

The Licensed Trade Charity: Organisation Policies and Procedures

LTC Recruitment Process

Introduction

The policy and procedures are based on the principles of non-discrimination and are linked to the Equal Opportunities and Safeguarding Policies. It aims to promote consistency and fairness in the treatment of all existing and potential employees. The Licensed Trade Charity is committed to safeguarding and promoting the welfare of children and young people, including the Prevent Duty, and all staff (including for example volunteers and contractors) working for, or on behalf of, the Licensed Trade Charity are to comply with this.

For security and in accordance with guidelines issued by the Department for Education all staff will have a current Enhanced Disclosure and Barring Service clearance with the school.

This ensures that the Licensed Trade Charity comply with all relevant legislation and statutory guidance as advised by: -

Department for Education (DfE)
Independent Schools Inspectorate (ISI)
Early Years Foundation Stage (EYFS)
Disclosure and Barring Service (DBS)
The Keeping Children Safe in Education (KCSIE)
The National Minimum School standard (NMS)
UK Border Agency

This policy applies to paid employees, trustees, sports coaches / referees, trainers, trainee teachers, supply teachers, contractors and volunteers such as the PTA / lost property assistants etc., in regulated activity or providing an opportunity for contact with children.

Written notification should be obtained for agency and third-party supply staff confirming that their organisation have carried out all necessary recruitment checks.

All procedures comply with Data Protection Act 2018 (GDPR)

STAGE ONE – The Vacancy and the Advert

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- 1) Line manager identifies a vacancy, a '**recruitment approval form**' is raised by the Principal at Ascot, Hassocks or Oxford or an Executive Director and then gains authorisation to recruit from all members of the Executive team. Each request will be discussed weekly at the Executive Meeting to understand role required, why the position has become required and gain approval before signature.
- 2) The recruitment approval form will be sent to the Executive Team for signature electronically and once fully signed will be printed by HR.

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- 3) Line manager draws up Job Description & Person Specification using the generic documents available and sends to HR.
- 4) No public launch of vacancy either to agencies or advertisements will be done until recruitment approval is signed and approved by Exec
- 5) Position must be advertised internally and if applicable externally, including the website. HR to place the external advert and inclusion on the website. HR to approve budget for advertising.

STAGE TWO - Applications and Shortlisting

Individual schools / line manager (in conjunction with HR) may take over the process from Stage Two to select the candidate/s. The interview panel should include at least 2 members of staff, one who has been trained in Safer Recruitment. HR must be on the panel for Charity and SEN schools' interviews.

- 1) Potential candidates are able to download an application form, job description and person specification (where available) from the School's/Charity's website.
 - Application form must be completed to include full employment history, declaration of unspent criminal convictions, Enhanced DBS Check and reference details. The application form has a Staff Privacy Notice attached.
 - Child Protection Policy Statement is visible on all recruitment advertisements
 - Information about Charity is available on the website
- 2) Once applications are returned it is the schools/HR's responsibility to check the application form has been completed (i.e. no gaps in employment, declaration must be signed).
- 3) Shortlist drawn up using suitability for the post.
- 4) Shortlisted candidates invited to interview, ideally all on same day/assessment day. (references for teaching staff **must** be taken up at this point in time for the interview). (Schools and colleges should obtain references before interview, where possible, this allows any concerns raised to be explored further with the referee and taken up with the candidate at interview) .
- 5) Letter or email sent to candidates confirming the interview (HR to send)

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- 6) In addition, as part of the shortlisting process we will consider carrying out an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with the applicant at interview.

To be included in the invite letter

- If you hold a current Enhanced DBS certificate, please bring it to interview
- Please bring identification to prove your eligibility to work in the UK
Original only – no copies. Passport or Birth Certificate
Visa must be available if relevant
Overseas check must be available if candidate has worked abroad for over 3 months in the last 10 years
- Request qualifications as applicable
- Names of interviewers, place, time and date of interview
- Please advise, prior to interview of any special arrangements or adjustments that you may need to be made for you in account of any disability or other ill-health problem.

STAGE THREE - The Interview

One member of the interview panel must be Safer Recruitment trained. Governors attending interview in safeguarding capacity should also be Safer Recruitment trained.

Before the interview

- Interviewers should be prepared, read through the application form checking gaps in dates of employment and highlight these, making notes on any irregularities on the application form
- Note if candidate has lived or worked abroad for over 3 months in the last 10 years
- Have interview questions prepared
- Have all relevant paperwork to hand, i.e. application forms, job description, person specification (have extra copies if needed for the applicant)
- Interviews may be held online via video conferencing. HR / school administration will provide the logging on details.

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At the Interview

HR will meet candidate in reception and will take copies of any relevant documents and certify as true copies of originals.

At interview at least one member of staff present will have undergone Safer Recruitment training.

- Welcome the candidate
- Carry out introductions / offer drink – make candidate comfortable
- Tell candidate that notes will be taken during the interview
- Interview will take approx XX amount of time
- Explain where fire exits, toilets etc are

Inform the candidate of the interview structure:

- Describe how the Charity and School operate
- Questions for the candidate, Enhanced DBS procedure & safeguarding questions
- Give candidate information about the School/Charity and position (hours, pay (explain equated pay), duties etc – use job description)
- Opportunity for candidate to ask questions at the end

Closing the interview

- Advise candidate on when you will be making your decision and how you will let them know.
- Tell all candidates that their application form and all notes associated with the process will be retained for 6 months and then destroyed if they are unsuccessful.
- Thank them for coming, ensure they have your contact details so that they can get in touch with you should they have any further questions.

IMPORTANT NOTES:

- As part of Safer Recruitment ask candidates to confirm whether they have any unspent convictions or cautions to declare, as the position is exempt under Rehabilitation of Offenders Act. Stress this information is strictly confidential and a criminal record does not necessarily prevent applicant from being offered the job - it would be subject to a risk assessment. Explain that failure to declare could render subject to summary dismissal.
- Ensure you clarify any gaps in the candidate's employment history and whether or not in the absence of a birth certificate or other written assurances the candidate has changed their name at any point. If you are not satisfied with their answers do not pursue the application.
- Check all their personal details provided on the application form are correct (telephone/mobile numbers, address, NI number etc).

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- Check the application form is signed and dated by the candidate. It is important that emailed versions are also signed.
- Check referee contact details – minimum of two references required - last two employers or educational establishments. References should state clearly whether or not the person is suitable for work in an environment with children For school employees one reference **MUST** come from their most recent Headteacher. Character references are unacceptable unless from a professional e.g. clergy, doctor, solicitor etc and authorised by HR Director. Any exceptions need to be referred to the Executive Team.

Inappropriate Interview Questions

When interviewing employers **should avoid** asking questions about any of the following as this may introduce discrimination into the selection process. Not only will such topics potentially introduce discrimination, but they also affect candidate perceptions.

- Race / Colour
- Sex
- Religion
- National origin /Birthplace
- Age
- Disability
- Marital/family status
- Sexual orientation

Examples of questions to avoid

- Do you intend to have a family?
- I see you call yourself Ms?
- Do you think you will be able to gain more respect?
- Have you or will you be able to make arrangements for childcare?
- How old are you?
- Are you married?
- What is your sexual orientation?

Examples of questions you can ask

- Do the hours of work pose any problems for you?
- Would we need to make any workplace adjustments for you?
- Why do you want to work for us?
- What do you know about our organization?
- What do you find most attractive about this position?
- What seems least attractive about it?
- Please give me your definition of [the position for which you are being interviewed]?

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- Why are you leaving (did you leave) your present (last) job?
- What are your long-range goals?

Pre-prepared interview questions will be provided for interview. Interview notes for ALL candidates must be passed back to HR. The interview notes and application form for the successful applicant must be kept on the personnel file

STAGE FOUR - Offer of Appointment (HR raise all offer paperwork)

No employee will commence employment without ALL checks in place. Start date will be delayed where applicable. This applies also to all trainee and student teachers or professionals.

Any appointment offered will be conditional subject to the following checks:

- eligibility to work in the UK
- satisfactory references
- overseas check (if applicable)
- enhanced DBS checks
- qualifications
- Prohibition from Teaching and Management (where applicable)
- EEA check (where applicable)
- Barred list check
- Disqualification from childcare

Detailed guidance on pre-appointment checks is provided in the Appendix to the Policy

The selection process will not discriminate on grounds of sex, age, race, marital status, creed, religion, disability or sexual orientation. Equal Opportunities monitoring, in accordance with the Charity's Equal Opportunities Policy will be carried out during the recruitment and selection process.

- 1) **Starter form (internal - electronic)** should be completed by The Principal of the relevant school / Member of Executive Team.
- 2) For LVS Ascot the Principal will write a confirmation of offer letter
- 3) HR to send a conditional offer letter and terms and conditions and direct employee to induction website
- 4) HR to send off for independent references if not already obtained i.e. non-teaching posts.
- 5) Received references should be cross checked and verified by telephone, including suitability to work with children if this has not been addressed on the reference. Minimum of two references preferably last two employers (reference 1 **MUST** be from last employer) where applicable. No reference can be a relative or a friend.

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- 6) Enhanced DBS Application Form: Candidate must complete the Enhanced DBS application form which will be sent with offer pack.
- 7) If on DBS Update Service, this will be checked.
- 8) HR to undertake a Barred List check on the candidate.
- 9) HR to certify identity, address and qualifications.
- 10) Check candidate's eligibility to work in the UK (passport / birth certificate / visa).
- 11) If candidate has worked overseas or has spent more than 3 months overseas during the last 10 years, we will require a Police check from the country they have resided in. The applicant should apply for this.
- 12) Medical Fitness – the LTC is required to verify the medical fitness of employees – please see separate section below.
- 13) Remove vacancy from internal and external routes and inform all unsuccessful candidates of the outcome, HR to hold completed 'NO' candidate files for six months.
- 14) HR to make a diary note to destroy the application forms and interview notes of the unsuccessful applicants in 6 months.
- 15) Starter form should be copied to Payroll on receipt of the signed offer letter. An **induction pack**: - **DBS application form, staff information form, offer letter and terms & conditions** to be sent to new employee from HR.
- 16) Staff are directed to the Induction website and should read and confirm that they have read:
 - Staff Code of Conduct
 - Keeping Children Safe in Education
 - Acceptable Use Policy
 - Medical Questionnaire (Post Conditional Job Offer)
 - HR and IT Policies
 - Complete eSafety Modules and Data Protection Modules
- 17) In the case of teaching staff HR to check for Prohibition order issued by the Secretary of State. This should be undertaken through the TRA website.
- 18) HR to do an EEA Prohibition check on teaching staff if they have lived in EEA or are on EEA passports through TRA website
- 19) In the case of staff who are in management positions HR should complete a Section 128 check through the TRA website.
- 20) **Staff information form** to be collected from new employee and copied to Payroll and a network account should be requested from IT Services on receipt of a signed Acceptable Use Policy (this is done with an electronic signature through the HR Induction website). Email should be sent to school admin and reception (if appropriate) to advise employee has joined. HR to complete the spreadsheet listing the new employee and details.
- 21) Acceptable Use Policy to be signed on the induction website.
- 22) CIPHR and Single Central Register cross checked to ensure all information has been correctly entered and pulled through.
- 23) Chairpersons of Governing bodies need to have an enhanced DBS check signed by the Secretary of State for Education.
- 24) Anyone who has harmed or poses risk of harm to a child or vulnerable adult will be reported to DBS

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Medical Fitness

The LTC is required legally to verify the medical fitness of applicants after an offer of employment has been made. All applicants at the point of offer will be directed to the Medigold website to complete a Health Questionnaire, which is submitted electronically by the candidate directly to our Occupational Health (OH) providers. OH will review and contact the candidate should further information be required. Physical and mental requirements of the role will be taken into account; if the company doctor or OH have any doubt about an applicant's fitness then advice will be sought to gain reasonable adjustments in consultation with the applicant. This may involve a full medical assessment. Under the Equality Act no job offer will be withdrawn without first consulting with the applicant obtaining medical advice and considering reasonable adjustments and suitable alternative employment. In addition, employees are required to complete a Medical Questionnaire (Post Conditional Job Offer) form (on induction website).

STAGE FIVE - Induction (to take place on the employees first day)

See induction events and issue on first day. For the employee and the recruitment process to be successful it is imperative that the employee is given the best start. Please contact HR if further help is required. All staff have IT and regulatory training during school INSET training, in addition to the training modules set within Educare/National College. It is a requirement of all staff that the Educare/National College modules are completed prior to the commencement of employment.

STAGE SIX - Probation Period

All employees should be monitored on a weekly or monthly programme until they complete their probation period. It is very important to get the foundations in place with a new employee. Whilst the employee is on probation, so is the employer with the employee. Employees will have been directed to the HR Induction website to read their policies. HR and the Principal will meet with school staff on up to 2 occasions during the probation period (where applicable).

Please review the job description with the employee, note any changes in tasks or reporting procedures, a new document must be issued if changes have been made. Are there any training requirements? Please consider the main activities the employee has been involved with during the past weeks/months. How was each activity handled, was the management or involvement with the activity effective?

Was the required information or resources available to deal with these activities? Discuss working relationships within the team and department. Ask if improvements can be made and is the correct information available to the employee to fulfil the role?

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The LTC 1-2-1 process gives the manager and the employee the ability to quantify the tasks, details of the role, what is expected from the employee and LTC, and should be used for this purpose. If there are issues during probation HR can advise the Manager. Subject to these formal probationary reviews, after successful completion of the probationary period employment will be considered to be permanent. The HR Director and Principal will meet with new employees during probation period. Please contact HR if further assistance is required.

Enhanced DBS Checks

All staff employed in a school, where there are young people under 18 years of age, must have an Enhanced DBS check. To check the background of new staff through the Disclosure & Barring Service please follow the notes below. The school has responsibility for checking all contractors and the applicant's details should be passed to the HR department. If a portable Enhanced DBS check is available, it should be checked and recorded by the HR Department.

Failure to present the original Disclosure Certificate to the Human Resources Department within 28 days of receipt may lead to the offer of employment being withdrawn by the LTC.

Enhanced DBS checks are only sent to the applicant. The applicant will be asked to bring the Enhanced DBS check in once received. The date and number of the Enhanced DBS check should be recorded on the appropriate form and the check returned to the applicant. A copy of the check should NOT be kept on file.

Records of the details of Enhanced DBS checks obtained during the recruitment process should only be retained for as long as is necessary and for a maximum of six months following recruitment decision being made in relation to any applicant.

Enhanced DBS information should be stored and disposed of in a secure manner and the information obtained should only be shared with those involved in the recruitment and vetting process.

If an applicant is registered with the **DBS update service**, they should supply the DBS number and their date of birth and the HR Department can check the DBS online. This information is requested on the application form.

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The Handling of Enhanced DBS Certificate Information

In accordance with Section 124 of the Police Act 1997, certificate information should only be passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates, or certificate information has been revealed and all employees should be aware that it is a criminal offence to pass the information to anyone who is not entitled to receive it.

Certificate information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Suitability

All staff must treat Enhanced DBS applicants who have a criminal record fairly and must not discriminate because of a conviction or any other information revealed as part of this process.

It is a requirement that a written policy is in place on the recruitment of ex-offenders and this policy must be available to Enhanced DBS applicants at the outset of the recruitment process if they request this.

Statement of Intent

At the Licensed Trade Charity (proprietors of LVS Ascot, LVS Hassocks and LVS Oxford) we have a systematic and rigorous recruitment policy and set of procedures. The policy will operate within employment legislation, will be fair and open for all applicants and will include all safer recruitment policies and procedures. All posts will be advertised. We will recruit personnel when a vacancy has been identified, specified and agreed. We will recruit those who have the appropriate qualifications, skills, knowledge and experience and who will share and support the ethos and objectives of the schools – especially appertaining to the safeguarding of pupils. We will strive to fill all posts to ensure continuity of operation as required for the effective running of the schools and the achievement of their objectives. The LTC recognises that the retention of our staff is a reflection of the effectiveness of our recruitment and induction policies.

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Suggested Staff Interview Questions

Interview Date:		Candidate's Name:	
Interviewer/s:		Position/s:	
Interview Outcome :		Feedback given:	

A candidate MUST complete an Application Form before the interview can take place
At interview a subject specialist will be in the panel for subject specific questions.

What do you know about the School / Charity?(give brief overview about School / Charity)		
Let's talk about your current & previous roles.....		
I can see from your application form you are currently employed at	(If the information the candidate give you is different from their application form please record)	
Are you still currently employed there? (If not find out details of where they are currently working with dates	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Talk me through a typical day in this role (if unemployed ask about their previous role)		
What are/were your specific duties/responsibilities? (Ask for examples to demonstrate skills & ability)		
What aspect of your job do/did you enjoy? Why?		
What do/did you not enjoy? Why?		
Give me an example of a time you were working as part of a team. (What? When? Where? Why? How?) (What would a team member say about you if asked?)		
What would be the most important thing to you about your new position?		
What skills do you think you have that you feel make you suitable for this position?		
Do you have any unspent criminal convictions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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Interview questions for units where an Enhanced DBS check is required:

Please take notes of the answers you are given. Keep all interview notes with the application file and personnel file if the person is offered the position.

There is a need for us to find out more about candidates' attitudes toward children and young people and their ability to support safeguarding and promoting the welfare of children.

SAFEGUARDING INTERVIEW QUESTIONS FOR TEACHING STAFF

1. Have you ever worked or been in an environment with children/young people or vulnerable adults? Please tell me about it.
2. Explain the process you would go through if a child made a disclosure to you.
3. What would you do or not do if a child came to you in distress?
4. When did you last receive your Safeguarding training?
5. To what level are you trained in Safeguarding?
6. What do you understand of the document Keeping Children Safe in Education (KCSiE)?
7. What do you understand of the "Prevent Duty"?
8. Are there any gaps in your CV which you would like to explain?
9. Would you be willing to undergo a DBS check before starting employment?
10. Do you have anything you wish to declare now in light of the requirement for a DBS check?

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11. Have you ever been subject to an investigation (for disciplinary reasons or otherwise, regardless of whether or not any action was taken) or any form of disciplinary process or action during any of your previous employment that could impact your suitability for this role and our safeguarding responsibilities?

12. Is there anything in your personal or work life you want to declare that could impact your suitability for this role and our safeguarding responsibilities?

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Sample Questions for safeguarding children

- 1) What attracted you to this post at the School
- 2) Tell us about your interest outside work
- 3) Young people develop crushes – how would you deal with this?
- 4) What would you do if you were concerned about a colleague's behaviour towards children?
- 5) Give an example of how you would manage bad behaviour from a pupil
- 6) When do you think it is appropriate to physically intervene in a situation involving young people? (fighting – to split them up)
- 7) What makes a school safe and caring?
- 8) What policies are important to support a safe environment?
- 9) What are staff responsibilities in protecting children?
- 10) How do you define an appropriate catering assistant/child relationship?
- 11) Give examples of what you would consider to be appropriate and inappropriate behaviour?

Danger signs to look out for

- The candidate may imply that adults and children are equal in every sense, ignoring disparity in power and authorities
- There may be an inability to recognise the inherent vulnerability of children from troubled or disadvantaged backgrounds
- There is a tendency to view children and young people in idealised or romanticised terms
- They may appear dogmatic, autocratic, arrogant, or over-confident

There appears to be an over-identification with young people and a lack of appropriate intimate or supportive relationships with other adults.

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Feedback Form

Interview Date:		Candidate's Name:	
Interviewer/s:		Position/s:	
Interview Outcome:		Feedback given:	

Candidate Status:	Give reasons and comments:
2nd Interview Yes or No Reasons why?	
Offer position Yes / No Reasons Why?	
Hold for other vacancy Reasons Why?	
Regret / Not suitable Reasons Why?	

NB: All interview notes to be retained/kept on file for 6 months for candidates not selected and then destroyed.

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Policy Statement on the Recruitment of Ex-Offenders

As an organisation using the Enhanced DBS checking service to assess applicant suitability for positions of trust, the Licensed Trade Charity complies fully with the Enhanced DBS Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of an Enhanced DBS check on the basis of a conviction or other information revealed.

The Licensed Trade Charity is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental ability or offending background.

This policy is made available to all Enhanced DBS applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Due to the nature of our organisation, Enhanced DBS checks are requested for the vast majority of our vacancies but only where we believe that the check is both proportionate and relevant for the position concerned. For those positions where an Enhanced DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that an Enhanced DBS check will be requested in the event of the individual being offered the position.

Where an Enhanced DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process, except for certain spent convictions and cautions which are protected and are therefore not subject to disclosure to employers and that cannot be taken into account. We request that any information not subject to this filtering is set under separate, confidential cover to a designated person within the Licensed Trade Charity and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, except for certain spent convictions and cautions which are protected so not subject to disclosure to employers and that cannot be taken into account, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those within the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, for example, the Rehabilitation of Offenders Act 1974.

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At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of an Enhanced DBS check aware of the existence of an Enhanced DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in an Enhanced DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Should you have any queries on the contents of this policy, please do not hesitate to contact Nikki Annable, HR Director.

Reviewed: September 2023

Owner: HR

Reviewers: Ian Mullins – Executive Director of Education & Operations
Christine Cuniffe – Principal, LVS Ascot
Laura Collins – Assistant Head Cocurricular and Compliance, LVS Ascot (DSL)
Sarah Sherwood – Director of SEN
Rachel Borland - Principal, LVS Hassocks
Kayley Willcocks, Deputy Head, LVS Hassocks (DSL)
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Melanie Waller, Vice Principal, LVS Oxford (DSL)
Nikki Annable – HR Director

Review: July 2024

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Appendix: detailed guidance on pre-appointment checks:

Pre-appointment and related checks: required (or seen as good practice signalled with *)

Note: at least two people should make decisions on whom is to be interviewed/considered. Interviews and/or appointment panels to include at least one person successfully safer recruitment trained; structured interview questions recommended as is involvement of pupils in process. Decisions should be recorded.

Teaching staff however paid including coaches and peripatetic even if self-employed

Pre-interview self-declaration for those being interviewed: candidate's criminal record or information which may make them unsuitable to work with children; need to check against current Ministry of Justice regulations on pre-appointment screening

Pre-interview internet scrutiny: to check e.g. claims being made or character of online activity

ID (passport and birth certificate or other demonstrating name changed/unchanged) **SCR**

Qualifications where specified by the school for the post (note* this would include lifeguard certificates, driving licences, firearms certificates, etc. as required) **SCR**

Employment history: structured application form allowing safer recruitment identification of any gaps in employment or periods overseas: CV by itself insufficient; hard copy signed at interview including declaration that information provided is true; details of information required is set out in the ISI Commentary (Sept 2021 paragraph 499) **SCR preferred**

Enhanced DBS: three-month rule may be applied if coming directly from another educational institution; update service, now increasingly common may be used **SCR**

Barred List: required for regulated activity **SCR**

Prohibition from teaching: applies to all in teaching and instructional roles however paid **SCR**

Prohibition from management: applies to all in teaching and management positions from heads of department and above: school to decide what the specific criteria are **SCR**

Overseas police checks: bottom line is at least three continuous months during the previous ten years, noting that it is notoriously difficult to obtain such checks from some countries: it is the applicant's responsibility to obtain certificated proof of the check – hence the risk assessed approach allowed which might include an appropriate third reference. **SCR**

Overseas professional association declaration of suitability: where the applicant has worked as a teacher overseas for any length of time at any time; again these are not easy to obtain and it is the applicant's responsibility to obtain certificated proof of the check – hence the risk assessed approach allowed which might include an appropriate third reference. **SCR**

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References x2 or x3: obtained wherever possible ahead of the interview; one reference from if relevant current employer completed by appropriate senior person; one reference from if relevant the most recent post involving work with children; third reference required where overseas check or overseas professional association declaration not forthcoming prior to starting date: employer references must be from verifiable source (not personal email) and should state whether or not there is any reason why candidate should not work with children; reasons for leaving posts. **SCR preferred**

References to be cross-checked against employment history. Subsequent phone calls* used to verify the reference are now frequently used

Right to work: verified by appropriate documents, e.g. passport, visa and work permit, tax office information; P45, P60 SCR

Medical self-declaration: the use of any formal medical checks may be used but the medical declaration (mental as well as physical health) must be in place before starting **SCR preferred**

Disqualification from Childcare: for all those working in EYFS or before/after school with under 8s; ISI recommends annual repeat checks* **SCR preferred**

Non-teaching or support staff (SCR as for teaching)

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Pre-interview internet scrutiny: to check e.g. claims being made or character of online activity

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Enhanced DBS: three-month rule may be applied if coming directly from another educational institution; update service, now increasingly common may be used

Barred List: required for regulated activity

Prohibition from management: applies to any in senior leadership positions

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Overseas police checks: bottom line is at least three continuous months during the previous ten years, noting that it is notoriously difficult to obtain such checks from some countries: it is the applicant's responsibility to obtain certificated proof of the check – hence the risk assessed approach allowed which might include an appropriate third reference.

References x2 or x3: obtained wherever possible ahead of the interview; one reference from if relevant current employer completed by appropriate senior person; one reference from if relevant the most recent post involving work with children; third reference required where overseas check not forthcoming prior to starting date: employer references must be from verifiable source (not personal email) and should state whether or not there is any reason why the candidate should not work with children; & reasons for leaving posts.

Subsequent phone calls* used to verify the reference are now frequently used

Right to work: verified by appropriate documents, e.g. passport, visa and work permit, tax office information; P45, P60

Medical self-declaration: the use of any formal medical checks may be used but the medical declaration (mental as well as physical health) must be in place before starting

Disqualification from Childcare: for all those working in EYFS or before/after school with under 8s; ISI recommends annual repeat checks*, e.g. assisting in after-school activities

Keeping in touch: Personnel on zero-hours contracts or occasional staff (teaching or non-teaching)

So long as the school keeps in regular (e.g. at least termly) touch with such staff (e.g. exam invigilators, seasonal employees) there is no need to repeat checks: safeguarding update emails to all staff, staff briefing emails, etc. would suffice.

Work experience

Student teachers should have been checked by their institution and written confirmation of this and their suitability to work with children is required, but an ID check on arrival is still needed. Others on work experience in schools may be treated as supervised volunteers (with suitable ID checks) and the arrangements for supervision should be in place.

Supply staff (teaching and some medical agencies)

You must see their ID and original DBS (no more than 3 months old or covered by the three-month rule or an update service check) before starting work at the school

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The agency must confirm in writing and prior to the starting date for the person concerned that it has obtained the following:

enhanced DBS if more than 3 months old then within the three month-rule or update service parameters, barred list check, prohibition from teaching, references x2, declaration of medical fitness, employment history, right to work in UK and – if applicable – prohibition from management, overseas checks, and disqualification from childcare.

Note 1: dates on SCR even if a single date for all checks in notes

Note 2: the SCR should include either in a column or under notes the date on which the agency confirmed it had seen these checks.

Note 3: KCSIE requires that supply staff should be treated as if they were regular staff if subject to an allegation, keeping supply agency informed

Note 4: many schools use the term 'supply' for any cover or agency staff: this can confuse: former members of staff providing temporary cover should be noted as 'cover' not supply unless they are provided by a supply teaching agency; other non-teaching staff should be noted as 'agency' where that agency does most/all relevant checks.

Governors (SCR as for teaching)

Chair: checks done by DfE

ID (passport and birth certificate or other demonstrating name changed/unchanged)

Enhanced DBS: three-month rule may be applied if coming directly from another educational institution; update service, now increasingly common may be used

Barred List: required ONLY for regulated activity

Prohibition from management: applies to any in senior leadership positions

Overseas police checks: bottom line is at least three continuous months during the previous ten years, noting that it is notoriously difficult to obtain such checks from some countries: it is the applicant's responsibility to obtain certificated proof of the check – hence the risk assessed approach allowed which might include an appropriate third reference.

Right to work: verified by appropriate documents, e.g. passport, visa and work permit, tax office information; P45, P60

Volunteers (regulated/unsupervised) (SCR as for teaching)

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Pre-appointment self-declaration for those being interviewed*: candidate's criminal record or information which may make them unsuitable to work with children; need to check against current Ministry of Justice regulations on pre-appointment screening

Pre-appointment internet scrutiny*: to check e.g. claims being made or character of online activity

ID (passport and birth certificate or other demonstrating name changed/unchanged)

Enhanced DBS: three-month rule may be applied if coming directly from another educational institution; update service, now increasingly common may be used

Barred List: required for regulated activity

Overseas police checks: bottom line is at least three continuous months during the previous ten years, noting that it is notoriously difficult to obtain such checks from some countries: it is the applicant's responsibility to obtain certificated proof of the check – hence the risk assessed approach allowed which might include an appropriate third reference.

Disqualification from Childcare: for all those working in EYFS or before/after school with under 8s; ISI recommends annual repeat checks*

Visiting speakers

Log for all speakers: maintained centrally

ID on arrival: photo ID for all visiting speakers

Internet/background checks: all speakers should be subject to such checks to check on possibility of extremist or other seriously problematic views

Supervised on site: a named person should accept responsibility for them onsite

Political balance: should they be likely to express a political or controversial point of view, consideration must be given to inviting someone with balancing views

Regular/paid: recorded on SCR with additional checks according to a risk assessment

Contractors (companies providing services such as catering, cleaning, security: majority of checks done by companies)

You must see their ID before starting work at the school. Do not delegate this task to the service e manager*

Some schools ask for original DBS (no more than 3 months old or covered by the three-month rule or an update service check)*

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The company must confirm in writing and prior to the starting date for the person concerned that it has obtained the following: enhanced DBS if more than 3 months old then within the three month-rule or update service parameters, barred list check, references, declaration of medical fitness, employment history, right to work in UK, and – if applicable – overseas police checks.

Contractors (lone or small companies, unsupervised: majority of checks by school) SCR preferred

Minimum required:

ID: (passport and birth certificate or other demonstrating name changed/unchanged)

Enhanced DBS: three-month rule may be applied if coming directly from another educational institution; update service, now increasingly common may be used

Barred List: required for regulated activity

Disqualification from Childcare: for all those working in EYFS or before/after school with under 8s; ISI recommends annual repeat checks*

Additional checks according to risk assessment:

Qualifications: where specified by the school for the post (note* this would include driving licences (e.g. for taxi drivers) as required)

Prohibition from teaching: applies to all in teaching and instructional roles however paid

Overseas police checks: bottom line is at least three continuous months during the previous ten years, noting that it is notoriously difficult to obtain such checks from some countries: it is the applicant's responsibility to obtain certificated proof of the check – hence the risk assessed approach allowed which might include an appropriate third reference.

References x2 or x3: obtained if considered appropriate to character of work; one reference from if relevant current employer completed by appropriate senior person; one reference from if relevant the most recent post involving work with children; one reference from if relevant current employer completed by appropriate senior person; one reference from if relevant the most recent post involving work with children; third reference required where overseas check not forthcoming prior to starting date: employer references must be from verifiable source (not personal email) and should state whether there is any reason why the candidate should not work with children.

Subsequent phone calls* used to verify the reference are now frequently used

Right to work: verified by appropriate documents, e.g. passport, visa and work permit, tax office information; P45, P60

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Contractors (occasional and supervised visits) and visitors

ID: If they are supervised throughout, then all that is needed is ID on arrival

Boarding: additional checks/documents

Enhanced DBS and barred list: check for all staying in school property on the same site as the boarding houses if 16 and over, not on school roll and not employed by school

Letter of agreement: for all staying in school property on the same site as the boarding houses if 16 and over even if on school roll and not employed by school