



Safer Recruitment Policy

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Statement of Intent

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

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

The Trust's Safer Recruitment policy and practices is part of our overarching People Strategy that includes performance management, continual professional development, succession planning and talent management. This strategy is designed to ensure fair, safe and robust processes are followed and will support with progress towards achieving our Equality Objectives.

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 (Trust 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
- Amendments to the Exceptions Order 1975, 2013 and 2020

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

- DfE (2020) 'Governance handbook'
- DfE (2020) 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'
- DfE (2021) 'Staffing and employment advice for schools'
- DfE (2021) 'Basic check ID checking guidelines from 1 July 2021'
- DfE (2021) 'Right to work checks: employing EU, EEA and Swiss citizens'
- DfE (2022) 'Keeping children safe in education 2022' (KCSIE)
- DfE (2022) 'Recruit teachers from overseas'
- Disclosure & Barring Service (2018) 'Regulated activity with children in England'
- Home Office (2022) 'Employer's guide to right to work checks'
- Safer Recruitment Consortium (2022) 'Guidance for safer working practice for those working with children and young people in education settings'

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

- School Child Protection and Safeguarding Policy
- Trust-wide Safeguarding Statement
- Complaints Policy, Process & Form
- Disciplinary Policy
- Performance Management Policy
- Capability Policy
- Data Protection Policy
- Equal Opportunities and Diversity at Work Policy for Employees
- Acceptable Use of the Internet & IT Systems Policy

2. Definitions

2.1. **Regulated activity** includes:

- Being responsible, on a regular basis in a school or college, 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), or in connection with the purposes of the establishment, with the opportunity for contact with children, but not including work undertaken by supervised volunteers.
- Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Regulated activity does not include:

- Paid work in specified places which is occasional and temporary and does not involve teaching or training.
- Supervised activities which are paid in non-specified settings.
- A supervised volunteer who regularly teaches or looks after children.

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 headteacher 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 they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out.

2.4. **Enhanced DBS** – this provides the same information as the standard DBS, plus any additional information, e.g. interviews and allegations, 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 and/or vulnerable adults. This check allows for additional checks to be made as to whether the person appears on the children’s or adults’ barred lists.

2.6. **Children’s barred list** – the DBS maintains a ‘barred list’ of individuals who are unsuitable to work with children. 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. **Adults’ barred list** – the DBS also maintains a ‘barred list’ of individuals who are unsuitable to work with vulnerable adults. This check should only be applied for if the person will be in regulated activity with vulnerable adults.
- 2.8. **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). or Multi Academy Trust.
- 2.9. **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 HR Director is responsible for:

- Agreeing and monitoring effective policies to ensure recruitment at the Trust is in accordance with the legislation outlined in section 1.
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the Trust.
- 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 that equal opportunities are established and implemented throughout the recruitment process.
- Accommodating the needs of new employees and making reasonable adjustments when necessary.
- Setting appropriate guidance for the appointment of recruitment managers, in line with the Trust’s Scheme of Delegation.
- Ensuring that any recruitment data that is kept is in accordance with the Records Management Policy.
- Discussing with the headteacher the suitability of a candidate when a reference has disclosed safeguarding concerns or prior allegations.

3.2. The recruitment manager is responsible for:

- Creating the advert and ensuring it meets all the necessary requirements.
- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Establishing appropriate recruitment procedures.
- Appointing an appropriate recruitment panel.
- Ensuring that the salary of the successful candidate is determined.
- 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.
- Ensuring that the interview addresses ability, team working skills, reasons for interest in joining the Trust, integrity, understanding of the Trust’s ethos and

vision, and why the candidate believes they would be a good fit for the Trust.

- Ensuring that the interview addresses the candidate's motivation, reasons for being interested in joining the school, and attitude to working with children.
- Ensuring that the interview addresses safeguarding practices.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.
- Ensuring that all references for a shortlisted candidate are obtained prior to interview, properly scrutinised, and that information is not contradictory, unclear, or incomplete, with clarification requested when appropriate.
- Ensuring that the interview addresses safeguarding practices.

3.3. The Trust Safeguarding Lead is responsible for:

- Monitoring the Trust's SCR to ensure that the necessary vetting checks for employees are carried out.

3.4. The headteacher is responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.
- Ensuring that the successful candidate receives the appropriate training, e.g. safeguarding and induction.

3.5. During the recruitment process, and especially during the initial stages, the recruitment manager and recruitment panel 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. The Trust will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the Trust.

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

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

4.4. Candidates will not be asked about their health or any disabilities before a job offer

is made, unless one of the following exemptions applies:

- 4.5. Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
- 4.6. Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
- 4.7. Positive action to recruit people with disabilities
- 4.8. 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 Trust will allow an appropriate amount of time for planning and structuring the recruitment process. A suitable recruitment manager will be assigned and will oversee the recruitment process.
- 5.2. The recruitment manager 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 and person specification – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
 - Ensure the CIT template application form is used for all recruitment.
- 5.3. The job information and associated documents will be published online or distributed internally as appropriate.
- 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 a recruitment manager, who is responsible for the management of the entire recruitment process, and normally two other members of staff. The panel will be made up of appropriate CIT staff, Local School Board members or Trustees. In exceptional circumstances the Trust may appoint an independent panel member.
- 5.6. The CEO will be the recruitment manager for all ELT and Headteacher appointments. In exceptional circumstances this responsibility can be delegated to an appropriate member of ELT.
- 5.7. The recruitment panel must have a minimum of 2 members.
- 5.8. At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training within the last 5 years.
- 5.9. The recruitment manager will ensure any advertisement:
 - Includes information specific to the role on offer and the school/Trust as a whole

- Contains the benefits of the role are highlighted
- Is relevant to the target audience
- Is communicated directly and concisely, and includes clear information on how to apply
- Contains a statement of the Trust's commitment to safeguarding and promoting the welfare of pupils whilst making clear that safeguarding checks will be undertaken

5.10. Requests for further information from applicants will be replied to promptly.

Advertising

5.11. For each vacancy the Recruitment Manager will consider the most appropriate way of advertising the post and the best way of reaching the most suitable target audience. A decision not to advertise externally will only be taken where it can be demonstrated there is good reason not to. In some circumstances the vacancy may only be advertised internally. For example, where there are internal applicants who have been prepared for the role as part of the trust's succession planning model.

5.12. The Director of HR must be consulted before any decision not to advertise externally for a role is made.

5.13. Any decision not to advertise externally will be documented fully, as the Trust will need to demonstrate that it has acted reasonably if it is challenged.

5.14. Employees on temporary contracts may have their contracts made permanent without their job being advertised. CIT HR must be consulted before awarding any permanent contracts to existing temporary staff.

5.15. The CEO and ELT may designate some posts as suitable development opportunities for existing employees as part of our internal succession planning. These posts will not be advertised externally.

5.16. Any advertisements will include a job description, person specification and detail the closing date.

5.17. The details of the application process will be clearly outlined.

5.18. Application forms will be accessible on the school's/Trust's website.

5.19. The Trust may utilise social media for recruitment.

5.20. The Trust will never accept a CV alone, only completed application forms.

5.21. Recruitment for the position of CEO and CFO will always be advertised externally and must follow the procedure outlined in section 6 of this policy.

Shortlisting

5.22. Shortlisted candidates will be invited to interview, either in writing or by phone.

5.23. If applicants have not had a response within 2 weeks of the closing date, they should assume they have been unsuccessful.

- 5.24. The Trust will not write to all unsuccessful applicants.
- 5.25. When shortlisting candidates for an interview, all completed application forms will be considered.
- 5.26. At least two members of staff will be involved in the shortlisting process.
- 5.27. Candidates who are shortlisted will normally meet all the essential aspects of the person specification requirements.
- 5.28. The Trust will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel reads through all applications. Each member of the panel will create their own shortlist which will then be collated and discussed.
- 5.29. Applicants will be assessed against the same shortlisting criteria to ensure a fair process.
- 5.30. All internal staff who meet the essential job criteria set out in the Person Specification, will be shortlisted for interview.

6. Appointment of a CEO and CFO

- 6.1. Any appointment for the CEO and CFO position should follow the Trust's normal processes. However, the CEO and CFO posts must be advertised externally and can only be appointed by the Chair of the Board and Trustees.
- 6.2. When a vacancy arises the Trust Board will convene an appointment panel. The appointments panel would normally:
 - Consist of a minimum of 3 Trustees including the immediate line manager of the vacant post (Chair of the Board or CEO)
 - Reflect a gender and ethnicity balance wherever possible.
 - Consist of an attendee who has received Safer Recruitment Training
 - Be supported by the HR Director
- 6.3. Members of the appointment panel will be required to:
 - Declare if they already know any potential candidates
 - Be willing and able to attend all interviews for the duration of the recruitment process, to maintain consistency and to ensure fair treatment of all candidates
- 6.4. The appointment panel will consider the list of applications and agree a short list and propose to the board, for approval, an interview programme.
- 6.5. The appointment panel may include, at the invitation of the Directors, other key stakeholders.
- 6.6. Full Safer Recruitment checks must be carried out before an appointment can be confirmed.

7. Invitation to interview

- 7.1. Once a shortlist has been confirmed, the applicants will be invited for interviews.
- 7.2. The invite will include information about the interview arrangements, how they will

be conducted, the areas that will be explored and what documents they should bring.

- 7.3. The invite will include information regarding necessary identity checks for the successful candidate.
- 7.4. The recruitment manager should obtain two references before interviewing candidates to allow for any concerns to be explored with the referee and discussed with the candidate. The Trust's standard request form will always be used to obtain references.
- 7.5. One of the references will be from the candidate's most recent employer, where possible.
- 7.6. 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.
- 7.7. If a candidate's current or most recent employment has not involved working with children or vulnerable adults but they have in a previous role then a reference will be sought from this employer.
- 7.8. If the candidate is a school leaver or has not been in work for over two years, a character reference will be requested.
- 7.9. References will normally be from a senior member of staff and not a colleague.
- 7.10. Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information.
- 7.11. Permission will be sought from candidates before contacting referees.
- 7.12. Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.
- 7.13. The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.

Checking References

- 7.14. References will be checked upon receipt to ensure that all questions have been answered satisfactorily and that information is not contradictory or incomplete. The referee will be contacted to provide further clarification where appropriate, e.g. if some answers are vague or insufficient, or contradictory information has been provided. The reference will be compared for consistency with the information on the candidate's application form. Discrepancies between the reference and the application form will be discussed with the candidate at interview.
- 7.15. Where a reference appears incomplete or other concerns arise, including references being received from personal email accounts, the Trust will carry out one of the following actions:
 - Call the referee to discuss the reference further
 - Email the referee the reference for confirmation of its accuracy
- 7.16. The recruitment panel will ensure that any past disciplinary action or allegations

disclosed as part of a reference are considered carefully when assessing the candidate's suitability for the role. If this involves safeguarding or potential safeguarding concerns, HR Director or Trust Safeguarding Lead will be consulted to help assess the candidate's suitability.

- 7.17. Before making a decision not to appoint a candidate based on an unsatisfactory reference, the recruitment panel must contact CIT HR for advice. Once the decision is made it will be recorded on the recruitment file as the reason for non-appointment.

8. The interview

- 8.1. During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison.
- 8.2. Any gaps in a candidate's employment history will be explored at interview.
- 8.3. Any concerns raised through contact with referees will be discussed with the candidate at this stage.
- 8.4. 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.
- 8.5. The candidate will be given the opportunity to discuss any concerns or ask any questions.
- 8.6. The candidate should provide the relevant documentation and identification at the interview stage to support a DBS application and Right to Work checks. Original copies of any required qualifications should also be provided.
- 8.7. The interview will always comprise one or more face-to-face interviews; however, the recruitment panel may also request that candidates complete one of the following exercises (this list is not exhaustive):
- In-tray exercise
 - Skills assessment
 - Presentation
 - Lesson observations
- 8.8. Interviews will also be used to explore the potential areas of concern to determine the applicant's suitability to work with children.
- 8.9. Areas that may raise concerns and lead to further enquiry include:
- Implication that adults and children are equal.
 - Lack of recognition or understanding of the vulnerability of children.
 - Inappropriate idealisation of children.
 - Inadequate understanding of appropriate boundaries between adults and children.
 - Indicators of negative safeguarding behaviours.
 - Attempts to push or overstep boundaries.
 - Consistent rule-breaking behaviour.

9. After the interview

- 9.1. After the interview has been completed, the recruitment panel will:
 - Assess all candidates' performance using the same agreed criteria.
 - Contact and provide feedback to the unsuccessful candidates – feedback will be verbal where possible, and based on evidence of their performance against the person specification for the role.
- 9.2. Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in line with the Records Management Policy, in case any aspect of the recruitment process is challenged.
- 9.3. After choosing a successful candidate, the recruitment manager will inform CIT HR who 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. Remote recruitment

- 10.1. 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.
- 10.2. The recruitment manager will research and select a suitable online platform through which online interviews may take place, taking into account ease of use, privacy measures and suitability for the purposes of online interviews.
- 10.3. Online interviews will be conducted in line with the Trust's Acceptable Use of the Internet & IT Systems Policy and the Data Protection Policy at all times.
- 10.4. 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.
- 10.5. Staff members conducting an online interview will ensure privacy settings are adjusted appropriately on the provider's site or application.
- 10.6. 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.
- 10.7. The Trust will ensure that any tasks set for candidates during the interview are compatible with the online nature of the interview, e.g. they do not require the exchange of physical paper resources.
- 10.8. The Trust 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:
- 10.9. The candidate will participate in the interview with both the video camera and microphone features enabled at all required times

- 10.10. The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background
- 10.11. 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
- 10.12. Where necessary, the candidate will be aware that the Trust will record the online interview, and that they will be required to consent to this in order for the interview process to continue
- 10.13. 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.
- 10.14. 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 the Trust's safeguarding and records management responsibilities.
- 10.15. The Trust will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.
- 10.16. If a candidate refuses to interview remotely, the Trust will consider whether alternative arrangements for an in-person interview are possible, having due regard to the Trust's equality duties at all times. If this is not possible, then the Trust 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.
- 10.17. The Trust will direct candidates towards the DfE's advice on 'Attending your first remote interview' prior to the interview.

11. Pre-appointment checks

- 11.1. All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks. These checks seek to identify whether there is anything that would make the candidate an unsuitable appointment for working with children or as a teacher.
- 11.2. When appointing new staff, the Trust will complete the following checks:
 - Verify the candidate's identity, e.g. checking the name and birth date on a birth certificate and verifying any name changes.
 - 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 as appropriate 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
 - A prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.
 - On online background and social media search
- 11.3. If the Trust 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 Trust to allow the individual to carry out any form of regulated activity.
- 11.4. Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' web page.
- 11.5. 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 a Trust in England in a post which brought them into regular contact with children or young persons; or
 - In any post in a Trust since 12 May 2006 which did not bring the person into regular contact with children or young persons

12. Volunteers

- 12.1. 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.
- 12.2. If volunteers are engaging in regulated activity and are new to the Trust, an enhanced DBS check with a barred list check will be required.
- 12.3. 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 Trust may decide to conduct a repeat DBS check.

13. Candidates who have lived or worked outside the UK

- 13.1. For candidates who have lived or worked outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.
- 13.2. For candidates who have lived or worked outside the UK, the Trust will make further checks where necessary, including, but not limited to:
- 13.3. Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before.
- 13.4. 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.
- 13.5. Requesting additional references which cover the time spent outside the UK
- 13.6. Obtaining the relevant Police Criminal Record Check

14. Agency and third-party staff

- 14.1. In the case of any employee working at the Trust 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.
- 14.2. 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.

15. Trainee/student teachers

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

16. Existing staff

- 16.1. 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.
- 16.2. The CIT HR Department will carry out further checks where there is a concern about a member of staff's suitability to work with children.
- 16.3. An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation. The employer of the Trust will ensure they have sufficient information to meet the referral duty criteria in 12.23 of this policy.
- 16.4. The Trust will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
 - The harm test is satisfied in respect of that harm.
 - The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
 - The individual is deployed to another area of work not in regulated activity, or where they have been suspended.
- 16.5. Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity.
- 16.6. Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

17. Contractors

- 17.1. The Trust 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).

- 17.2. 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.
- 17.3. 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.
- 17.4. If a contractor is self-employed, the Trust 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.
- 17.5. The Trust will always check the identity of contractors and their staff on arrival.

18. Adults who supervise children on work experience

- 18.1. If the Trust is organising work experience placements, the Trust will ensure that the placement provider has policies and procedures in place to protect children from harm.
- 18.2. Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. In such cases, the Trust will consider the specific circumstances of the work experience. Consideration will be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:
 - Unsupervised themselves.
 - Providing the teaching/training/instruction/supervision frequently (more than three days in a 30-day period or overnight).
- 18.3. If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. In this case, the Trust will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.
- 18.4. If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school, and gives the opportunity for contact with children, this may itself be considered regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider will consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

19. Children staying with host families

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

20. Governors

- 20.1. An enhanced DBS certificate including a barred list check on an individual will be

conducted for all newly appointed Local School Board members deemed to be in regulated activity.

20.2. Trustees and Members will be subject to a section 128 check, and all other relevant checks.

20.3. 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.

20.4. Governors will be subject to a section 128 direction check., and all other relevant checks

21. After the pre-appointment checks

21.1. Once the pre-employment checks have been completed, the recruitment panel and CIT HR will:

- Confirm a start date with the candidate.
- Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.
- Provide the required details of the checks carried out to the school to enable the SCR to be updated accordingly.

22. Single central record (SCR)

22.1. Each school will maintain and regularly update the SCR. The SCR will be accessible to the Trust leadership and audited at regular intervals.

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

- All staff (including supply staff) who work at the Trust.
- All others who work in regular contact with children within the Trust, including volunteers.
- All members of the proprietor body.

22.3. 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
- 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

22.4. For supply staff, the Trust 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.

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

23. Safer recruitment training

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

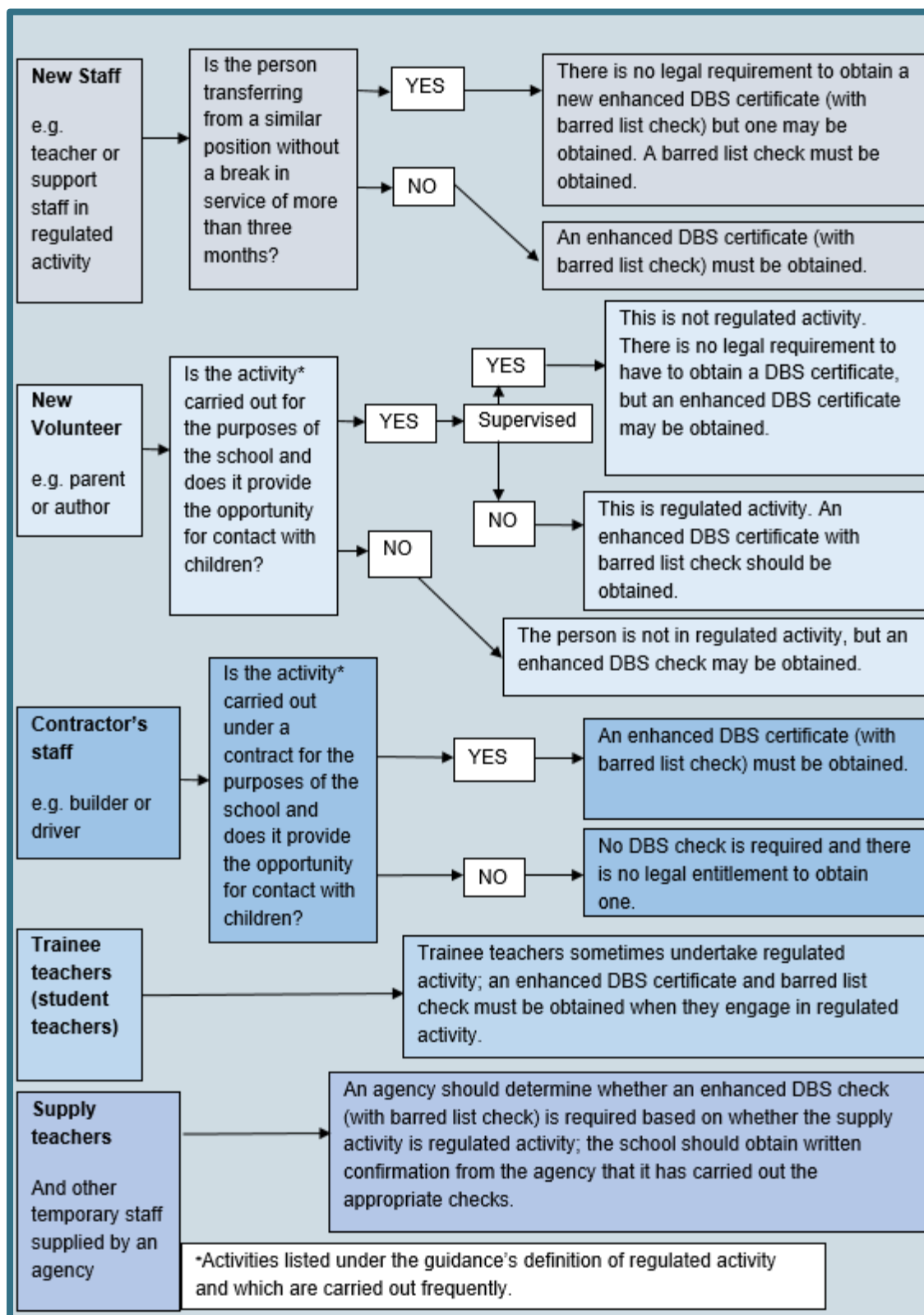
23.2. As a measure of good practice, the Trust will ensure that this training is renewed **every five years.**

24. Monitoring and review

24.1. This policy is reviewed annually by the HR Director.

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

Appendix A Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks



Appendix B

DBS Documentation Checklist for Manual ID Check

Copies to be taken of the three original documents, signed and dated.

<u>ROUTE 1</u>
<p>The applicant must provide</p> <ul style="list-style-type: none"> • One document from Group 1 • Two further documents from either Group 1, Group 2a or 2b <p>At least one of the documents must show the applicant's current address</p>

<u>ROUTE 2</u>
<p>Route 2 can only be used if it's impossible to process the application through Route 1.</p> <p>If the applicant doesn't have any of the documents in Group 1, then they must be able to show:</p> <ul style="list-style-type: none"> • One document from Group 2a • Two further documents from either Group 2a or 2b <p>At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.</p>

<u>ROUTE 3</u>
<p>Route 3 can only be used if it's impossible to process the application through Routes 1 or 2. For Route 3, the applicant must be able to show:</p> <ul style="list-style-type: none"> • A birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands) • One document from Group 2a • Three further documents from Group 2a or 2b <p>At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.</p>

GROUP 1: Primary Identity Documents	<u>Notes</u>
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate ¹ - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate ¹	UK and Channel Islands

¹ If the name on the certificate is different to that of application name, further documentation should accompany the certificate to show reason e.g. Marriage Certificate, Divorce Decree Absolute, Change of Name Deed Poll,

GROUP 2a: Trusted Government Documents	Notes
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, and Channel Islands
Birth certificate ¹ - issued after time of birth	UK, Isle of Man, and Channel Islands
Marriage/civil partnership certificate ¹	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

GROUP 2b: Financial & Social History documents	Notes	Issue Date & Validity
Mortgage Statement	UK	Issued in last 12 months
Bank or Building Society Statement ²	UK & Channel Islands	Issued in last 12 months
Bank or Building Society Statement ²	Countries outside the UK	Issued in last 12 months
Bank or Building Society Account Opening Confirmation Letter	UK	Issued in last 3 months – branch must be in the country where the applicant lives and works
Credit Card Statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 Statement	UK & Channel Islands	Issued in last 12 months
Council Tax Statement	UK & Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility Bill (not Mobile telephone bill)	UK	Issued in last 3 months
Benefit Statement e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for	UK & Channel Islands	Issued in last 3 months

² Original from bank or postal, internet printed statements are not acceptable.

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Work and Pensions, the Employment Service, HMRC		
EEA National ID Card		Must still be valid
Irish Passport Card	Cannot be used with an Irish Passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man & Channel Islands	Must still be valid
Letter from Head Teacher or College Principal	UK - for 16 to 19-year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

For further information: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

Appendix C

Right to Work Checklist

Employers must do **one** of the following before the employee commences employment:

- a **manual** right to work check – copies must be taken of the original and the copy **signed and dated**
- a Home Office online right to work check

Where a right to work check has been conducted using the Home Office 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.

If a Home Office Online Service has not been used a Manual Check must be completed When carrying out a manual right to work check, you must obtain original document(s) from either List A or B of acceptable documents.

Lists of Acceptable Documents for Manual Right to Work Check

List A

Acceptable documents to establish a continuous statutory excuse	
1	A passport (current or expired) showing 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 (in either case, whether current or expired) showing that the holder is an Irish citizen.
3	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.
4	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.
5	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.
6	A birth or adoption certificate ¹ 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.
7	A birth or adoption certificate ¹ 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.
8	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.

¹ If the name on the certificate is different to that of application name, official documentation should accompany the certificate e.g. marriage certificate, deed poll to show the official change of name.

List B

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave	
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 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.
3	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.
Group 2 – Documents where a time-limited statutory excuse lasts for 6 months	
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 Certificate of Application (digital or non-digital) 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 (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4	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.
5	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.

Further guidance can be found: <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>