____ Home Office Right to Work Form completed		
P45/46 Form		
Bank Details Form Completed		
Overseas Checks (where applicable)		
Prohibition Check - EPM		
Gov checks		
Pre-Employment Medical		
DBS – documents used or online service checked: - 1. 2. 3. DBS requested		
DBS Original Certificate Seen		
Proof of Address Document _____ —		
Bromcom		
EPM Portal		
Application Form sent to EPM		
Contract Issued		
SCR updated		

Induction

ACTION PRIOR TO START DATE	WHO RESPONSIBLE	DATE ADVISED
IT set up IT and systems & printing requirements		
Security/Door Fob		
Details of email distribution groups required		
DSL advised of start date for Safeguarding Training		
Manager to call and advised start time for first day		

FIRST DAY	WHO RESPONSIBLE	DATE ADVISED
Advise Reception of New Starter		
Meet and greet with Manager		
Welcome introduction with member of Senior Leadership Team		
Documents to be shared: - • Staff Handbook • Academic Calendar • Duty Rota • Pecuniary Interests Form • Link for Policies including • Schools Child Protection Policy • Schools Behaviour policy • Trust's Code of Conduct (See Link) Copies of all policies and a copy of Part one or Annex A of KCSIE, if appropriate will be provided to all staff at induction.		
Safeguarding Training-including • Safeguarding response to children who go missing from education. • Role of the designated safeguarding lead (including the identity of the designated safeguarding lead and deputies).		
If any issues from Pre-Employment Medical – risk assessment undertaken by Line Manager		
Bromcom Data Check form issued to check details and collect any addition information		
Staff member claimed on Secure Access system Teaching staff only		