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## Statement of intent

The Learning Village Academy Trust has implemented this policy to assist with recruitment and employee selection in its academies. It outlines the Trust's recruitment procedure and how safer recruitment is considered at all levels of the recruitment process.

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

## 1. Legal framework

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

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

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

- DfE (2021) 'Keeping children safe in education'
- DfE (2021) 'Staffing and employment advice for schools'
- DfE (2020) 'Governance handbook'
- DfE (2022) 'Guidance for full opening: schools'
- DfE (2020) 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'

1.3. This policy operates in conjunction with the following policies and procedures:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Online Safety Policy
- Records Management Procedure

## 2. Definitions

2.1. **Regulated activity** – includes:

- Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Working for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work undertaken by supervised volunteers.
  - The above definitions are classified as regulated activity if they are undertaken regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes relevant personal care, or health care provided by, or under the supervision of, a health care professional. Personal care includes helping a child with eating or drinking for reasons of illness or disability, or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.
- A supervised volunteer who regularly teaches or looks after children is **not** in regulated activity.

- 2.2. **Teaching role** – refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of 'Keeping children safe in education' (KCSIE) if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the Head of School to provide such direction and supervision.
- 2.3. **Standard DBS** – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether or not they are spent under the Rehabilitation of Offenders Act 1974.
- 2.4. **Enhanced DBS** – this provides the same information as the standard DBS, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.
- 2.5. **Enhanced DBS with barred list check** – this check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children's barred list.
- 2.6. **Children's barred list** – the DBS maintains a 'barred list' of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.
- 2.7. **Section 128 check** – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an

independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.

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

### 3. Roles and responsibilities

- 3.1. The Trust Board is responsible for:

- Agreeing and monitoring effective policies to ensure recruitment at the academies is in accordance with the legislation outlined in section 1.
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the academies.
- Ensuring that all recruitment panel members have undertaken unconscious bias training before the selection process begins.
- Appointing an appropriate recruitment panel.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
- Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process.
- Ensuring a member of the Trust board is on the recruitment panel for a new Headteacher.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.
- Monitoring the SCR to ensure that the necessary vetting checks for employees are carried out.
- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring that the salary of the successful candidate is determined.
- Accommodating the needs of new employees and making reasonable adjustments when necessary.
- Ensuring that the DPO reviews this policy and that any recruitment data that is kept is in accordance with the records management procedures (IRMS Toolkit for Schools).

- 3.2. The recruitment panel is responsible for:

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

- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Appropriately delegating responsibility for recruitment according to the Trust Scheme of Delegation.
- Ensuring that the interview addresses leadership ability, team working skills, reasons for interest in joining the academy, integrity, understanding of the Trust's ethos and vision, and why the candidate believes they would be a good fit for the academy
- Ensuring that the interview addresses safeguarding practices.
- Appointing an *appointing officer* who will be responsible for the entire management of the recruitment process.
- Agreeing with the successful candidate when other members of the academy community will be informed about their appointment, including staff members and parents.

3.3. The headteacher is responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the academy.
- Ensuring that appropriate supervision of employees/volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Leading the interview when the candidate is at a lower level than the headteacher.

3.4. During the recruitment process, and especially during the initial stages, the recruitment panel and the headteacher will be watchful of candidates displaying the following characteristics:

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

## **4. Equal opportunities**

- 4.1. When recruiting, the academy will provide equal opportunities.
- 4.2. The academy will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the academy.

- 4.3. The academy will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the academy of any reasonable adjustments that they need when they receive the invitation for an interview.
- 4.4. The Trust Board will review recruitment procedures annually to ensure they are accessible and do not directly or indirectly discriminate against candidates.
- 4.5. Candidates will not be asked about their health or any disabilities before a job offer is made, unless one of the following exemptions applies:
  - Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
  - Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
  - Positive action to recruit people with disabilities
  - Equal opportunities monitoring (which will not form part of the decision-making process)

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

- 5.1. Once a vacancy has been identified, the academies will allow an appropriate amount of time for planning and structuring the recruitment process.
- 5.2. The Trust Board and headteacher will:
  - Decide on the recruitment timeframe.
  - Decide who will be involved in the process and what their roles will be, e.g. who forms the recruitment panel and who will lead interviewing.
  - Prepare the documents that will be provided to applicants, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
  - Ensure that application packs, where relevant, state that applicants must be willing to sign the staff disqualification declaration.
- 5.3. The job information will be published online.
- 5.4. The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.
- 5.5. The recruitment panel will comprise an appointing officer, who is responsible for the management of the entire recruitment process, and at least two other members of staff, with the Head of School usually being one of these.
- 5.6. The recruitment panel will be an odd number so majority votes can be cast.
- 5.7. At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training.

- 5.8. The recruitment panel will create the advertisement.
- 5.9. The recruitment panel will ensure the advertisement includes the following requirements:
  - Information specific to the role on offer and the Trust/academy as a whole
  - The benefits of the role are highlighted
  - The advertisement is relevant to the target audience
  - The advertisement is communicated directly and concisely, and includes a clear call to action
  - Applications can be submitted electronically
- 5.10. Requests for further information from applicants will be replied to promptly.
- 5.11. All applications will be replied to notifying candidates whether they have been shortlisted or not.
- 5.12. Interviews will be arranged for the shortlisted candidates.
- 5.13. Vacancies will be advertised through external media ensuring that the advertisement reaches a wide range of groups.
- 5.14. Advertisements will contain a statement of commitment to ensuring equal rights.
- 5.15. Advertisements will include a job description, person specification and detail the closing date.
- 5.16. Details of the application process will be clearly outlined.
- 5.17. Application forms will be accessible on the academy's website.
- 5.18. The academy may utilise social media for recruitment for certain roles at the discretion of the headteacher.
- 5.19. When an advert receives a response, the candidate will receive an application pack.
- 5.20. The academy will never accept a CV alone, only completed application forms.
- 5.21. When shortlisting candidates for an interview, all application forms will be considered.
- 5.22. At least two members of the recruitment panel will be involved in the shortlisting process.
- 5.23. Candidates who are shortlisted will meet all the essential aspects of the person specification requirements.
- 5.24. The shortlisting process will be as systematic as possible, and the recruitment panel will read through all applications. Each member of the panel will create their own shortlist which will then be collated and discussed.

- 5.25. Applicants will be assessed against the same shortlisting criteria to ensure a fair process.

## 6. Invitation to interview

- 6.1. Before interview invitations are sent, the recruitment panel will ensure that application packs are sent and include the following:
- A copy of the advertisement
  - A comprehensive job description
  - A comprehensive person specification
  - Any equal rights material, e.g. an equal opportunities statement
  - A brief outline of the academy, its values and aims
- 6.2. Once a shortlist has been confirmed, the applicants will be invited for interviews and suitable interview times will be decided.
- 6.3. The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.
- 6.4. The recruitment panel will send shortlisted candidates the self-declaration of criminal record form, alongside a copy of the academy's disqualification form, where appropriate.
- 6.5. Upon inviting candidates to interview, the recruitment panel will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out.
- 6.6. Where possible, the recruitment panel will obtain two references before interviewing candidates to allow for any concerns to be explored with the referee and discussed with the candidate.
- 6.7. One of the references will be from the candidate's most recent employer.
- 6.8. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer.
- 6.9. References will be from a senior member of staff and not a colleague.
- 6.10. Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information.
- 6.11. Electronic references will be vetted to ensure they originate from a credible source.
- 6.12. References from internal candidates will also always be scrutinised before interview.

- 6.13. Permission will be sought from the candidates before the recruitment panel contacts referees.
- 6.14. Structured questionnaires will be used to question referees and the recruitment panel will determine the questions on a case-by-case basis.
- 6.15. Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.
- 6.16. The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.

## **7. Pre-interview checks**

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

## **8. Digital footprints**

- 8.1. The Trust is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, candidates' social media or other online activity may be checked prior to interview.
- 8.2. This process may include a search for the candidate via inter alia:
  - Google
  - Facebook
  - LinkedIn
- 8.3. Any concerns will be addressed during the interview process.

## **9. The interview**

- 9.1. During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison.
- 9.2. Any concerns raised through contact with referees will be discussed with the candidate at this stage.

- 9.3. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children.
- 9.4. Candidates shortlisted for interview may be given the opportunity to complete a self-disclosure form upon arrival for their interview. The form is given to the recruitment officer in a sealed envelope prior to the candidate entering their interview.
- 9.5. The candidate will be given the opportunity to discuss any concerns or ask any questions.
- 9.6. The interview will always comprise a face-to-face interview; however, the recruitment panel may also request that candidates complete a written communication exercise, data task or presentation.

## **10. After the interview**

- 10.1. After the interview has been completed, the recruitment panel will:
  - Assess all candidates' performance using the same agreed criteria.
  - Ask the successful candidate to provide proof of identification and qualifications, and to complete the DBS check as soon as possible.
  - Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.
- 10.2. Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in line with the records management procedures (IRMS Toolkit for Schools), in case any aspect of the recruitment process is challenged.
- 10.3. After choosing a successful candidate, the academy will:
  - Make a conditional offer of employment to the candidate.
  - Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
  - Complete the relevant pre-appointment checks.
- 10.4. Once an offer of employment has been made, the candidate's self-declaration form will be reviewed. If a conviction has been declared, and it is spent or filtered, the offer of employment will not be retracted based on this; however, the academy will undertake the relevant assessments to determine whether the candidate is suitable to work in the academy.

## **11. Remote recruitment**

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

- 11.2. Online interviews will be conducted in line with the Trust's Data Protection Policy at all times.
- 11.3. Staff members conducting an online interview will ensure they understand how to operate the various relevant functionalities of the online interview platform, e.g. how to share their screen, prior to the interview commencing.
- 11.4. Staff members conducting an online interview will ensure privacy settings are adjusted appropriately on the provider's site or application.
- 11.5. The Trust will be aware of, and have due regard for, the potential risks associated with online communication, e.g. ease of anonymity, and will ensure it takes suitable precautions, e.g. encrypting data where possible.
- 11.6. The recruitment panel will ensure that any tasks set for candidates during the interview are compatible with the online nature of the interview, e.g. they do not require the exchange of physical paper resources.
- 11.7. The recruitment panel will communicate its expectations to candidates regarding the use of the online platform in good time prior to the interview. These expectations will include, but will not be limited to, the following:
- The candidate will participate in the interview with both the video camera and microphone features enabled at all required times
  - The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background
  - The candidate will keep personal information which is not relevant to the recruitment process private, e.g. their email password, and will not ask the staff members conducting the interview to share any such private information
  - Where necessary, the candidate will be aware that the academy will record the online interview, and that they will be required to consent to this in order for the interview process to continue
- 11.8. When recording an online interview, prior permission will be acquired from the candidate in writing via email and all members of the interview will be notified before the interview commences via email, and again once they have joined the interview before recording commences.
- 11.9. If the candidate does not provide consent to recording the interview, the Trust will consider whether the online interview can still take place in line with safeguarding and records management responsibilities.
- 11.10. The Trust will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.
- 11.11. If a candidate refuses to interview remotely, the recruitment panel will consider whether alternative arrangements for an in-person interview are possible, having due regard to the academy's equality duties at all times. If this is not

possible, then the academy will sensitively inform the candidate that the remote interview process is a requirement of the application process, and have a considerate and good-natured discussion with the candidate as to whether they can continue with the recruitment process at this time.

- 11.12. Candidates will be directed towards the DfE's advice on '[Attending your first remote interview](#)' prior to the interview.

## 12. Pre-appointment checks

- 12.1. All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks.

- 12.2. When appointing new staff, the academy will complete the following checks:

- Verify the candidate's identity
- Obtain an enhanced DBS certificate (via the applicant) and, for candidates engaging in regulated activity, barred list information
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- Verify a candidate's mental and physical fitness to carry out their role
- Verify the person's right to work in the UK
- Make further checks on any individual who has lived or worked outside the UK
- Verify professional qualifications, as appropriate
- For those in management, trustee or governor roles, a section 128 check will be carried out

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

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

- 12.5. Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' [web page](#).

- 12.6. There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked:

- In an academy in England in a post which brought them into regular contact with children or young persons; or
- In any post in a since 12 May 2006 which did not bring the person into regular contact with children or young persons; or

## **Volunteers**

- 12.7. For volunteers, if they are not engaging in regulated activity, an enhanced DBS check will be obtained – a barred list check will not be required.
- 12.8. If volunteers are engaging in regulated activity and are new to the academy, an enhanced DBS check with a barred list check will be required.
- 12.9. Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the academy may decide to conduct a repeat DBS check.
- 12.10. If a volunteer is not in regulated activity, the academy will use its professional judgement, after conducting a risk assessment, to determine whether to seek an enhanced DBS check, but no barred list check will be required.

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

From 1 January 2021, the Teaching Regulation Agency will no longer maintain a list of EEA teachers with sanctions. Schools and academies must continue to carry out safer recruitment checks on all candidates and must make any further checks they think relevant.

- 12.11. For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.
- 12.12. From 1 January 2021, for candidates who have lived or worked outside the UK, the academy will make further checks where necessary, including, but not limited to:
  - Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before.
  - For teaching staff, obtaining proof of their past conduct as a teacher from the professional regulating authority in the country in which they worked, where available.

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

- 12.13. In the case of any employee working at the academy who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed.
- 12.14. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.

## **Trainee/student teachers**

- 12.15. The academy will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried applicants for initial teacher training who are in regulated activity.

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

### **Existing staff**

- 12.18. If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.
- 12.19. The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children.
- 12.20. An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation. The Trust will ensure they have sufficient information to meet the referral duty criteria in 12.23 of this policy.
- 12.21. The academy will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
- The harm test is satisfied in respect of that harm.
  - The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
  - The individual is deployed to another area of work not in regulated activity, or where they have been suspended.
- 12.22. Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity.
- 12.23. Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

### **Contractors**

- 12.24. The academy will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).
- 12.25. For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.
- 12.26. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.
- 12.27. If a contractor is self-employed, the academy will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

12.28. The academy will always check the identity of contractors and their staff on arrival.

## **Trustees**

12.29. The Trust Board will request an enhanced DBS certificate which will include a barred list check for all Trustees.

12.30. Trustees and members will be subject to a section 128 check.

12.31. Newly appointed chairs of trustees will be subject to a suitability check, which includes:

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

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

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

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

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

14.1. The SCR will be maintained and regularly updated.

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

- All staff (including supply staff) who work at the academy.
- All others who work in regular contact with children in the academy, including volunteers.
- The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:
  - An identity check
  - A barred list check
  - An enhanced DBS check
  - A prohibition from teaching check

- Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
- A check of professional qualifications
- A section 128 check
- A check to establish the person's right to work in the UK
- For those in management, trustee or governor roles, a section 128 check

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

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

## **15. Safer recruitment training**

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

15.2. As a measure of good practice, the academy will ensure that this training is renewed every five years.

## **16. Monitoring and review**

16.1. This policy is reviewed annually by the Trust Board and headteachers.

16.2. Any changes made to this policy will be communicated to all members of staff and relevant stakeholders.

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

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

