



HUMBER EDUCATION TRUST

Safer Recruitment and selection policy for employees and volunteers

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1 Introduction

- 1.1 The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Humber Education Trust and all its schools are committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, Humber Education Trust (HET), expects all staff and volunteers to share this commitment.
- 1.2 Recruiting the best people to our Trust and all our schools within Humber Education Trust is vital for our continued success in providing the highest standards of education and care to our pupils.
- 1.3 Not appointing the right people to our roles can have a negative impact on the performance of our individual schools and the overall performance of the Trust.
- 1.4 In line with HET's Scheme of Delegations the Headteacher is responsible for deciding on the arrangements to recruit to any post, with the exception of the Headteacher whereby the Trust Board will be responsible. Governors can be involved in the appointment of staff but any final decision rests with the Headteacher. The exception to this is the recruitment of the Headteacher to a school whereby the Trust Board will be responsible.
- 1.5 In carrying out our recruitment processes we:
 - 1.5.1 are committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance, including statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (September 2019) (or updated statutory guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).
 - 1.5.2 will comply with the requirements of **Data Protection Legislation** (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018).
 - 1.5.3 our Data Protection Policy sets out how we will comply with Data Protection Legislation.
 - 1.5.4 will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-

assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

- 1.6 In the very exceptional cases where we are required to discriminate due to an occupational requirement this must be approved by the Chair of the Local Governing Body/Trust Board who will provide reasons for this requirement.
- 1.7 Recruitment will be solely on the basis of the applicant's abilities, qualifications, knowledge, experience and merit as measured against the job description and person specification for the post they have applied for within the school/Trust.
- 1.8 If an applicant makes the school/Trust aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.
- 1.9 If a member of staff involved in the recruitment process has a close/personal or family relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision making process in case there is a conflict of interest.

2 Scope and Purpose

- 2.1 The purpose of this policy is to set out our processes for recruiting, selecting and appointing any employee to work within our individual schools within Humber Education Trust.
- 2.2 Sections 13 and 14 on Disclosure and Barring Service checks also applies to volunteers in Humber Education Trust.

3 Safer Recruitment

- 3.1 All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils.
- 3.2 The recruitment of all applicants and volunteers to our schools within Humber Education Trust must, without exception, follow the processes of safer recruitment. All offers of employment will be subject to HET/the school being satisfied that the applicant or volunteer is a suitable person to work with children and young people.
- 3.3 Any person involved in recruiting to any of our schools within Humber Education Trust must read the "Keeping children safe in education" (2019) guidance (or updated statutory guidance) produced by the DfE and our safeguarding policy. These can be obtained from the appointing school's website.

- 3.4 All recruitment must be planned to ensure that there is adequate time available to recruit safely.
- 3.5 Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. Any person who becomes aware that this policy is not being followed during recruitment must inform the Headteacher, CEO (HET) or the Designated Safeguarding Lead immediately.
- 3.6 All of the pre-employment checks described in Sections 12 and 13 must be carried out and have been determined as satisfactory before an applicant can start their employment in any school within Humber Education Trust. This applies to all staff and volunteers who work in the school.

4 Advertising

- 4.1 To ensure equality of opportunity, any vacant position will normally be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained (e.g. ETeach). Internal vacancies can be advertised within a school or across Humber Education Trust. This provides flexibility to recruit internally first as required.

- 4.2 All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check: -

Humber Education Trust/ (insert the name of the school) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, where applicable'.

- 4.3 Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English. For example, a teaching assistant required to communicate with pupils to support their learning, would be viewed as operating in a public-facing role. Any adverts and person specifications within the job description should make clear the necessary standard of spoken English required for the role. (see Part 11)
- 4.4 All documentation relating to applicants will be treated confidentially and in accordance with the Data Protection Act (DPA), when required. Records will be kept in accordance with our Trust Retention Schedule and Information Asset Register and in line with the requirements of Data Protection Legislation. This will include all written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the school. For the successful candidate this will include on their personnel file any relevant information provided as part of the application process, e.g. copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information

may be used to help the School to discharge its obligations as an employer, e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

- 4.5 This documentation will be retained by the School for the duration of the successful applicant's employment with the School. All information retained on employees is kept by the school in a locked and secure cabinet. The same policy applies to any suitability information obtained about volunteers involved with School activities.
- 4.6 HET/the School will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e. shredded). The 6-month retention period is in accordance with the General Data Protection Regulations (GDPR).

5 Job Descriptions and Person Specifications

- 5.1 A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role. For support staff any new post must be job evaluated by the HET Human Resources team before being advertised. This doesn't apply to any teaching positions as they are not subject to the NJC/HAY job evaluation scheme.
- 5.2 The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to the suitability to work with children and responsibility for safeguarding and promoting the welfare of children.

6 Application form

- 6.1 All applicants for employment will be required to complete HET's application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Applicants submitting an incomplete application form will not be shortlisted.
- 6.2 It is unlawful for HET/the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the school. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, referred to the police and/or the DBS. All applicants are required to fill out our standard application form. CVs will not be accepted.

7. References

- 7.1 We will seek references on all short-listed candidates, including internal candidates before interview. References will be scrutinised and any concerns resolved before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.
- 7.2 All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by HET/school. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a friend/relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.
- 7.3 All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. For teachers the current employer will be asked for details of any capability history in the previous two years, and the reasons for this.
- 7.4 HET/the school will not accept open references, testimonials or references from relatives. We also have an open reference policy whereby any reference from HET should be shown to the employee before it is sent to a new prospective employer. Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference, if there are any concerns.
- 7.5 Where it has not been possible to obtain references before the interview any concerns that are subsequently raised will need to be resolved before the appointment is confirmed.
- 7.6 In order to comply with the Equality Act 2010, information relating to sickness absence will only be requested after a conditional offer of employment has been made.

8. Short-listing

- 8.1 Applicants will be short-listed against the requirements of the person specification. The same people should carry out the short-listing and the interviews. The outcome of the short-listing process will be recorded and retained. The equal

opportunities monitoring form must be removed from the application and not provided to the short-listing panel.

- 8.2 The short listing panel are responsible for scrutinising the application forms and identifying any gaps in employment or other areas that may affect an applicant's suitability to work with children and young people. A satisfactory explanation for any concerns must be obtained from the applicant during the interview process.

9 Interviews

- 9.1 A face to face interview must take place for all applicants to all posts, wherever possible. The use of video conferencing, Skype, FaceTime or other similar technologies is acceptable for this purpose.
- 9.2 All those involved in interviewing must be properly prepared to undertake the role, which may involve appropriate interview training. At least one member of any interviewing panel will have undertaken and passed the safer recruitment training or refresher training as applicable. The person chairing the panel must have been safer recruitment trained.
- 9.3 The purpose of the interview is to assess the merits of each applicant against the job description and person specification to establish their suitability for the post and to work with children and young people.
- 9.4 Interviews should be conducted with a minimum of two (ideally 3) interviewers on the panel ideally with an equal gender balance, if possible to enable one interviewer to assess the applicant, observe and make notes whilst the applicant talks to the other interviewer.
- 9.5 Before the interview commences the interview panel should have: -
- 9.5.1 prepared appropriate questions for the role;
 - 9.5.2 prepared appropriate questions to test the applicant's suitability to work with children and young people;
 - 9.5.3 identified any areas for further probing, e.g. to explore any anomalies or gaps in employment, any information regard to past disciplinary action or allegations, if it has been disclosed on the application form etc.;
 - 9.5.4 agreed assessment criteria which reflects the person specification; and
 - 9.5.5 decided a structure to the interview and established which member of the panel will ask which questions.

- 9.6 A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning or if additional probing is required.
- 9.7 Any gaps in employment history must be explored during the interview process.
- 9.8 Candidates shortlisted for interview will be asked about their suitability to work with children.
- 9.9 Proof of identity & Right to Work in the UK - All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. Under the Immigration, Asylum and Nationality Act 2006, it is a criminal offence to employ a person knowingly who does not have permission to undertake work in the UK. If an applicant is unable to provide this evidence they will not be able to start their employment with the school. The offer of employment will have to be withdrawn as they are unable to meet all of the requirements for confirmation of the appointment.
- 9.10 Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.
- 9.11 In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.
- 9.12 Original documents will only be accepted and photocopies will be taken and signed by the person checking the documents. Unsuccessful applicant documents will be destroyed 6 months after the recruitment programme.
- 9.13 Where an online application form has been submitted, all candidates must sign a paper copy of their application form at interview.

10 Other selection methods

- 10.1 In addition to a face to face interview with the interview panel a variety of other selection methods may be used. These will be dependent on the post and may include:-
 - 10.1.1 Observation of teaching practice in our schools within HET or in the applicant's current school;
 - 10.1.2 One or more additional panel interviews (for example, a panel made up of pupils from our schools within HET;

10.1.3 A presentation;

10.1.4 In tray exercises

10.2 Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to the role and will be based on the requirements for the particular post as set out in the job description and person specification.

10.3 Candidates will be informed in advance if any selection methods are to be used in addition to a face to face interview and what these are.

11 Level of language proficiency

11.1 Under the "fluency duty" (Part 7 of the Immigration Act 2016), public authorities are required to ensure that workers in public facing roles are fluent in English. Public facing roles are those members of teaching and support staff who, as a regular and intrinsic part of their role, are required to speak to members of the public (including students in schools).

11.2 Humber Education Trust will accept a range of evidence of spoken English language ability as follows:

- competently answering interview questions in English;
- possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad, (this would normally be an essential requirement in the person specification)
- passing an English language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad (and from September 2017 this includes Welsh second language GCSE).

12 Pre-employment checks – Offer of Appointment

12.1 In accordance with the recommendations set out in KCSIE and the requirements of the Education (Independent School Standards) Regulations 2014 HET/the school carries out a number of pre-employment checks in respect of all prospective employees.

12.2 Medical Fitness

12.3 HET/the school is legally required to verify the medical fitness of anyone to be appointed to a post at the school, after an offer of employment has been made but before the appointment can be confirmed. A person cannot start in post until they have been confirmed as medical fit for the position.

12.4 All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

12.5 The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

12.6 **Conditional Offer of Employment**

12.7 If it is decided to make an offer of employment following the formal interview, any such offer will be conditional upon the following: -

- i. receipt of at least two satisfactory written references (one of which must be the current or most recent employer);
- ii. verification of the applicant's identity, preferably from current photographic ID and proof of address – originals must be seen - (if not previously verified);
- iii. verification of the applicant's medical fitness;
- iv. verification of qualifications where relevant (if not previously verified);
- v. verification of professional status where applicable. For teachers, this will include checking that the individual has the required teaching qualification and has successfully completed any statutory induction, if required, through the Teacher Services System; www.teacherservices.education.gov.uk
- vi. satisfactory enhanced DBS check (see Section 13);
- vii. for management positions (Applicable to governors/trustees, Headteacher, members of the Senior Leadership Team and departmental heads only), verification that they are not subject to a section 128 direction by checking the Teacher Services System. <https://teacherservices.education.gov.uk/>. If requested, the Enhanced DBS Certificate including the Children's Barred List check will also identify any Section 128 direction.
- viii. For teachers and other employees who hold QTS who are working in non-teaching roles, verification that they are not subject to a prohibition order by checking the Teacher Services System; <https://teacherservices.education.gov.uk/> A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting, this may also include support staff e.g. Teaching Assistants.

- ix. For teachers, satisfactory check of the 'Teachers sanctioned in other EEA member states' list to determine any restrictions/sanctions that have been imposed in other EEA member states, through the Teacher Services System.¹
 - x. A clear children's barred list check (except supervised volunteers);
 - xi. Verification of right to work in the United Kingdom; including any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas. In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
 - xii. Confirmation that the applicant is not disqualified from providing childcare. Where an applicant works in a school with pupils under the age of 8 years we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. This will apply where the school undertakes any of the following: -
 - a) Runs its own before or after school clubs or activities for children up to the age of 8
 - b) Provides education for children up to the age of 5
 - xiii Social media checks – see Use of Social Media Guidance for Employees.
- 12.8 All employment checks must be confirmed in writing using HET's Recruitment Checklist which must be retained on the personnel file and recorded in the single central record (SCR).

13 Disclosure and Barring Service (DBS) checks - new employees and volunteers

- 13.1 The school within Humber Education Trust will carry out a risk assessment to determine if a DBS check is required for each volunteer in accordance with Annexe F of Keeping Children Safe in Education 2019. If a volunteer is assessed as

¹ EEA regulator restrictions do not prevent an individual from taking up teaching positions in England, however, employers should consider the circumstances leading to the restriction when assessing a candidate's suitability to be employed. Please note, only EEA restrictions that are determined after 18 January 2016 will be displayed on the Teacher Services System

requiring a DBS check, the following DBS checks will be undertaken for new appointments, before the employee or volunteer starts work: -

Who	Definition	Type of check
Employees who will be engaging in regulated activity	<p>As an educational institution which is exclusively or mainly for the provision of full-time education of children, Humber Education Trust and its schools is an establishment specified in the relevant legislation. Activity carried out in this establishment will therefore be regulated activity relating to children if it meets the definition in the relevant legislation, including that it is carried out:-</p> <p>Frequently by the same person (for example once a week or more); or</p> <p>On a more than 3 days in any period of 30 days.</p>	An Enhanced DBS Check with a children's barred list check will be obtained.

Notes: -

- i) On the basis that all volunteers could be unsupervised and therefore engaged in regulated activity, an enhanced DBS check with children's barred list check will be applied for all volunteers.
- ii) For Trustees and governors an enhanced DBS check with a children's barred list check will be obtained. In addition, an identity check and the ability to work in the UK will be required.

13.2 In exceptional circumstances a new employee or unsupervised volunteer may be able to start before the enhanced DBS check has been received, but **not before the children's barred list check has been completed**. The school must ensure that appropriate supervision is in place until the DBS check has been received and a Risk Assessment has been undertaken. The Children's Barred List Check can be checked separately prior to the DBS check being returned using the TP Online Service or through E-Safeguarding Protocol. However, this must be agreed with the CEO/Deputy CEO in advance. For more

information and to download an application form visit
<https://www.teacherspensions.co.uk/employers/tp-online-page.aspx>

- 13.3 The DBS Certificate is applied for using E-Safeguarding Protocol, unless the employee has subscribed to the on-line update service.
 - 13.4 The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants must bring their original Certificate to the Headteacher/School Business Manager as soon as they receive it from the DBS Service.
 - 13.5 The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR). A copy of an applicant's DBS certificate will be taken, with the applicant's permission, if there are any concerns to assist with our decision making purposes. Any copy will be held for no longer than necessary, and up to a period of six months and be processed in line with Data Protection Legislation.
 - 13.6 Any applicant who refuses to produce their DBS disclosure will not be able to start work at the school and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in any of the schools within Humber Education Trust.
 - 13.7 Applicants (free for volunteers) can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required. Applicants or volunteers should be asked if they have subscribed to this service. The cost of this service is £13 per year. The expectation is that individuals personally fund this if required. Where the applicant or volunteer has subscribed they must provide the school with the original disclosure document to be verified and the school will check the online update for any changes.
 - 13.8 Information relating to an individual's criminal record will only be shared with the relevant people to enable the school to make a decision about their suitability to work with children and young people. This may include the HET Super User if there are any concerns regarding the DBS Certificate, in line with HET's procedures. Otherwise the Headteacher has the authority to clear an employee. In both cases, a written report (using the agreed Trust template), including authorising signature, will be kept in the individual's personnel file.
- 14 Disclosure and Barring Service (DBS) checks - existing employees and volunteers**
- 14.1 An enhanced DBS and children's barred list check may be carried out on any employee or unsupervised volunteer (subject to risk assessment) where the school/HET **has concerns about an individual's suitability to work with children and young people.**

- 14.2 DBS certificates will only be issued to the applicant. Humber Education Trust expects all applicants to produce the original disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.
- 14.3 All existing employees are required to inform the school/HET of any change in their criminal record. This includes convictions, cautions, arrests and police investigations. Action may be taken as a result of any change or any failure to inform HET/the school of any change.
- 14.4 DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.
- 14.5 **Portability of DBS Certificates Checks**
- 14.6 Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service for a fee of £13 per annum, which is payable by the applicant. This allows for portability of a Certificate across employers. The school will: -
- Obtain consent from the applicant to carry out an update search.
 - Confirm the Certificate matches the individual's identity.
 - Examine the original certificate to ensure that it is for the appropriate workforce and level of check, i.e. enhanced certificate/enhanced including barred list information.
- 14.7 The Update check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.
- 14.8 **Rechecking – DBS**
- 14.9 It is HET's policy to re-check employees' DBS Certificates when any employee hasn't had an up to date DBS Certificate within 3 years or
- 14.10 If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.
- 14.11 **Dealing with convictions**
- 14.12 The school operates a formal procedure if a DBS Certificate is returned with details of convictions. Please also see 'Recruitment of Ex-offenders' policy and

procedure. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also: -

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

14.13 A formal meeting will take place face-to-face to establish the facts with the Headteacher/School Business Manager. A recommendation will be made following this meeting to a HET Super User who will make the final decision in discussion with another HET Super User on behalf of the Trust. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Headteacher with a Super User will evaluate all of the risk factors above before a position is offered or confirmed in discussion with HET's Super User(s).

14.14 If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

15 Agency staff and third-party staff

15.1 In the case of agency staff, the school will ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out in section 12, including DBS and children's barred list checks, that the school would otherwise complete for its staff. The school must obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This should be recorded in the single central record (SCR). The school will also check that the person presenting themselves for work is the same person on whom the checks have been made.

16. Contractors

16.1 We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be: -

- i. An enhanced DBS check with barred list information for contractors engaging in regulated activity
- ii. An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
- iii. Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances
- iv. The identity of all contractors and their staff on arrival will be checked by the school.

16.2 For self-employed contractors such as music teachers or sports coaches, the school will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where a school decides that an individual falls outside of the scope of these regulations and a check is not carried out, the school will retain a record of our assessment. This will include the evaluation of any risks and control measures put in place, and any advice sought.

17. Trainee/student teachers

17.1 Where applicants for initial teacher training are salaried by HET/the school, we will ensure that all necessary checks are carried out.

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

17.3 The school will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006, if appropriate.

18. Single Central Record – Employment Checks

18.1 HET/the school will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. HET/the school follow requirements and best practice in retaining copies of these checks.

19. Induction Programme

19.1 All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Safeguarding Policy, the Code of Conduct, and KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

20. Ongoing Employment

20.1 HET/the school recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

21. Leaving Employment

21.1 Despite the best efforts to recruit safely, there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual: -

- i. has applied for a position at the School despite being barred from working with children; or
- ii. has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

21.2 If the individual referred to the DBS is a teacher, the school may also decide to make a referral to the Teaching Regulation Agency.

22. Breaches of the policy

22.1 Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.

22.2 Any complaint in relation to this policy, including its application will be managed through HET's complaints policy or grievance policy (for existing employees).

23. Review of policy

23.1 This policy is reviewed by Humber Education Trust every 2 years in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

24. Links with other policies

This policy links to the following policies and procedures: -

1) HET Human Resources Shared Drive

- **HET Contracts, Application Form and Appointment Letters**

- (including recruitment and employment letters, information for applicants when applying for posts, HET Recruitment Checklist, Employment References – Part 1 and Part 2)
- **HET DBS Clearance including a concern and Super User Clearance**
- (including DBS Clearance, portability, visitors and Single Central Record 2019)
- **HET Safeguarding/Protocol Documents**
- **HET Childcare Disqualification Documents**
- **HET GDPR Documents**
(including Personnel Records Held in Schools – Retention Schedule)

2. Safeguarding Policy

3. Staff Code of Conduct