



# Castleford Academy Trust

## Recruitment Procedure including Safer Recruitment Policy

Version No:	Date Ratified:	Review Date:
1.1	22.07.2022	07.03.2025



**Contents**

1	Purpose, Scope, and Principles.....	3
1.1.	Purpose .....	3
1.2.	Scope .....	3
1.3.	Principles .....	4
2	Equal Opportunities .....	4
2.1.	Discrimination against Applicants .....	4
2.2.	Types of Discrimination .....	4
2.3.	Liability for Discrimination .....	5
2.4.	Dealing with Complaints.....	5
2.5.	Genuine Occupational Requirements (GOR).....	5
3	Pre-recruitment Process.....	5
4	Advertising Posts .....	5
5	Application Form .....	5
6	Job Description and Person Specification .....	6
6.1.	Job Description .....	6
6.2.	Person Specification .....	6
7	References.....	7
8	Shortlisting .....	7
9	Invitation to Interview.....	8
10	The Selection Process .....	8
10.1.	Interview Panel.....	8
10.2.	Selection Process.....	8
11	Pre-Employment Checks .....	8
11.1.	DBS Checks .....	9
11.1.1.	DBS Update Service .....	9
11.1.2.	Checks for Existing Staff .....	10
11.2.	Teacher Prohibition Checks.....	10
11.3.	Section 128 Checks.....	11
11.4.	Overseas Checks .....	11
11.5.	Overseas Qualifications .....	12
12	Induction .....	12
13	Agency/Supply or 3 <sup>rd</sup> Party Staff .....	12
14	Peripatetic Staff.....	13
15	Volunteers .....	13
16	Trainee/Student Teachers .....	13
17	Contractors.....	13
18	Governors/Trustees.....	14
19	Adults who Supervise Pupils on Work Experience .....	14
20	Single Central Record .....	14



## Introduction

Castleford Academy Trust has a firm commitment to deliver outstanding education and as such wants to ensure the best people are recruited. When making recruitment decisions the Trust ensure the children, young people and any adults at risk across its academies are safeguarded from harm by:

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

The Academies within the trust will record all information on the checks carried out on its employees on the relevant Academy's single central record (SCR). Copies of checks, where appropriate, will be held in individuals personnel files in line with best practice and Data Protection guidance.

## Regulated Activity

For the purpose of this document regulated activity means a person who will be:

- Responsible, on a regular basis within a school or college, for teaching, training, instructing, caring for or supervising children.
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children.
- Engaging in intimate or personal care or overnight activity, even if this happens only once, regardless of whether supervised or not.

## 1 Purpose, Scope, and Principles

### 1.1. Purpose

The purpose of this Policy is to ensure the Trust's recruitment processes aim to:

- Recruit and develop outstanding practitioners;
- To ensure that the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and efficient manner;
- To ensure that all relevant equalities legislation is adhered to;
- To ensure that staff deal professionally with both external and internal candidates at all stages of the process.
- Ensure all pupils and staff are safeguarding from harm through thorough employment/ safeguarding checks of potential employees.

### 1.2. Scope

This Policy applies to all employees and members of the Trust who are responsible for and involved in the recruitment and selection of all staff. All Headteacher posts must be agreed by the CEO and governing body before any formal recruitment process commences.

Any recruitment requests for new posts, additional posts or replacement posts must be considered by the relevant body (see Scheme of Delegation) and approved by the Chief Finance and Operations Officer (CFOO) before any formal recruitment process commences.



### 1.3. Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service;
- The job description and person specification are essential tools and will be used throughout the process;
- Employees will be recruited based on the knowledge, experience and skills needed for the role and ;
- Selection will be carried out by a panel with at least two members. At least one panel member will have received Safer Recruitment training as recommended by the DfE;
- Selection will be based on a minimum of a completed application form, short listing and interview, and receipt of at least two suitable references;
- Monitoring and evaluation are essential for assessing the effectiveness of the process;
- All posts will be advertised for a minimum of 48 hours;
- The Equality Act (2010) makes it a requirement to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

## 2 Equal Opportunities

Castleford Academy Trust is committed to providing equality of opportunity for all applicants, ensuring that at all stages of recruitment and selection are fair. Recruitment and Selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of any protected characteristic (race, nationality, gender, religion, age, disability, marital status, or sexual orientation). The Trust acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the equalities legislation is the foundation for all its activities. There is a significant body of employment legislation which impacts on the Recruitment and Selection process. This includes The Equality Act 2010.

### 2.1. Discrimination against Applicants

Applicants can allege discrimination against an employer even where there is no employment relationship and this is pertinent in the recruitment process whereby a potential applicant, or selected candidate may claim discrimination on the grounds of a protected characteristic (age, race, religion/belief, gender, sexual orientation, marital status or disability). All actions and documents involved in the recruitment process must be free of any criteria that could be interpreted as being discriminatory within the terms of legislation.

### 2.2. Types of Discrimination

#### Direct Discrimination:

This occurs when someone is treated less favourably than others would be treated in the same, or similar, circumstances on the grounds of a protected characteristic as outlined in The Equality Act 2010 (age, race, religion/belief, gender, sexual orientation, marital status or disability).

#### Indirect Discrimination:

This occurs when a requirement or condition is applied which has a disproportionately adverse effect on a group of people on the grounds of a protected characteristic as outlined in The Equality Act 2010 (age, race, religion/belief, gender, sexual orientation, marital status or disability).

An example could include; Insistence on British qualifications without consideration of equivalents may disadvantage those born in another country.



### 2.3. Liability for Discrimination

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

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

### 2.4. Dealing with Complaints

If a complaint is received by any Academy it should be dealt with in line with the Academy's Complaints Procedure. Advice can be sought from the HR Manager. It is important to bear in mind that a complaint of discrimination may lead to an employment tribunal claim and should the employment tribunal decide that the complaint is well founded, damages may be awarded against the employer. It is the employer's responsibility to prove that the difference in treatment was not due in any way to unlawful discrimination.

### 2.5. Genuine Occupational Requirements (GOR)

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

- Where the job needs to be held by a man or woman to preserve privacy and decency;
- Where the essential nature of the job calls for a man or woman by reason of his or her physiology;
- The religious character of a school.

In the event of the GOR rule applying, this must be stated on the advertisement and job details. GORs are always open to challenge and if an employer is challenged, the burden of proof lies with the employer to show that a GOR applies to the job at issue. It is only an Employment Tribunal who can give an authoritative ruling as to whether or not a GOR is valid. Advice should be sought from the HR Manager/Legal Team before proceeding with any plans to advertise a post using the GOR provisions.

## 3 Pre-recruitment Process

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

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

## 4 Advertising Posts

Advertisements for posts whether in newspapers, journals or online will include information on DBS requirements based around the following statement:

"The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS disclosure to protect these interests."

## 5 Application Form

All applications should be downloaded electronically through the Trust's website where possible. Information for those who cannot complete an application through the website can be obtained from Human Resources. A standard application form will be used to obtain a common set of core data for all applicants.



All prospective applicants must complete, in full, an application and submit it electronically through the relevant Academy's recruitment email address. CVs alone will not be accepted either electronically or by post as they present only the information the candidate wants to be seen and can omit important details.

The application contains the following:

- A section to fully identify the individual concerned;
- A full employment history plus qualifications obtained with dates and awarding bodies;
- A section asking applicants to state how they meet the criteria from your person specification (with examples);
- The names and contact details of at least two referees (and a statement to the effect that referees will be asked about whether the applicant has been the subject of any safeguarding concerns).

If adverts are placed internally within in an Academy and/or the Trust and existing employees apply for the position, applicants must write an 'Expression of Interest' letter at least one side of A4 long explaining why they believe they are suitable for the role. This must then be submitted electronically to the HR/Recruiting Manager before an interview takes place.

Where agency staff are successful in applying for an internal post, a fully completed application must be received, along with all relevant pre-employment checks before they commence in post.

## 6 Job Description and Person Specification

### 6.1. Job Description

An accurate job description is required for all posts. Before any post is advertised, an up-to-date job description should be prepared. It should describe fully and in plain, non-discriminatory language, the responsibilities and duties of the post. A job description should include:

- The job title;
- The title of the person they will report to;
- The salary grade/range;
- Details of staff who will report to the post-holder;
- The purpose of the job;
- The main duties and responsibilities;
- The postholder's individual responsibility to safeguard and promote the well-being of children and young people in their care.
- Where a post is in regulated activity, the job description will state the requirement for an Enhanced DBS Check with Barred List Check.

This will be based on the needs of the Academy and include a review of any previous job description in place for the post. This process will then be validated by the following people:

- A member of the HR Team;
- A relevant member of the Senior Leadership Team.

### 6.2. Person Specification

A person specification is required for all posts and should be prepared in conjunction with and sit inside the job description. A Person Specification should include:

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



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

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

## 7 References

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

References will be requested via email following the applicant being shortlisted and providing the applicant has given permission to do so, prior to an offer of employment being made. Where the applicant has not given consent, reference requests will be automatically triggered following an offer of employment being made. Open references will not be relied upon. References will only be accepted from legitimate email addresses.

References will be scrutinised and any concerns will be resolved satisfactorily before the appointment is confirmed. This applies equally to internal appointments as it does to external appointments. References will be sought on all short listed candidates, and will be obtained before interview, where possible, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

Where it is not possible to obtain two employment references, the recruitment team will seek to obtain one employment reference from the most recent employer and one personal reference.

References will always ask specific questions about:

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

References will be checked to ensure all specific questions have been answered satisfactorily and where required, the referee will be contacted to obtain clarification in order to ensure sufficient information is obtained. References will also be compared to information provided by the applicant in their application and during the interview and selection process. Any discrepancies will be discussed with the individual.

All appointments must be made subject to appropriate references and DBS checks. Where an individual is appointed and a DBS Check or 2<sup>nd</sup> Reference is not able to be seen prior to start date a risk assessment will be carried out and subject to low risk and supervision may be allowed to attend school premises.

## 8 Shortlisting

Short-listing of candidates will be against the job description and person specification for the post. There must be consistency between members of the interview panel and those involved in the shortlisting process.

In line with the recommendations in KCSIE, on-line searches will be considered for all shortlisted candidates. Where searches are conducted, records will be kept in line with the recruitment process. The purpose of the search will be to help to identify any incidents or issues that have happened, and are publicly available online, which the academy might want to explore with an individual at interview.



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

All materials for shortlisting exercises for both successful and non-successful shortlisted candidates must be completed and stored securely in the event of successful and non-successful candidates requesting feed-back. Unsuccessful candidates' feedback must be stored securely within the Academy, for six months before being destroyed in line with the Trust's Data Protection Policy.

## 9 Invitation to Interview

Candidates called to interview will receive:

Written correspondence confirming details of the interview/assessment and any other selection techniques as well as asking whether any reasonable adjustments are required in order to facilitate the candidate attending and participating in the interview and selection process.

## 10 The Selection Process

### 10.1. Interview Panel

At least one person on any interview panel must have completed safer recruitment training. Safer recruitment training must be refreshed every three years. Human Resources should be contacted in order to arrange for any employees to be trained.

### 10.2. Selection Process

Selection techniques will be determined by the nature and duties of the post but all vacancies will require a minimum of an interview of short-listed candidates. All interview questions asked by the academy will be recorded on a written form.

Interviews will be face-to-face, wherever possible.

During the interview, the panel will ask candidates to:

- Explain satisfactorily any anomalies or discrepancies in the information available to the panel which has not been explained already on their application form;
- Discuss any information they have provided to the Chair of panel in relation to relevant cautions / convictions;
- Declare any potential conflicts within the recruitment process such as relationships to panel members / Directors of the Board;
- Demonstrate their ability to safeguard and protect the welfare of children and young people. This will include safeguarding questions asked by the interview panel;
- All candidates will be subject to the same interview questions and assessment tasks specific to the role. Candidates may also be asked individual questions relating to gaps in their employment history, relevant criminal history or information in their references that require clarification;
- Confirm whether they are content with the selection process followed.

## 11 Pre-Employment Checks

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





- Verify their identity;
- Obtain an enhanced DBS certificate (including barred list check for those engaged in regulated activity) and receive satisfactory clearance and present the original DBS certificate for review before they commence their post or as soon as practicable afterwards;
- Provide proof of professional status;
- Provide original certificates of relevant and required professional qualifications;
- Complete a confidential health questionnaire;
- Provide proof of right to work in the UK;
- If successful candidates have worked/lived abroad within the last 10 years they must provide a certificate of good conduct from the foreign country they worked. For more information on this, please refer to <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.
- All Teachers and any support staff who's posts fall within the remit of the Teacher Prohibition Order will be checked against the relevant restricted list (DFe/TRA Check);
- Persons appointed to a post involved in the management of a school (management position as an employee, trustee of the Academy or governor with delegated management responsibilities) will have a section 128 direction check completed;
- Teachers that have taught abroad will be checked via Employer Access to ensure that no teaching restriction has been placed on them in another EEA country;
- If the post falls within the Childcare Regulations, confirm that they are not disqualified from early or later-years childcare under the Child Care Act.

### 11.1. DBS Checks

Individuals appointed by an Academy within the Trust will be required to have an Enhanced DBS with barred list check carried out as part of the pre-employment checks.

This process provides information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC) regardless or not of whether they are spent under the Rehabilitation of Offenders Act 1974. In addition, an enhanced check will also include any approved information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed to the employer.

The barred list check also enables the Academy to see whether the individual appears on the children's barred list and is therefore unsuitable to work with children. The original DBS certificate must be seen by the Academy and the certificate number recorded on the SCR prior to the individual commencing employment. Where the individual has not received their DBS certificate prior to their start date, the Academy must complete a risk assessment with the individual and ensure they are appropriately supervised in their role and all other pre-employment checks have been completed.

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

#### 11.1.1. DBS Update Service

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



Before checking the DBS update service, an Academy must obtain consent from the individual, confirm the certificate matches the individual's identity and see the original certificate to ensure it is at the appropriate level of check. Following this, the Academy is able to complete a free online check which would identify whether there has been any change to the information recorded since the initial certificate was issued. Individuals will be notified each time an organisation accesses their records.

Where applicants are already signed up to the DBS Update service, and providing the individual consents, the Academy can access the update service in order to check the individual is suitable for employment with children. The date this check was completed should be recorded on the SCR. A new enhanced DBS certificate would only be required if the original DBS was not at the required level previously.

### 11.1.2. Checks for Existing Staff

The Trust does not require DBS certificates to be renewed at a set interval, however, if any Academy within the Trust has concerns about an existing member of staff's suitability to work with children, the Academy will carry out relevant checks as if the individual was a new member of staff. The Academy will also do this if an individual moves from a post that is not regulated activity to one that is.

The Academy will refer to the DBS anyone where:

- Has harmed, or poses a risk of harm to a child or vulnerable adult, or where the 'harm test' has been satisfied.
- There is a reason to believe that the individual has committed a listed relevant offence under the Safeguarding Vulnerable Groups Act 2006.
- An individual has received a caution or conviction for a relevant offence.
- An individual has been removed from working in regulated activity or would have been removed if they had not left.

### 11.2. Teacher Prohibition Checks

Teacher prohibition orders prevent a person from carrying out teaching work in schools and other specified settings. A person who is prohibited must not be appointed to a role that involves teaching work in such establishments. The Teachers' Disciplinary (England) Regulations 2012 define each of the following activities as teaching work:

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

The regulations provide that these activities do not constitute teaching work if they are carried out under the direction or supervision of a qualified teacher or other person nominated by the Headteacher to provide such direction and supervision. When appointing to a Teaching Assistant post or if an existing employee's role changes, this check will not normally be required unless they are undertaking unsupervised and undirected teaching work (e.g. HLTA). Should they be doing so, this check will be required to be completed.

N.B. A prohibition order would not necessarily prevent someone from being considered for a Teaching Assistant role. This would be discussed with the individual as part of the risk assessment process. To complete this check, the authorised person in the academy will log into Teacher Services' on the Secure Access Portal and conduct a 'teacher status check'.



This process will also verify the teacher’s Qualified Teacher Status (QTS) and the completion of the teacher induction. Providing this check is satisfactory, the person responsible in the academy will record the date this check was completed on the SCR. Where issues are raised, this will be brought to the attention of the Headteacher/HR Manager at the earliest opportunity. The Headteacher will arrange to discuss the concerns with the individual and will make a record of this discussion and the outcome reached.

### 11.3. Section 128 Checks

A section 128 direction prohibits or restricts an individual from taking part in the management of an independent school, including academies and free schools. An individual who is prohibited is unable to participate in any management such as:

- A management position in an academy or free school as an employee;
- A trustee of an academy or free school trust;
- A governor on any governing body in an academy or free school that retains or has been delegated any management responsibilities.

Individuals involved with management as part of their duties include Executive Principals, Headteachers, any teaching positions on the senior leadership team (SLT) and any teaching positions which carry a department headship.

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

The ‘Teacher Services’ system via the Secure Access Portal should also be checked as the DBS route cannot be used for individuals not involved in regulated activity (e.g. governor on a governing body in an academy or trustee of an academy or free school trust).

Providing this check is satisfactory, the person responsible in the academy will record the date this check was completed on the SCR. Where issues are raised, this will be brought to the attention of the Headteacher at the earliest opportunity. The Headteacher will arrange to discuss the concerns with the individual and will make a record of this discussion and the outcome reached.

### 11.4. Overseas Checks

Where an individual has worked or lived outside of the UK for extended periods of time (usually longer than three months and within the last ten years), the Academy must complete the standard pre-employment checks as outlined above, but in addition must also make further checks so that any relevant events that have occurred outside of the UK can be considered when making a recruitment decision.

Consideration must also be given to what the individual has been doing during the period of time outside of the UK and what they have been doing since their return to the UK. If a restriction has been imposed by another EEA regulating authority, it does not prevent an individual from taking up a teaching post in England, but the Academy must consider the circumstances that led to the restriction/sanction being imposed when considering the individual’s suitability for employment.

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



N.B. Overseas checks must be completed prior to an individual commencing employment. The Home Office has published guidance on criminal checks for overseas applicants and guidance on employing overseas trained teachers. This can be accessed via the Gov.uk website.

### 11.5. Overseas Qualifications

Where an individual has obtained qualifications from outside of the UK, it is important to ensure that they meet the required standards within the UK.

This is not always a straightforward process and relevant checks must be made prior to the confirmation of any appointment being made. Useful sources of information are [www.gov.uk](http://www.gov.uk) and [www.naric.org.uk](http://www.naric.org.uk) (early years). Advice from HR/Legal Team should be sought if there is any doubt over whether a qualification is officially recognised within the UK especially where this is an essential criterion for a post.

## 12 Induction

All staff who are new to the Trust/Academy will receive information on the relevant child protection and safeguarding policy and procedures, whistleblowing policy, data protection and guidance on safer working practices as part of their induction training.

All new staff will complete mandatory training in relation to:

- Keeping Children Safe in Education (KCSIE);
- Child Protection in Education / Safeguarding Young People;
- The PREVENT duty;

All successful candidates will also receive an induction package with information on other important Academy processes and procedures prior to or within their first week of employment.

All staff will undergo a period of monitoring and will:

- Meet with the HR Manager/DSL;
- Meet regularly with their line manager;
- Attend any appropriate training.

New entrants to the Trust (with the exception of those detailed in section 1.9 of the Trusts Probationary Review Period Policy) are required to serve a probationary period of six months before the employee can be confirmed in post.

## 13 Agency/Supply or 3<sup>rd</sup> Party Staff

The Academy must obtain written confirmation from any agency, third party organisation or contractor that all relevant safeguarding and pre-employment checks have been satisfactorily completed.

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

All of the above checks must be confirmed in writing to the Academy prior to the individual arriving at the relevant site for work. The Academy will carry out identity checks when the individual arrives at the academy/school in order to ensure the person presenting to them is the same person that their checks have been confirmed for.



## 14 Peripatetic Staff

The Academy requires written confirmation from the relevant employer that all necessary employment checks and suitable DBS requirements have been satisfactorily completed for peripatetic staff prior to them working in an Academy within the Trust. Any information disclosed will be treated confidentially.

All of the above checks must be confirmed in writing to the Academy prior to the individual arriving at the relevant site for work. Where the individual does not work for the Local Authority unit based on the site, the Academy will carry out identity checks when the individual arrives at the Academy in order to ensure the person presenting to them is the same person that their checks have been confirmed for.

## 15 Volunteers

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

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

A volunteer who teaches or looks after children without supervision on a regular basis (e.g. a reader) or provides personal care on a one-off basis will be in regulated activity. They must therefore have an enhanced DBS certificate with barred list information completed prior to commencing this role. Where volunteers are not engaged in regulated activity, an assessment should be completed to decide whether to obtain an enhanced DBS certificate or a standard DBS certificate and advice should be obtained from the HR Manager.

## 16 Trainee/Student Teachers

As trainee teachers are likely to be engaged in regulated activity, an enhanced DBS certificate including barred list information must be obtained. These individuals must be recorded on the SCR in the same way as other teaching staff.

Where trainee teachers are salaried by an Academy within the Trust, the relevant Academy will ensure that all necessary checks are carried out. Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The Academy will then ensure it receives written confirmation that the pre-employment checks have been completed satisfactorily and the trainee is considered suitable to work with children.

These individuals should be recorded on the SCR in the same way as supply staff.

## 17 Contractors

The Trust will ensure that any contractor, or employee of a contractor who is to work at an Academy within the Trust has the appropriate level of DBS Check. This will include:

- An Enhanced DBS Check with barred list information for contractors engaging in regulated activity.
- An Enhanced DBS Check, not including barred list information, for contractors not working in regulated activity but whose work provides them with an opportunity for regular contact with children.
- A DBS Check provided by the Academy where a contractor is self-employed.

Contractors who have not had the relevant checks will not be permitted to work unsupervised or engage in regulated activity under any circumstances. The Academy will check the identity of contractors and their staff on arrival at an Academy site.



## 18 **Governors/Trustees**

All governors/trustees will have an enhanced DBS Check without barred list information. They will have an Enhanced DBS Check with barred list information if working in regulated activity.

The Chair of the Board of Trustees will have their DBS Check countersigned by the Secretary of State. All trustees, proprietors and local governors will have the following checks;

- Section 128 direction (only required for governors if they have been delegated any management responsibilities)
- Right to work in the UK check.
- Any other checks deemed necessary if they have lived/worked outside of the UK.

## 19 **Adults who Supervise Pupils on Work Experience**

When organising work experience, Academies with the Trust will ensure that policies and procedures are in place to protect children from harm.

Any Academy will consider whether it is necessary for barred list checks to be carried out on individuals who supervise a pupil under the age of 16 on work experience. This will depend on the circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

## 20 **Single Central Record**

Each Academy within the Trust has a standard template which should be used to record details of people working in the school. There are authorised persons in each academy who are responsible for ensuring the appropriate checks are completed for all staff working in the school.

This policy will be reviewed every three years, or when there are changes to relevant legislation/guidance.