



SAFER RECRUITMENT PROTOCOL

Approved and signed by the Board of Trustees

20.07.22

DUE FOR RENEWAL: FEBRUARY 2024

FEBRUARY 2018

SAFER RECRUITMENT AND DBS CHECKS

We will record all information on the checks carried out in each of the Trust schools' single central records (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

APPOINTING NEW STAFF

When appointing new staff, we will undertake a recruitment checklist:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state
- Ask for written information about previous employment history and check that information is not contradictory or incomplete

We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments.

In line with the new Keeping Children Safe in Education (KCSIE) 2022 statutory guidance issued by the DfE which came into force in September 2022 arrangements will be made to carry out online searches, which will date back 5 years, on each shortlisted candidate with the aim of identifying whether any incidents or issues exist that might make the applicant unsuitable to work at our Trust.

Searches will be conducted to the extent they cover content that is publicly available online using common search engines and social media platforms. This search might pick up social media activity that is posted openly. Searches will not involve looking for private social media accounts but we will be asking candidates to supply their handles, in order to make the search more accurate. We will not be asking candidates to provide passwords for their personal social media accounts.

Consideration will be given to any incidents or issues identified during online searches. Depending on the level of seriousness options open to the Trust will include exploration of issues identified

with the candidate at interview in order to establish and fully understand the facts or to determine the matter is so serious that no further consideration is given to that candidate's application.

[Keeping children safe in education 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006.

Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Regulated activity means a person who will be:

- Responsible, on a regular basis in 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 and regardless of whether they are supervised or not

Existing staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

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

Where the 'harm test' is satisfied in respect of the individual (i.e. that no action or inaction occurred but the present risk that it could was significant)

Where the individual has received a caution or conviction for a relevant offence

If there is reason to believe that the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#)

If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity

- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at school sites.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Governance

All Trustees and Local Advisory Board Members 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 members of governance will have the following checks:

- Section 128 direction *[only required for LAB members if they have been delegated any management responsibilities]*
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Adults who supervise pupils on work experience

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

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific 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.

Pupils staying with host families

Where the Trust makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the Trust is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

APPENDIX A

STAFF JOINING - ACTION GRID			
NAME:		POST:	
JOINING DATE:		SCHOOL:	
Date of			
Interview.....			
ADMIN ROUTINE			Signature
1. Application form signed and countersigned if originally emailed?		Yes / No	
2. Names of interview panel?		Name:	
		Name:	
		Name:	
		Name:	
3. Name of Safer Recruitment trained member?		Name:	
4. Date TRN checked on Teacher Access website for QTS.		Dated:	
5. Induction status completion date		Date:	
6. Date Teacher Prohibition check completed?		Dated:	
7. Date Section 128 clearance check completed?		Dated:	
a. Date ID verified		Dated:	
b. Date Qualification verified		Dated:	
c. Date all other Teacher Access checks completed		Dated:	
8. Staff who have previously worked as a Teacher - has prohibition check been done?		Yes / No	
9. Received proof of right to work in UK?		Yes / No	
10. Overseas check - is certificate of good conduct required?		Yes / No	
11. References obtained & signed by HOS?		1	
		2	
12. Letter to confirm absenteeism or ill health returned and Signed by HOS?		Yes / No	
13. Date of Conditional Offer, Contract of Employment, Salary Statement and Job Description sent. (enclose IMASS & Starter form)		Dated:	
14. Notified of Probation period if support staff?		Yes / No	
15. Teachers salary assessment form required?		Yes / No	
a. Date sent to Payroll?		Dated:	
16. Date Pre employment short medical questionnaire sent		Date:	
17. Does IMASS Medical Assessment need to be set up YES/NO		Dated:	
17a. Date returned & Outcome (remember to review for internal staff changing posts)		Dated:	
18 Date signed Conditional offer & Contract of Employment returned.		Dated:	
19. Let office staff know they can start DBS check?		Yes / No	
18. Date and Number of Enhanced DBS clearance (included barred list)		Dated:	
		Number:	
20. DBS details entered on Single Central Record by:.....		Yes / No	

21. Privacy Notice issued & signed?		Yes / No
22. Confidentiality Agreement Returned?		Yes / No
23. a, Keys Fobs signing sheet returned?		Yes / No
b, Computer & Laptops signing sheet returned?		Yes / No
c, Business Use Car Insurance form returned?		Yes / No
d, Declaration of Business Interest form returned? (filed seperately)		Yes / No
e, Disqualification Declaration returned?		Yes / No
f, Safeguarding Declaration (if applicable) returned?		Yes / No
g, Education guidance links - sheet signed?		Yes / No
h, Data Protocol for Staff returned? Completed at Induction (filed seperately)		Yes / No

Has CEO signed Application Form to confirm any breaks in employment or lived or worked abroad have been investigated? YES/NO

Authorisation to confirm employment

Signed by:.....A Nettleship - CEO **Date:**

Further actions **Signature**

1. Date confirmed offer of employment sent?	Dated:	
2. Obtained continous service start date?		Yes / No
3. Date Academy Starter form sent to Payroll.	Dated:	
4. Personnel file set up		Yes / No
5. Remove documents from Personnel file in line with GDPR		Yes / No
6. Entered in Orovia?		Yes / No
7. Entered in SIMS?		Yes / No
8. Set up SIMS access for Attendance		Yes / No
9. Photograph received and Staff ID badge ordered?		Yes / No
10. Included in staff absence Insurance if applicable?		Yes / No
11. HOS informed of start date and induction paperwork/key & fobs declaration/GDPR sent? Send Job Description		Yes / No
12. Diary Reminder for 2 monthly probation (support staff)		Yes / No
13. Advise school Administrator to action:- access to e-schools, log on for Parent Pay (dinners), update website, update Who's Who Chart	Dated:	
14. Teacher Access Website - have we claimed teachers?		Yes / No
15. Does a DSE Assesment need to be undertaken?		Yes/No
16. Has Administrator issued an ID badge?		Yes/No
17. Filed U Check notification?		Yes/No

18. Have Prohibition of Teachers/Section 128/EEA Sanction checks been entered on SCR?		Yes/No
Request to Facilities & IT Manager		
ID Badge programmed		
Computer/Laptop		
Issue with a 365 account		
Log on for Behaviour Watch		