



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 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.
 - 1.5.2 we will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time.
 - 1.5.3 our Information 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 and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job.

- 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 in our individual schools within Humber Education Trust.
- 2.2 Sections 12 and 13 on Disclosure and Barring Service checks also applies to volunteers within 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, young people and vulnerable adults (where applicable).
- 3.3 Any person involved in recruiting to our Trust must read the current "Keeping children safe in education" guidance (or updated statutory guidance) produced by the DfE and our Trust's Child Protection and Safeguarding Policy. This can be obtained from the Key Documents section on the Trust 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 11 and 12 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. 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 statements about safeguarding children and young people and the requirement to have a DBS check:

'Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.'

'All offers of employment are subject to receipt of a satisfactory Enhanced check from the Disclosure Barring Service, Children's Barred List Check, Adult Barred List Check where applicable, prohibition from teaching check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, two references and eligibility to work in the UK checks.'

- 4.3 All advertisements will also include the following statement if the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013, 2020 and 2023:

'This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.'

- 4.4 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. Adverts and person specifications should make clear the necessary standard of spoken English required for the role.

- 4.5 All applicants will be provided with a copy of our Recruitment Privacy Notice which sets out how we will gather, process and hold personal data of individuals during and after the recruitment process.

5 Job Description 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 Central 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 and shortlisting

- 6.1 All external applicants are required to complete HET's application form. Applicants submitting an incomplete application form will not be shortlisted. CVs will be accepted but will not replace the application form.

- 6.2 It is unlawful for HET/a 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.

- 6.3 All application forms will include the following statement:

'This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>'

- 6.4 Where an online application form has been submitted, all candidates must sign a paper copy of their application form.
- 6.5 Applicants will be short-listed against the requirements of the person specification. The same people should carry out the short-listing and the interviews and should be at least two people. The outcome of the short-listing process will be recorded and retained.
- 6.6 The equal opportunities monitoring form must be removed from the application and not provided to the short-listing panel.
- 6.7 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, including any concerns as a result of online searches must be obtained from the applicant during the interview process.

7 Applicants invited for interview

7.1 Once the shortlisting panel have determined applicants who will be invited to interview the following checks must take place:

7.2 References:

All offers of employment will be conditional upon receipt of at least two satisfactory written references. References will:

- 7.2.1 not be from a friend or relative. Their purpose is to provide objective and factual information to support appointment decisions.
- 7.2.2 be requested for all shortlisted applicants, including internal applicants;
- 7.2.3 include the applicant's current or most recent employer and where an applicant for a teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher;
- 7.2.4 ask the current employer for details of any capability history in the previous two years, and the reasons for this;
- 7.2.5 be directly from the referee, who will be a senior person with appropriate authority and confirmed as accurate by the Headteacher in respect of any disciplinary investigations;
- 7.2.6 not be accepted if they are 'to whom it may concern' letters, open references or testimonials;
- 7.2.7 request information on the applicant's suitability to work with children, young people and vulnerable adults (where appropriate) from the last employer where the applicant worked with children/vulnerable adults (if not currently working with children/vulnerable adults);
- 7.2.8 be verified with the person who provided the reference and, where the reference is provided electronically, verify that it is from a legitimate source;
- 7.2.9 be clarified with the referee where the information is vague or insufficient;
- 7.2.10 establish the reason for the candidate leaving their current or most recent post;
- 7.2.11 be compared with the information set out in the application form and any discrepancies discussed with the candidate;
- 7.2.12 be requested before the interview; and
- 7.2.13 be explored further with the referee and with the applicant during the interview if necessary.

7.3 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.

- 7.4 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.
- 7.5 Humber Education Trust may conduct searches, either themselves or through a third party, of the online presence and publicly available social media content of shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern.
- 7.6 Management of online searches (either by carrying out the search or instructing a third party to do so), and the collation of information will be carried out independently from those managing the shortlisting process. Only information relevant to potential reputational damage and/or safeguarding concerns obtained from the search will be passed to those managing the shortlisting process.
- 7.7 Shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Applicants will only be asked to disclose and discuss criminal convictions and/or cautions which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023) that may deem them unsuitable. Where this is provided electronically, the shortlisted candidate will be asked to physically sign a hard copy at the point of the interview.

8 Interviews

- 8.1 A face-to-face interview must take place for all applicants to all posts, wherever possible. The use of video conferencing or other similar technologies is acceptable for this purpose.
- 8.2 All those involved in interviewing must be properly prepared to undertake the role, which may involve appropriate interview training. At least one person on the interview panel must have passed the appropriate safer recruitment training or refresher training as applicable. The person chairing the panel must have been safer recruitment trained.
- 8.3 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.
- 8.4 Interviews should be conducted with a minimum of two (ideally 3) interviewers on the panel, ideally with an equal gender balance, to enable one interviewer to assess the applicant, observe and make notes whilst the applicant talks to the other interviewer.
- 8.5 Before the interview commences the interview panel should have:
 - 8.5.1 prepared appropriate questions for the role;
 - 8.5.2 prepared appropriate questions to test the applicant's suitability to work with children and young people;
 - 8.5.3 identified any areas for further probing, e.g., if a criminal record has been declared, any information about past disciplinary action/allegations, or if there are gaps in employment etc;

- 8.5.4 agreed assessment criteria which reflects the person specification; and
- 8.5.5 decided a structure to the interview and established which member of the panel will ask which questions.
- 8.6 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.
- 8.7 Any gaps in employment history and any concerns identified as part of the online and social media checking process must be explored during the interview process.
- 8.8 Candidates shortlisted for interview will be asked about their suitability to work with children. Areas that may be concerning and lead to further questions include:
 - implication that adults and children are equal;
 - lack of recognition and/or understanding of the vulnerability of children;
 - inappropriate idealisation of children;
 - inadequate understanding of appropriate boundaries between adults and children; and
 - indicators of negative safeguarding behaviours;

The interview panel must ensure a fully completed Self-Declaration form is discussed and considered. Should a disclosure be present on the declaration form, or the applicant verbally shares a disclosure, the panel must complete the Disclosure Discussion Form.

9 Other selection methods

- 9.1 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: -
 - 9.1.1 Observation of teaching practice in our schools within HET or in the applicant's current school;
 - 9.1.2 One or more additional panel interviews (for example, a panel made up of pupils from our schools within HET;
 - 9.1.3 A presentation; and
 - 9.1.4 In tray exercises.
- 9.2 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.
- 9.3 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.

10 Level of language proficiency

- 10.1 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 pupils in schools).
- 10.2 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,
 - passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad.

11 Pre-employment checks

- 11.1 An offer of appointment to the successful applicant will be conditional upon the following:
- 11.1.1 receipt of at least two satisfactory written references (one of which must be their current or most recent employer);
- 11.1.2 verification of the applicant's identity, preferably from current photographic ID and proof of address (originals must be seen). It is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice is checking the name on their birth certificate, where this is available;
- 11.1.3 verification of the applicant's medical fitness;
- 11.1.4 verification of qualifications where relevant (if not previously verified);
- 11.1.5 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 <https://teacherservices.education.gov.uk/> ;
- 11.1.6 satisfactory enhanced DBS check (see Section 12);
- 11.1.7 satisfactory online searches (see Section 7)
- 11.1.8 for management positions (applicable to Governors/Trustees, Headteachers, 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;

- 11.1.9 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. 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;
- 11.1.10 for teachers, satisfactory check to determine any restrictions/sanctions that have been imposed in other EEA member states, through the provision of a letter of professional standing from the professional regulating authority in the country that they qualified.
- 11.1.11 a clear children's barred list check (except supervised volunteers);
- 11.1.12 verification of right to work in the United Kingdom;
- 11.1.13 any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> ;
- 11.1.14 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
- 11.2 All 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).

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

- 12.1 The schools within Humber Education Trust will carry out a risk assessment to determine if a DBS check is required for each volunteer in accordance with Annex E of Keeping Children Safe in Education. If a volunteer is assessed as 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	As an educational institution which is exclusively or mainly for the provision of full-time education to children, Humber Education Trust is an establishment specified	An enhanced DBS check with children's barred list check will be obtained

	<p>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 more than three days in any period of 30 days.</p> <p>Note – personal care of a child because of age, illness or disability including physical help with eating, toileting, washing, bathing or dressing is always regulated activity regardless of how frequently it is carried out.</p>	
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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.

12.2 The DBS Certificate is applied for using E-Safeguarding Protocol, unless the employee has subscribed to the on-line update service.

12.3 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. The DBS certificate will be cross-referenced with the applicant's signed self-declaration and the interview notes to ensure the information disclosed has been assessed correctly.

12.4 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 and 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.

- 12.5 Any applicant who refuses to produce their DBS disclosure will not be able to start work within the Trust 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 within Humber Education Trust.
- 12.6 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 should provide the school/Trust with the original disclosure document to be verified and the school/Trust will check the online update for any changes.
- 12.7 Applicants will only be asked to declare convictions and cautions that are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023).
- 12.8 Information relating to an individual's criminal record will only be shared with the relevant people to enable the school/Trust to make a decision about their suitability to work with children, young people and vulnerable adults. 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.

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

- 13.1 An enhanced DBS check and a children's barred list check will be carried out for all existing staff or unsupervised volunteers (subject to risk assessment) where their contact with children, young people and vulnerable adults has increased from that at their time of appointment.
- 13.2 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, young people and vulnerable adults.**
- 13.3 DBS certificates will only be issued to the applicant. Humber Education Trust expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.
- 13.4 All existing employees are required to inform the school/Trust of any change in their criminal record. This includes convictions, cautions, arrests and police investigations which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Action may be taken as a result of any change or any failure to inform the school/HET of any change.

- 13.5 DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

13.6 Rechecking – DBS

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.

13.7 Dealing with convictions

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.
- 13.8 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).
- 14.9 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.

14 Agency staff

- 14.1 In the case of agency staff, the school must ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out in section 11, including DBS, children's barred list checks and adult barred list checks (where appropriate), 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 must 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.
- 14.2 The agency must provide a copy of the DBS certificate to the academy before the agency worker arrives.

- 14.3 Upon the engagement of an agency worker, the agency must be supplied with a copy of the Trust's Managing Allegations Procedure unless they have previously been provided with the most recent version of this procedure.

15 Contractor

- 15.1 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.
- 15.2 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.

16 Trainee / Student Teachers

- 16.1 Where applicants for initial teacher training are salaried by HET/the school, we will ensure that all necessary checks are carried out.
- 16.2 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.
- 16.3 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.

17 Single Central Record – Employee Checks

- 17.1 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.

18 Induction Programme

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

19 Ongoing Employment

- 19.1 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.

20 Leaving Employment

- 20.1 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.
- 20.2 If the individual referred to the DBS is a teacher, the school may also decide to make a referral to the Teaching Regulation Agency.

21 Breaches of the policy

- 21.1 Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.
- 21.2 Any complaint in relation to this policy, including its application will be managed through the Trust's complaints policy or grievance policy (for existing employees).

22 Record keeping and data protection

- 22.1 All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the school/Trust in line with our Recruitment Privacy Notice,

our Workforce Privacy Notice (for appointed candidates), our Retention and Destruction Policy and in line with the requirements of Data Protection Legislation.

23 Review of policy

- 23.1 This policy is reviewed annually by Humber Education Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

24 Links with other policies

- 24.1 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, visitors and Single Central Record)
- **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

Appendix 1: Disqualification from Childcare information for new employees

This information is to make you aware of your obligations relating to disqualification under the Childcare Act 2006 which came into force in schools and academies in late 2014.

Your role within our school has been identified as one which the disqualification declaration applies to.

So, what does this mean in practice?

We need to make you aware that there are certain things that may mean that you are automatically disqualified from providing childcare (affecting your role within this school) by you having committed a disqualifiable offence or a disqualifying event. These broadly fall into the four below categories:

- 1 That you have a caution/conviction for certain violent/sexual offences
- 2 Grounds relating to the care of children
- 3 That you have had registration refused/cancelled in relation to childcare
- 4 That you have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

Ofsted have provided a list of disqualifiable offences/events in tables A & B of the below guidance

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

You need to read through this and report to the Head without delay if there is anything to declare under the disqualification guidance. It is only the offences/events on this list that we require you to declare. If you are unsure of a specific offence/event is applicable after reading the Ofsted lists, then please let us know so that we can advise you appropriately.

You should also be aware that from this point forward if your circumstances change relating to the disqualification guidance, you are obligated to inform us of this without delay.

You will be required to sign to confirm that you are clear relating to your obligations regarding disclosure pertaining to Disqualification under the Child Care Act 2016, so please do make sure that you ask any questions that you are unclear on. If you wish to do this, please speak with the Head in person.

If you require additional information or help with any aspect of this, then please let the Head know so that we can take advice from our HR provider on your behalf.

I have read and understood the information in this document.

Signed _____

Print name _____

Date _____