TAME RIVER EDUCATIONAL TRUST

Great schools in which to learn, teach and belong.

Recruitment and Selection Policy

This is a Tame River Educational Trust. As an employer the Trust will ensure that at every level, in all our work and throughout all aspects of the Trust communities, all will be treated equally, with respect and dignity, free from discrimination and harassment. Each person will be given fair and equal opportunities to develop their full potential regardless of their age, disability, gender, gender-identity, race, religion or belief, sexual orientation, socio-economic background and special educational needs. Our Trust will tackle the barriers which could lead to unequal outcomes for these protected groups, ensuring there is equality of access and that we celebrate and value the diversity within our Trust communities. The Trust will work actively to promote equality and foster positive attitudes and commitment to an education for equality.

Review Cycle: Two Years
Next Review Date: February 2025
Person Responsible: COO
Approving Body: Trust Board

1. Summary

1.1. This Recruitment and Selection Policy has been produced in line with the latest DFE guidance – Keeping Children Safe in Education. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people. The Trust recognises that, in order to achieve its aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

2. Recruitment and selection policy statement

2.1 The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

2.2 The Trust is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the Trust's performance and fundamental to the delivery of a high quality service.

2.3 All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Applicants will also be asked to provide details of their online profile, including account names and social media handles so that online searches can be carried out on shortlisted candidates. This information must be provided by the applicant in order for the application to be accepted.

3. Purpose

3.1 To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position

3.2 To ensure that all job applicants are considered equally and consistently

3.3 To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age

3.4 To ensure compliance with all relevant legislation, recommendations and guidance

3.5 To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

3.6 Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

4. Scope

4.1 This policy applies to all recruitment activity in the Trust.

4.2 The ultimate responsibility for recruitment and selection lies with the Governing Body of each School in the Trust and the Trust Board. The Governing Body of each School in the Trust and the Trust Board has delegated the responsibility to the Headteacher for appointing staff other than those to the leadership group.

5. Aims and Objectives

5.1 To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.

6. Equal Opportunities

6.1 The Equality Act 2010 makes it a requirement to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment. The Equality Act 2010 incorporates a `duty` which makes it clear that the Trust must consider amongst other things that meeting the needs of disabled people may involve taking steps to take account of people's impairments, even when that involves treating disabled people more favourably than other people.

6.2 The Trust is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of Race, Disability, Sex, Age, Religion or Belief, Sexual Orientation, Pregnancy and Maternity, Gender and Reassignment, Marriage and Civil Partnership, this list is not exhaustive. The Trust acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equality and Diversity Policy is the foundation for all its activities.

7. Pre-recruitment Process

7.1 Objective

7.1.1 The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the Trust. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- Provide successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the Trust's commitment to safeguard children and young people

7.2 Job Description and Person Specification

7.2.1 An accurate job description is required for all posts. A person specification, which is a profile of the necessary requirements for the post, is required for all posts. The person specification states the essential and desirable criteria for selection. It is based on a set of competencies identified as necessary for the performance of the job. The person specification is used in the short-listing process.

7.4 Advertising

7.4.1 In general, all vacant positions are advertised internally and externally. In certain circumstances posts may be ring-fenced, requiring internal advertising only.

7.5 Method of Application

7.5.1 The school will only accept applications from candidates on the relevant Academy application form. **A standard application form is used to obtain a common set of core data from all applicants.** CV's will not be accepted in substitution.

7.6 Short Listing

7.6.1 Application forms are subject to two stages of short listing, to ensure all safer recruitment elements are adhered to:

Stage 1 Shortlisting is the safeguarding check; the application form is examined to check:

- If the application form is fully completed
- If there are any gaps in the professional history of the applicant
- If the references are appropriate
- If there are any discrepancies/concerns with the professional history of the applicant

Stage 2 Shortlisting checks the candidate's suitability to the post using the Job Description and Person Specification.

7.7 References

7.7.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee.

7.7.2 References will be sought on all short-listed candidates, including internal ones, and will be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

7.7.3 Teaching Staff – References for academic staff will be requested for short-listed candidates prior to interview.

7.7.4 Support Staff – References for support staff will be requested for short-listed candidates prior to interview, where the candidates give permission (it is noted that sometimes candidates prefer references to be taken up after receiving an offer as their current employer may not be aware they are looking for a new job).

7.7.5 In exceptional circumstances, and if time does not allow for the references to be taken up before interview they will be taken up before an offer of employment is made. An informal offer can be made subject to such references being satisfactory.

7.7.6 All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. For teaching staff, one must be from the Headteacher of their current school. For support staff who have worked in an education setting previously but their 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, this reference must be from the Headteacher of that school. Where this is not possible two professional references will be sought. Neither referee should be a relative nor someone known to the applicant solely as a friend and in the case of applicants with only one professional reference a second reference may be sought from their university or school.

7.7.7 Where a candidate has a genuine reason not to have a recent work-based referee (for example if they are returning to work after an extended break after looking after children) then care must be taken to ensure any personal references are thoroughly considered and questioned, and additional references may be sought including contacts in the local community.

7.7.8 The school will ask all referees to complete our Reference Request Form which will ask whether they believe the applicant is suitable for the job for which they have applied and whether they have any reasons to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the Job Description and Person Specification for the role which they applicant has applied for.

7.7.9 If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record;
- Whether the referee is aware of any reasons why the applicant may not be suitable for a post in a school where he/she will come into contact with children?

7.7.10 The school will only accept references obtained directly from the referee and will not rely on references or testimonials provided by the applicant or an open reference or testimonial. References should usually be in writing (or email) unless there are exceptional circumstances when a telephone reference will be acceptable, this will then be followed up by a written account of the verbal reference. In all cases, references will be verified by a member of the Trust's HR team, normally by telephone.

8. Interviews

8.1 The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

8.2 Interview Panel

8.2.1 A minimum of two interviewers will form the interviewing panel, but preferably three.

8.2.2 The members of the panel will:

- Have the necessary authority to make decisions about appointments;
- Be appropriately trained, (one member of interview panel will have undertaken the training in accordance with the DFE Safer Recruitment Training)

The members of the panel will meet before the interviews to:

- Reach a consensus about the required standard for the job to which they are appointing
- Consider the issues to be explored with each candidate and who on the panel will ask about each of those
- Agree their assessment criteria in accordance with the person specification.

8.2.3 Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

8.3 Scope of the Interview

8.3.1 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people;
- their ability to support the Trust's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

8.3.2 If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything they wishes to declare/discuss in light of the questions that have been (or will be) put to thei*r* referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before they start~~s~~ work.)

8.3.3 The school requests that all candidates invited to interview bring with them:

- The necessary **original** documents to confirm their identity, which must include photographic evidence of their identity, which will be used to enable a fully enhanced DBS check to be undertaken for the successful candidate
- Documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body
- A document to confirm their National Insurance number

The school will take a copy of the original documents and those copy documents taken for subsequently unsuccessful applicants will be destroyed.

Candidates invited to interview are requested to inform the school if they have any disability that may warrant reasonable adjustments or arrangements to assist them in attending the interview.

9. Conditional Offer of Appointment: Pre-Appointment Checks

9.1. An offer of appointment to the successful candidate will be conditional. P~~l~~ease see the pre-employment check list at appendix 1.

9.2 The Human Resources Officer will follow relevant DBS guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

9.3 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS and GDPR regulations);
- Recorded on single central record databases; and
- Followed up where they are unsatisfactory or there are discrepancies in the information provided

9.4 Where:

- The candidate is found to be on the barred list or if the DBS Disclosure shows he/she has been disqualified from working with children by a Court; or
- An applicant has provided false information in, or in support of their application: or
- There are serious concerns about an applicant's suitability to work with children,

The facts must be reported to the police and/or the DFE Children's Safeguarding Operations Unit – via a referral to the Disclosure and Barring Service.

10. Medical Fitness

10.1 Medical fitness for each new employee is assessed via Acorn Occupational Health

10.2 Upon appointment employees are asked to complete a health assessment where it is deemed relevant for the role. This will include the completion of a confidential health questionnaire.

10.3 Health management screen the questionnaire and may request attendance at an occupational health consultation. Once this has been completed, the health management will advise the school of any recommendations.

11. Disclosure and Barring Service

11.1 An enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity will be carried out for all prospective staff members. A Children Barred List Check will only be carried in respect of those positions deemed as being in regulated activity as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The Trust will decide whether a position amounts to "regulated activity", taking into account all relevant circumstances. However, nearly all positions within the Trust will amount to regulated activity.

11.2 DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The Trust will take into account the "DBS unusual addresses guide" in such circumstances. For applicants who are living overseas, or who have lived overseas previously, obtaining a DBS certificate may be insufficient to establish their suitability to work for the Trust. In such cases the applicant will be required to provide additional information about their suitability from the country (or countries) in which they have lived. The Trust's policy is to request such information from each overseas country in which the applicant has lived for a period of three months or more in the previous five years including their country of origin. When requesting such information, the Trust has regard to relevant government guidance and will therefore always require the applicant to apply for a formal check from the country in question i.e. a criminal records check (or equivalent) or a certificate of good conduct. The Trust recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances the Trust will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country. In addition, where an applicant for a teaching position has worked as a teacher outside of the UK, the Trust will ask the applicant to obtain from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher, evidence which confirms that they have not imposed any sanctions or restrictions on the applicant and that they are not aware of any reason why the applicant may be unsuitable to work as a teacher. The Trust will also ask shortlisted applicants (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work. Sanctions and restrictions issued by the regulating authority of another country will not prevent a person from working as a teacher within the Trust. However, the Trust will take all relevant information into account in determining whether an applicant is suitable

to work within the Trust. The Trust may allow an applicant to commence work pending receipt of a formal check from a particular country if it has received a reference and/or letter of professional standing from that country and considers the applicant suitable to start work. Decisions on suitability will be based on all of the information that has been obtained during the recruitment process. Unless expressly waived by the Trust, continued employment will remain conditional upon the Trust being provided with the outcome of the formal check and it being considered satisfactory. If no information is available from a particular country the Trust may allow an applicant to commence work if they are considered suitable based on all of the information that has been obtained during the recruitment process. The Trust will take proportionate risk based decisions on a person's suitability in these circumstances. All suitability assessments must be documented and retained on file If the formal check is delayed and the Trust is not satisfied about the applicant's suitability in the absence of that information, the applicant's proposed start date may be delayed until the formal check is received

11.3 The DBS operate a single certificate service whereby only the individual, and not the employee, will receive a printed disclosure certificate. As part of the pre-employment checks, the new employee must provide the original disclosure certificate to the school.

11.4 A new member of staff will not be allowed to start work until a member of the Trust's HR Team has seen the original enhanced DBS disclosure certificate. Where the employee is registered to the update service the Trust will ensure that the update service is checked and that the original DBS certificate has been seen by a member of the Trust's HR Team prior to the start date being agreed.

12. Verification of identity, address, right to work in the UK and qualifications

12.1 All applicants who are invited to an interview will be required to bring with them evidence of their identity, right to work in the UK, address and qualifications.

12.2 The Trust asks for this information at interview to ensure that the person attending interview is who they claim to be, that they are permitted to work for the Trust if appointed and that they hold appropriate qualifications.
Identity and address: all applicants must bring with them to interview, original documents which evidence their identity and address as set out below and in the list of valid identity documents (these requirements comply with DBS identity checking guidelines): one document from Group 1 and two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address. 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. They will also be required to provide their birth certificate.

12.3 The Trust checks the date of birth of all applicants in order to verify identity and check for any unexplained discrepancies in the employment and education history. The Trust does not discriminate on the grounds of age.

12.4 Right to work in the UK: all applicants must also bring to interview a valid form of evidence which confirms their right to work in the UK. Valid forms of evidence can be found in the Home Office 'Right to Work Checklist': (Right to work checklist (publishing.service.gov.uk)) The Trust will check this evidence in accordance with the Home Office 'Code of Practice on preventing illegal working.

12.5 Qualifications: all applicants must also bring to interview original documents which evidence any educational and professional qualifications referred to in their application form and/or which the Trust requests.

13. Online Searches

13.1 In accordance with paragraph 221 of KCSIE this will include online searches on shortlisted candidates (online searches). The online searches the Trust carries out may include searches of internet search engines, websites and social media platforms.

13.2 Applicants are asked in the application form to provide details of their online profile, including account names and social media handles. This information will be used to carry out online searches. Applicants are not required to provide account passwords or to grant the School access to private social media accounts.

13.3 Online searches will only be carried out at the shortlisting stage.

13.4 The Trust will determine how it approaches online searches on a case by case basis. However, all applicants for a will be treated consistently with regard to online searches. Wherever possible online searches will be undertaken by a person who will play no other part in the recruitment process or the appointment decision.

13.5 In carrying out online searches the Trust is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and/or may have an impact on the School's reputation (whether positive or negative).

13.6 Any information generated from online searches will be entered in an 'Online search results record'. Where online searches are undertaken on shortlisted applicants any relevant information generated will be provided to the interview panel for discussion with shortlisted applicants at interview.

13.7 All offers of employment will be conditional upon the School being satisfied that the successful applicant is suitable to work at the School in light of any information generated from online searches. In evaluating any online information for relevance the School will use the following criteria:

- whether the information is relevant to the position applied for;
- whether the information is relevant to the applicant's suitability to work at the School or in an education setting;
- whether the information could have an impact on the School's reputation (whether positive or negative);
- whether the information calls into doubt the applicant's willingness or ability to uphold the School's commitment to safeguarding and promoting the welfare of children;
- the length of time since the information became publicly available and whether the applicant's circumstances have changed since the information was published;
- whether the information reveals a pattern of concerning behaviour; and
- the relevant circumstances and the explanation(s) offered by the applicant.

13.8 For successful candidates, the Trust will retain information generated through online searches for the duration of the individual's employment and in accordance with its Retention of Records Policy after employment ends. For unsuccessful candidates, the Trust retains the information generated from online searches for six months from the date on which they are informed their application was unsuccessful, after which it will be securely destroyed.

14. Prohibition from Teaching Check

14.1 The Trust is required to check whether staff who carry out "teaching work" are prohibited from doing so. The Trust uses the Teaching Regulation Agency Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the Teaching Regulation Agency.

14.2 In addition, the Trust asks all shortlisted applicants to declare whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency or other equivalent body in the UK.

14.3 Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other equivalent body), whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the Trust will consider whether the facts of the case render the applicant unsuitable to work within the Trust.

14.4 The Trust applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012, which state that the following activities amount to "teaching work": planning and preparing lessons and courses for pupils, delivering lessons to pupils, assessing the development, progress and attainment of pupils and reporting on the development, progress and attainment of pupils.

14.5 The above activities do not amount to "teaching work" if they are supervised by a qualified teacher or other person nominated by the Head. If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.

15. Prohibition from Management Check

15.1 The Trust is required to check whether any applicant for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an academy (a section 128 direction).

15.2 The Trust will carry out checks for section 128 directions when appointing applicants into management positions from both outside the Trust and by internal promotion.

15.3 This check applies to appointments to the following positions made on or after 12 August 2015: Headteacher, teaching posts on the senior leadership team, teaching posts which carry a departmental head role, budget holders, support staff posts on the senior leadership team.

15.4 The Trust will assess on a case by case basis whether the check should be carried out when appointments are made to teaching and support staff roles which carry additional responsibilities.

15.5 All individuals who are appointed to a governing body, or as a trustee, or trust member, will be subject to a section 128 direction check.

15.6 The relevant information is contained in the enhanced DBS disclosure certificate (which the Trust obtains for all posts that amount to regulated activity). It can also be obtained through the Teaching Regulation Agency Teacher Services system. The Trust will use either, or both, methods to obtain this information.

15.7 In addition, the Trust asks all shortlisted applicants to declare whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an Academy.

15.8 Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body, whether or not that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the Trust will consider whether the facts of the case render the applicant unsuitable to work within the Trust.

16. Retention of Records

16.1 The school will retain any appropriate documents/information provided by a newly appointed member of staff on their personnel file in line with the General Data Protection Regulations (GDPR).

16.2 Documentation relating to unsuccessful applicants will be destroyed after 6 months.

17. Single Central Register of Staff (SCR)

The Trust, in line with the DfE requirements, requires its Schools to maintains a live Single Central Register which contains details of all Trust employees including casual employees, Governors, regular visitors, long term supply staff and regular contractors.

The following information is recorded on the Single Central Register:

- Full Name
- Employment start date
- Role within the Academy
- QTS Number (Teachers)
- Date Qualifications, DBS & ID evidence checked
- Qualifications and date received
- Date Barred check completed & seen
- Enhanced DBS disclosure number
- DBS disclosure issued and seen
- Prohibition from Teaching check
- Overseas Teacher prohibition/sanction checks as applicable for each country
- Section 128 for appropriate personnel
- UK Citizen
- Police Check/Letter of Good Conduct if, within the last 5 years the employee has worked or lived abroad, for each country
- References received
- Most recent Child Protection Training
- Safer Recruitment Training (as applicable)
- Authenticated by

18. Post Appointment Induction

18.1 There will be an induction programme for all newly appointed staff, governors and other volunteers, regardless of previous experience.

Appendix 1:

Pre-employment checklist

Training: At least one member of the shortlisting and interview panel should have carried out the safer training (see Section 8.2.2)
Planning: Timetable decided, job description and person specification reviewed and updated as necessary.
Advertising: The advert must include reference to the policy statement of safeguarding and promoting welfare of children and young people and the need for the successful applicant to be DBS checked
Application Forms: Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps plus an Equal Opportunities statement.
Shortlisting: Interview panel members should shortlist the applications.
Self-Declaration Form: Shortlisted candidates should complete the self-declaration form, which includes information about their criminal records history and other factors relevant to their suitability to work with children. This information will be considered and discussed with applicants at interview.
On-Line Searches: Carry out on-line searches, in accordance with point 12 on all short-listed candidates
References: Two references must be requested prior to interview, subject to the exceptions set out in point 7.7. Chase if not received. Check and scrutinise references on receipt, obtain telephone verification of references – any discrepancies or concerns should be taken up with applicant at interview or the referee.
Invitation to Interview: Interview invitation letters must include relevant information and instructions.
Interview: The panel should have at least 2 but preferably 3 members and should have the authority to appoint. They must meet prior to interview and agree issues, questions, assessments, criteria and standards. At least one member must have completed the safer recruitment training.
Conditional Offer of Employment: Offer of employment must be subject to satisfactory completion of the following pre-employment checks:
Identity: This should be verified on the day of interview and copied. All copies should be dated and signed by the member of the HR Team viewing the original documentation, this should state that the original document has been seen
Right to work in UK: This should be verified on the day of interview and documentation copied. All copies should be dated and signed by the member of the HR Team viewing the original documentation, this should state that the original document has been seen
Qualifications Checked: This should be verified on the day of interview – original certificates must be submitted and copied. All copies should be dated and signed by the member of the HR Team viewing the original documentation, this should state that the original document has been seen
DBS: An enhanced level DBS disclosure will be required.
Barred List Check: Required for anybody working in regulated activity. This is either undertaken as part of the DBS disclosure check, or as a separate check when the DBS is delayed.
Medical Clearance: The candidate must be both physically and mentally fit to undertake the post.
QTS – for teachers only. The candidate should provide original documentation to prove that they have obtained QTS and this is also confirmed as a check on the DfE website.
Probation – All new employees will be subject to a 6 month. (See separate policy)
Teachers Pensions – all teachers are automatically enrolled in this scheme following their appointment but have the right to opt out.
Local Government pension – all support staff are automatically members of the scheme but have the right to opt out.
Supply Teachers – All supply teachers must undergo the same checks as above. All checks should be verified with the agency and written confirmation of checks obtained
Volunteers – All checks should be carried out on volunteers, unless fully supervised at all times
Regular Contractors: If in regulated activity these should be treated the same as supply teachers, with written confirmation of all checks and suitability to work with children received from the company