



Good Shepherd Trust

Life in all its fullness

Safe Recruitment, Selection and Employment Vetting Policy

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Additional Documents

Additional Documents are available separately from the Member's area of the Trust website or the Kym Allan Health and Safety Hub.

- DfE Statutory [Guidance on supervision and regulated activity](#)
- [DfE Childcare disqualification list of relevant offences and orders](#)
- MediGold One – Strictly Education Employee Placement Guide
- Trust Application Form – to be personalised for each setting (logo, name etc.)
- [KAHSC Recruitment - Volunteer Work Generic Risk Assessment \(V6.1\)](#)
- [KAHSC Contractors on site risk assessment \(child protection\)](#)
- KAHSC SCR Checklist – CCC Staff/Agency Worker/Student (Aca, Ind & Free Schools)
- KAHSC SCR Checklist – Contracted Employee (Aca, Ind & Free Schools)
- KAHSC SCR Checklist – Contractor or Individual (All Schools)
- KAHSC SCR Checklist – Volunteer/Governor (Aca, Ind & Free Schools)
- [KAHSC risk assessment for new staff awaiting the DBS Disclosure](#)
- [KAHSC Recruitment/SCR: Guidance on new DfE pre-appointment checking system \(DfE Sign-in\)](#)

Values

Every member of the Trust family of schools will be valued and encouraged to fulfil their potential. In our Trust we believe:

- Everyone has something to offer
- Trust, honesty, empathy and social responsibility are the Christian values that frame our work
- We are here for the whole person, spiritually, morally, educationally and socially
- In working with transparency and openness

Policy Statement

The Good Shepherd Trust has created a culture of safe recruitment and adopted recruitment procedures that help deter, reject or identify people who are unsuitable to work with children in our family of schools. This policy is supported by procedures which describe in detail those checks that are, or may be, required for any individual working in any capacity (paid or unpaid), or visiting the Trust's schools

The Trust Board of Directors and Local Governing Bodies will act reasonably in making decisions about the suitability of the prospective employee or other individual based on checks and evidence including criminal background (via the Disclosure and Barring Service), barred list, prohibition status (in the case of teachers), Disqualification Declaration (where required) and other necessary checks together with references and interview information. Some or all the checks will apply to those recruited to a volunteer role.

In response to any future Pandemic situation, these procedures may require amendment in relation to checking ID documents and interviews, both of which may be required to move to a virtual system. An additional addendum may be introduced to meet recruitment needs in the event of a future pandemic.

Safer recruitment is not just about carrying out the right checks prior to appointment and is not limited to recruitment procedures. Good safeguarding requires a continuing commitment from the Trust Directors to the Local Governing Body and all staff to ensure the safety and welfare of children is embedded in all processes and procedures and is enshrined in the ethos of the Trust and each school.

All recruitment will be in line with this policy and procedures and will, without exception follow the process of safer recruitment. All offers of employment (whether paid or unpaid) will be subject to headteachers, line managers and Local Governing Bodies being satisfied that the applicant or volunteer is a suitable person to work with children and young people and in the Trust in respect of centrally employed staff.

DfE statutory guidance *Working Together to Safeguard Children* states that schools should have in place several arrangements as part of their duty to safeguard and promote the welfare of children. In relation to safer recruitment, these arrangements include having safer recruitment practices for individuals whom the organisation will permit to work regularly with children. This policy and supporting procedures fulfil that statutory requirement.

All those involved with recruiting individuals will be familiar with and fully understand the statutory guidance *Keeping Children Safe in Education* and the Trust's Child Protection Policy and Procedures.

All recruitment must be planned to ensure that there is adequate time and resources available to ensure that an individual is recruited safely.

Once an individual has been appointed, contracted or accepted as a volunteer, staff across the Trust will ensure that a full induction takes place which will include the setting's version

of the Trust's Child Protection Policy and Procedures and provision of other related safeguarding documents both statutory and non-statutory (see *Begin Induction*, pg. 23).

The Trust is committed to ensuring that throughout the recruitment and selection process, no applicant is disadvantaged or discriminated against because of their age, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity status.

Any person who becomes or is made aware that the recruitment process set out in this policy and accompanying procedures are not being followed must inform the headteacher or Chair of the Local Governing Body immediately.

The procedures supporting this policy do not constitute a legal representation of **all** HR issues relating to Recruitment and Selection and as such will be used in conjunction with any other Recruitment and Selection guidance issued by the Trust.

Definitions

This is a Trust wide policy designed to cover all operations. Since the Trust's area of operation covers two counties and three Local Authorities, when the document refers to Local Safeguarding Organisations it means the organisation relevant to the individual setting.

Child', 'children' and 'Pupil(s)': refer to children and young people under the age of 18 years. However, the principles of this Code of Conduct apply to professional behaviours towards all pupils, including those over the age of 18 years. 'Child' should therefore be read to mean any pupil in the setting.

Employees, adults and staff: refer to **all** those who work across the Trust in any setting, with or without direct contact with pupils and in either a paid or unpaid capacity and includes staff/volunteers who may be under 18. This will also include, for example, volunteers and those who are not directly employed by the Trust e.g., Local Authority staff, sports coaches, independent supply staff and agency staff.

The term **'parent'** is used, this includes any person with parental authority of the child concerned e.g., carers, legal guardians etc.

The term **'setting'** is used, this refers to any workplace within the Trust.

The term **'headteacher'** is used, this refers to anyone with the equivalent responsibility such as an Executive Headteacher or other member of staff with similar line management responsibilities.

Roles and terminology within the Good Shepherd Trust

Throughout this document the following terminology is used to describe the roles within the Trust.

Role/Term	Alternatives, description and meaning
Members	Members appoint the Directors. Membership is described in the Trust's Articles of Association
Directors	Also 'the Trust board' or 'the board' The Trust Directors are accountable in law for all decisions about member schools and are accountable to the Secretary of State for Education for the performance of each school within the Trust.
LGB	Also 'Local Governing Bodies' or 'LGB Members' The local governing body is a standing committee of the Trust which has delegated powers to oversee the running of its individual school. The LGB may choose to delegate some of these powers to smaller committees or the Headteacher as it deems fit to fulfil its responsibilities. Where the document refers to the LGB this

Role/Term	Alternatives, description and meaning
	might be through some committees or further delegation but with the understanding that the ultimate responsibility remains with the LGB.
CEO	Chief Executive Officer A significant number of responsibilities under the scheme of delegation lie with the CEO. It is recognised that the CEO may choose to delegate some of their duties to the Chief Finance Officer and School Improvement Consultants and other staff in their team.
Central Team	Refers collectively to the: Business Manager, Finance Support Officers, School Improvement Consultants, Admin Support Officers and Development Officer Any other staff appropriate to the responsibility or task who work from the Trust's central administration office in Penrith rather than being based in a school.
SLT	Senior Leadership Team The Headteacher/Executive Headteacher, Head of School, Deputy Headteacher or other Senior staff member as appropriate to the individual school's senior leadership structure ' Headteacher ' in policies will usually refer to the Headteacher or Executive Headteacher as appropriate for the leadership structure of the school

Understanding the Legal Basis

The following statutory guidance forms the basis for this policy:

- Keeping Children Safe in Education
- Working Together to Safeguard Children

Also considered and important in this policy and procedures are:

- Equality Act (2010)
- Data Protection Act (2018) and UK GDPR (2020)
- Rehabilitation of Offenders Act (1974)
- The School Staffing Regulations (2009) and The School Staffing (Amendment) Regulations (2012)

This policy should also be read in conjunction with:

- Child Protection policy
- Overarching Safeguarding Statement
- Data Protection Policy
- Online Safety Policy and Procedures
- Staff Code of Conduct

The following sections give greater detail of the legal basis for each aspect of the checks required to fulfil safe recruitment.

Pre-employment Checks

References

Generally, there is no legal obligation to provide a reference and employers are entitled to refuse. However, there are some exceptions providing a reference is obligatory, for example, for candidates applying for a position at an academy or maintained school in England.

As a result of the Equality Act 2010, it is no longer appropriate to ask referees for specific information relating to absence or sickness record until after the preferred candidate has been selected unless the post has an exception as detailed above.

Applicants to our Trust must provide details for at least two referees who will be sent a Confidential Reference Request Form (Appendix F). This will ask for number of days absent from work through ill-health but will not ask the referee to disclose the reasons why, as this information is protected by the UK GDPR (2020) as 'special category' data and can only be disclosed with the express consent of the applicant. Under the Education (Health Standards) (England) Regulations 2003, schools should ensure that anyone employed to work in an education setting is physically and mentally fit to do so and recruiters may ask relevant questions at interview if they think this is appropriate.

Health

Keeping Children Safe in Education makes clear that anyone appointed to a post involving regular contact with children or young people must be medically fit to do so. There is a statutory duty on employers to satisfy themselves that individuals have the appropriate level of physical and mental fitness before the appointment is confirmed. Any offer of employment will, therefore, be subject to satisfactory health checks.

A pre-employment health check will be provided to the successful candidate following the conditional offer of employment, this is facilitated online. Dependant on the response, a face-to-face appointment with the Trust's Occupational Health provider or further details from the candidate's GP may be required. Further details of 'How to' complete these checks are available on page 33.

Assessment of physical fitness will be considered within the context of the Equality Act 2010 which allows for reasonable adjustments to be made.

Disclosure and Barring Service (DBS) Checks

As an academy trust we have the same responsibilities as all independent schools in relation to requesting enhanced DBS certificates for permanent and supply staff.

More information is available on the [DBS website](#), and at point 237 of DfE statutory guidance *Keeping Children Safe in Education*. A flow chart of Disclosure and Barring Service Checks and Barred List Checks can be found on [page 29](#) and at Appendix A.

The Disclosure and Barring Service (DBS) is responsible for administering three types of check insofar as they relate to the education sector:

- **Standard Disclosure:** a check of the Police National Computer (PNC) records of convictions, cautions, reprimands and warnings. This type of check is not normally requested in educational settings
- **Enhanced Disclosure:** a check of the PNC records as above, plus additional information held by the Police such as interviews and allegations and other information held by the Police that is considered relevant and ought to be disclosed; and
- **Enhanced Disclosure with children's barred list information:** for people working in 'regulated activity' with children. This adds a check of the DBS Children's Barred List¹ to the enhanced disclosure. In addition, this check can also include information as to whether an individual is subject to a Section 128 direction where specific wording is used in the 'position applied for' field (see paragraph 240 of *Keeping Children Safe in Education*).

The level of DBS check required will depend on the role and duties of an applicant.

¹ From 1st April 2021 to access this check use the TRA system access via DfE Sign-in website

Regulated Activity

MOST APPOINTMENTS WITHIN THE TRUST WILL REQUIRE AN ENHANCED DISCLOSURE WITH CHILDREN'S BARRED LIST INFORMATION BECAUSE THE JOB ROLE WILL MEET THE THRESHOLD OF 'REGULATED ACTIVITY'.

A person will be in **regulated activity** with children if, because of their work they:

- will be responsible, on a regular basis, in any setting for teaching, training, instructing, caring for or supervising children; or
- will regularly work in a school at times when children are on the premises (where the person's work requires interaction with children, whether the work is paid or not (unless they are a supervised volunteer), or whether the person is directly employed or employed by a contractor)

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government have produced a [factual note on Regulated Activity in relation to Children: scope.](#)

Regulated activity with children includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children
- b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers

Work under (a) or (b) is regulated activity only if done regularly². Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

- relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing
 - Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Those not in Regulated Activity

Regulated activity **will not be**:

- paid work in specified places which is occasional and temporary and does not involve teaching, training; and
- supervised activity which is paid in non-specified settings such as youth clubs, sports clubs etc.

A supervised volunteer who regularly teaches or looks after children is not in regulated activity. The Department for Education (DfE) has published separate [statutory guidance on supervision and regulated activity](#) to which we have regard when considering which checks should be undertaken on volunteers.

Where the role **will not** include engaging in, or seeking to engage in regulated activity an Enhanced Disclosure for Regulated Activity **may not** be requested, however an Enhanced Disclosure check **without** a barred list check may be requested where the individual is working (paid or unpaid) on a regular or frequent basis in school.

² Regular is generally defined as working (paid or unpaid) once per week but every week for a period of time; more than 4 times in any 30-day period or overnight between the hours of 2.00 a.m. and 6.00 a.m.

Recognising continuous service (3-month rule)

There is **no requirement** to obtain a new enhanced DBS Disclosure with children's barred list information if, in the three months prior to beginning work in their new appointment, the applicant has worked:

- in a school in England in a post which brought them into regular contact with children or in any post in a school since 12 May 2006: **or**
- in an institution within the FE sector in England or in a 16-19 Academy in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

All other pre-employment checks must still be completed, including a separate barred list check³ where the individual is engaging in regulated activity.

When accepting a DBS Certificate from a previous employment (3-month rule), it **may be appropriate** to request a new enhanced DBS check with children's barred list information. This should be actioned if there are concerns, keeping in mind the duty not to allow a barred person to work in regulated activity (see below – 'Barred List Checks').

DBS Update Service

Individuals can join the DBS Update Service when applying for a new DBS check or within 30 calendar days of the Disclosure Certificate being issued; this will allow portability of a Certificate across employers when applying for similar jobs or where it is anticipated that they will have a break from working in regulated activity for 3 months or more.

Agency and third-party staff (supply staff)

Where the position requires a children's barred list check, this must be obtained by the agency or third-party by obtaining an enhanced DBS certificate with children's barred list information, prior to appointing the individual.

Part 4 of the Schedule to the Education (Independent School Standards) Regulations 2014 requires that Education Businesses who supply staff to Academies supply those settings with a copy of an individual's DBS certificate prior to placing the supply staff member. A person offered for supply by an employment business should only begin work at the school if the proprietor considers that the person is suitable for the work for which the person is supplied. The date this Certificate was received must be recorded on the Single Central Record.

Trainee Teachers

Where applicants for initial teacher training are salaried by the Trust, then all necessary checks will be carried out as if the trainee were an employee including, where necessary, a Childcare Disqualification Declaration (**Appendix B**). As trainee teachers will generally be engaged in work, which is regulated activity relating to children, an enhanced DBS Disclosure with children's barred list check will be obtained.

Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks, with written confirmation that the appropriate checks have been carried out, being given in advance of the placement. Copies of the Certificates will not be requested but Trust staff will ensure that the person presenting themselves for work is the same person on whom the checks have been made.

Volunteers

The Protection of Freedoms Act 2012 amended the Safeguarding Vulnerable Groups Act 2006, removing supervised volunteers from regulated activity and applying a duty on the Secretary of State to issue guidance to assist regulated activity providers such as schools and colleges, to decide what level of supervision is required so that this exclusion would apply. If the volunteer is to be supervised while undertaking an activity which would be

regulated activity if it was unsupervised, the statutory DfE guidance ([link above](#)) will be followed. The guidance issued following this change requires that:

- There must be supervision by a person who themselves are in regulated activity
- The supervision must be regular and day to day; and
- The supervision must be “reasonable in all the circumstances to ensure the protection of children”.

There are certain circumstances where schools may obtain an enhanced DBS certificate (not including children’s barred list information), for volunteers who are not engaging in regulated activity. This is set out in DBS workforce guides, which can be found on [GOV.UK](#)

Employers are not legally allowed to request a barred list check on a supervised volunteer as they are not considered to be engaged in regulated activity.

Volunteers engaging in regulated activity do not have to be re-checked if they have already had a DBS check (which includes children’s barred list information) unless the school has any concerns. If, however, the volunteer has a break (3 months or more) from volunteering in the school, it is good practice to seek a new DBS certificate. Such volunteers should, however, be strongly encouraged to register with the DBS Update service.

DBS and other checks for those living or who have lived abroad

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. This includes obtaining an enhanced DBS certificate (including children’s barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, the setting will make any further checks deemed appropriate so that any relevant events that occurred outside the UK can be considered.

Overseas checks will generally be sought in the following circumstances:

- The applicant has been resident in the UK for most of their adult life and has spent a period of three months or longer in an overseas country within the last 5 years. This only applies where the applicant has lived continuously in at least one country for three months or longer.
- The applicant has moved to the UK within the last 10 years having previously lived abroad for most of their adult life.

There is no requirement to carry out checks for events that may have occurred outside the UK if the applicant has worked in a school in England in a post where the 3-month rule applies. Although those responsible for the recruitment should consider if it would be appropriate to request a new DBS check to ensure that up to date information is available.

It is usually the responsibility of the applicant to ensure that the appropriate checks in the country where they lived are sought. Not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country. Advice on the criminal record information which may be obtained from overseas police forces, published by the Home Office, is on [GOV.UK](#). Where this information is not available, a setting will seek alternative methods of checking suitability and/or undertake a [risk assessment](#) that supports informed decision making on whether to proceed with the appointment.

In addition to the above, for teaching positions, a letter of professional standing from the professional regulating authority in the country in which the applicant has worked may be requested. Advice about which regulatory or professional body applicants should contact is available from the [UK Centre for Professional Qualifications](#) (UK CPQ). Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess the individual’s suitability.

Holding a teaching qualification (wherever it was obtained) does not provide suitable assurances for safeguarding purposes that an individual has not been found guilty of any wrongdoing or misconduct, and/or is suitable to work with children. Where this information

is not available, alternative methods of checking suitability will be sought and/or a risk assessment will be undertaken to support an informed decision on whether to proceed with the appointment.

Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up a teaching position in England, the circumstances that led to the restriction or sanction being imposed must be considered as part of discussions around the candidate's suitability for employment at the Trust. Further information can be found in DfE Guidance: [Recruit teachers from overseas](#).

The Department for Education has also issued guidance on [Qualified teacher status \(QTS\): qualify to teach in England](#). This provides information on how to obtain qualified teacher status (QTS) to teach in a maintained school or non-maintained special school in England where previously the applicant has been an overseas-trained teacher from:

- a European Union country
- Iceland
- Liechtenstein
- Norway
- Switzerland
- Australia
- New Zealand
- Canada
- or USA.

Teachers who trained in a country outside of the UK, EU, Iceland, Liechtenstein, Norway, Switzerland, Australia, Canada, New Zealand or the USA, will normally need to complete an [accredited training programme](#) in England. After completing the training, they will be granted QTS and be able to apply for a permanent teaching post in a maintained school or non-maintained special school.

Where overseas checks are relevant at least one overseas reference will be sought, even if no police certificate or certificate of good conduct is available from that country.

Barred List Checks

A check on the barred list status of an individual **must** always be undertaken prior to the individual commencing work in regulated activity within a Trust setting. If this is not part of DBS Certificate application a separate check of the Barred List must be made. See '[How to](#)' [Separate Barred List Check](#) below for how to complete this.

It is an offence to allow an individual to carry out any form of regulated activity if it is known, or there is reason to believe that an individual is barred. If convicted of attempting to engage, or engaging in such work an individual can face penalties of up to five years in prison.

Where the setting has accepted (had sight of and verified) the current original paper DBS Certificate under the '3-month rule' above, the date of the barred list check **must** precede the date the individual commences work.

Section 128 Checks - Individuals engaged in management roles

A Section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and academy trusts. A person who is prohibited is unable to participate in any management in an academy or trust such as:

- A management position as an employee
- A trustee or senior leadership role of an academy or trust
- A Local Governing Body member that retains or has been delegated any management responsibilities.

The Independent School Standards which also apply to Academies and Free Schools require that checks be made prior to appointment for the existence of directions made by the Secretary of State under s.128 of the Education and Skills Act 2008 barring individuals from taking part in the management of an Independent School.

The scope of the barring directions covers membership of proprietary bodies including directors, Local Governing Body members, and **all** staff positions as follows:

- headteacher
- any teaching positions on the senior leadership team
- any teaching positions which carry a department headship
- non-teaching positions which are part of the senior leadership team
- senior leaders of a multi-academy trust (e.g., CEO, Finance Director)

It is important to note that the individual's job title is not the determining factor and whether other individuals such as teachers with additional responsibilities could be 'taking part in management' depends on the facts of the case.

The DfE has issued guidance which provides information about section 128 and the associated 2014 Regulations. This includes which factors the Secretary of State may consider when deciding whether an individual's conduct makes them unsuitable to be in the management of a school or trust.

Roles that are likely to be regarded as 'management' in our schools and across our Trust include, but are not limited to:

- Executive Head
- Headteacher
- Head of School
- Deputy Head
- Trust Directors
- Local Governing Body members

A check for a section 128 direction can be carried out using the TRA system. It is also possible to check the status of individuals who are not or have never been teachers via this system.

Teacher Prohibition Orders and Interim Prohibition Orders

The purpose of the regulatory requirement to check prohibition is to prevent a person from working in a role that would contravene any prohibition order in place i.e., a role that would require them to carry out unsupervised/directed teaching work.

The prohibition status of any:

- teacher
- HLTA
- TA with QTS (who may undertake unsupervised/directed teaching work)
- Individuals who are unqualified but being employed in a teaching position

will be checked prior to appointment either permanently or on a temporary supply basis (where the supply teacher is not appointed via a Supply Agency).

No individual who is prohibited or has an interim prohibition order made against them will be employed to teach by the Trust.

It is the responsibility of Supply Agencies to ensure that supply teachers are similarly checked to ensure that they are not prohibited from teaching.

Teacher prohibition interim prohibition orders

These prevent a person from carrying out teaching work in schools, sixth form colleges or 16 to 19 academies. **A person who is prohibited from teaching will not be appointed to a role that involves teaching work in our settings.**

The Teachers' Disciplinary (England) Regulations 2012 define each of the following activities as 'teaching work':

- planning and preparing lessons and courses for pupils
- delivering lessons to pupils
- assessing the development, progress and attainment of pupils
- reporting on the development, progress and attainment of pupils

The regulations provide that these activities do not constitute 'teaching work' if they are carried out under the direction or supervision of a qualified teacher or other person nominated by the Headteacher.

Prohibition orders

These are described in the Teaching Regulation Agency (TRA) publication [Teacher misconduct: disciplinary procedures for the teaching profession](#), and [Teacher misconduct: the prohibition of teachers](#).

Prohibition Orders are made by the Secretary of State following consideration by a professional conduct panel convened by TRA. Pending such consideration, the Secretary of State may issue an Interim Prohibition Order if they consider that it is in the public interest to do so. There remain several individuals who are still subject to disciplinary sanctions which were imposed by the GTCE therefore both prohibition lists available through the TRA will be checked ('GTCE sanctions' **and** 'Teachers and others prohibited from the profession'). Further information is available from the DfE guidance [Teacher status checks: information for employers](#).

Prohibition of Teaching Assistants/Higher Level Teaching Assistants

It is a statutory requirement to check on appointment that other members of school staff who may be engaged to carry out some teaching work unsupervised and/or undirected such as certain HLTAs or those with QTS who may in the future be engaged to carry out some teaching work without supervision, are not prohibited from teaching. Although such individuals may not have a Teacher Reference Number (TRN), they must be checked against the 'GTCE' list and the 'Teachers and others prohibited from the profession' list. Where a setting within the Trust intends to do this, it will be open made clear in the application process so that it is seen as fair and transparent.

There is no statutory requirement for a prohibition check to be made on applications for any school staff position unless they will carry out unsupervised/undirected teaching work. This means that, generally, when appointing into teaching assistant (TA) positions, prohibition checks will not be required.

Prohibition from teaching would not preclude someone from being considered for a TA role. The reasons for prohibiting someone from teaching will not necessarily relate to safeguarding matters. [Guidance](#) is available that indicates the range of misconduct types that may be sufficiently serious to lead to prohibition. In addition, when determining the suitability of a prohibited teacher to be appointed to a non-teaching position, we will consider the circumstances surrounding the misconduct as set out in the relevant published decision document [Teacher misconduct](#). This detail may help inform any subsequent risk assessment that we choose to carry out. A model [Cause for Concern Risk Assessment](#) which may be used is available from the KAHSC website.

EEA Teacher Sanctions

EEA regulators of the teaching profession previously shared details of any sanction or restriction imposed on a teacher with all other EEA teacher regulators.

From 18 January 2016 to 31 December 2020, schools in England were required to use the [DfE sign-in page](#) (formerly Secure Access) to identify any restrictions imposed by all authorities in the European Economic Area (EEA) for those applying for teaching posts and who were new to or returning to the UK. There is a statutory requirement to record the date of this check on the school's single central record.

This service is no longer available to schools in the UK; however, evidence of the checks for relevant staff appointed in 2016-2020 will be retained.

No similar scheme is or has been available for non-teaching staff.

See the section on [DBS and other checks for those living or who have lived abroad](#) above for details of how to process applications from those living or who have lived abroad.

Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendments) Regulations 2018

Childcare disqualification is an additional requirement to the general child safeguarding arrangements provided under the Disclosure and Barring Service (DBS) regime, which apply to all children.

The above legislation places separate and additional requirements on schools. At the point that an individual is convicted of, or cautioned for, a criminal offence of a specified type or category, or where they meet other disqualification criteria set out in the Regulations, the Act and Regulations disqualify staff from:

- providing early years childcare (including reception classes) or later years childcare to children who have not attained the age of eight; or
- being directly concerned in the management of that childcare.

To ensure that those relevant individuals working (paid or unpaid) across the Trust are not disqualified from working with the relevant pupils under the [Childcare Disqualification Regulations 2018](#), the Trust require that, prior to appointment, an individual completes a self-declaration form (**Appendix B**).

NOTE: Staff and other adults **will not** be asked questions about cautions or convictions of someone living or working in their household. Any disqualification declarations must limit questions to the 'relevant' individual only.

Single Central Record

The Trust **must** maintain a Single Central Record (SCR) of pre-appointment checks carried out in each setting.

The SCR **must** cover the following people:

- **All staff** including trainee teachers on salaried routes, agency and third-party supply staff, even if they work for one day
- **All Members, Directors and Local Governing Body Members** of the Trust

In addition, setting's across the Trust must use the SCR to cover:

- **All** others who work (paid or unpaid) in regular contact with children in the Trust, including volunteers
- **Contractors** where appropriate

SCR across the Trust

To ensure that details for each individual setting within the Trust can be provided separately, and without delay to those entitled to inspect the information (including by inspectors) each setting maintains their own SCR. This can be forwarded securely when required.

As a single employer for all Trust staff, cross site working occurs for many reasons. The process for managing the Single Central Record for members of staff working on more than one site, or visiting other Trust sites is as follows:

The main place of employment of the member of staff (identified on staff contracts) is responsible for ensuring:

- All required or relevant pre-employment checks take place
- The SCR is current and updated for that member of staff
- Any continuous safeguarding requirements are undertaken (See section below, Continuous Safeguarding at the Trust)

Information recorded for Staff

The SCR **must** record whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:

- Identity check
- A standalone children's barred list check
- An enhanced DBS check (with children's barred list check) requested/certificate provided
- A prohibition from teaching check
- Further checks on people who have lived or worked outside the UK
- A check of professional qualifications, where required
- A check to establish the individual's right to work in the United Kingdom
- Details of the section 128 checks undertaken for those in management positions

Information recorded for Agency and Third-party supply staff

This **must** include:

- whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates,
- the date this confirmation was received and
- whether details of any enhanced DBS certificate have been provided in respect of the member of staff.

The date the employment business received the DBS Certificate must be recorded on the Single Central Record.

Information recorded for Students

If the trainee teacher is salaried by the Trust, they will appear on the SCR as 'staff'. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks, with written confirmation that the appropriate checks have been carried out, being given in advance of the placement and recorded on the SCR. Copies of the appropriate certificates will not be requested.

Retention of Documents and Records

Copies of DBS certificates do not have to be kept to fulfil the duty of maintaining the SCR. To comply with the requirements of the Data Protection Act (2018), where a Trust setting chooses to retain a copy of the DBS certificate there should be a valid reason for doing so and **it should not be kept for longer than six months.**

Copies of DBS certificates and records of criminal information disclosed by a candidate are covered by UK GDPR/DPA 2018 Article 10. A copy of other documents used to verify the successful candidate's identity, right to work and required qualifications should be kept on their personnel file.

The details of an individual will be removed from the SCR once they no longer work at the Trust. If the individual worked across multiple Trust locations, they should be removed from each applicable SCR.

Procedures

The Safe Recruitment Timeline

All recruitment must be planned to ensure that there is adequate time and resources available to ensure that an individual is recruited safely.

The Safe Recruitment Timeline should be used to inform the process from initial vacancy identification to the induction of the successful candidate. This will ensure that the recruitment process is fair and safe for all and covers all statutory obligations.

Separate guidance is available relating specifically to the recruitment and appointment of Headteachers and Executive Headteachers. See page 30.

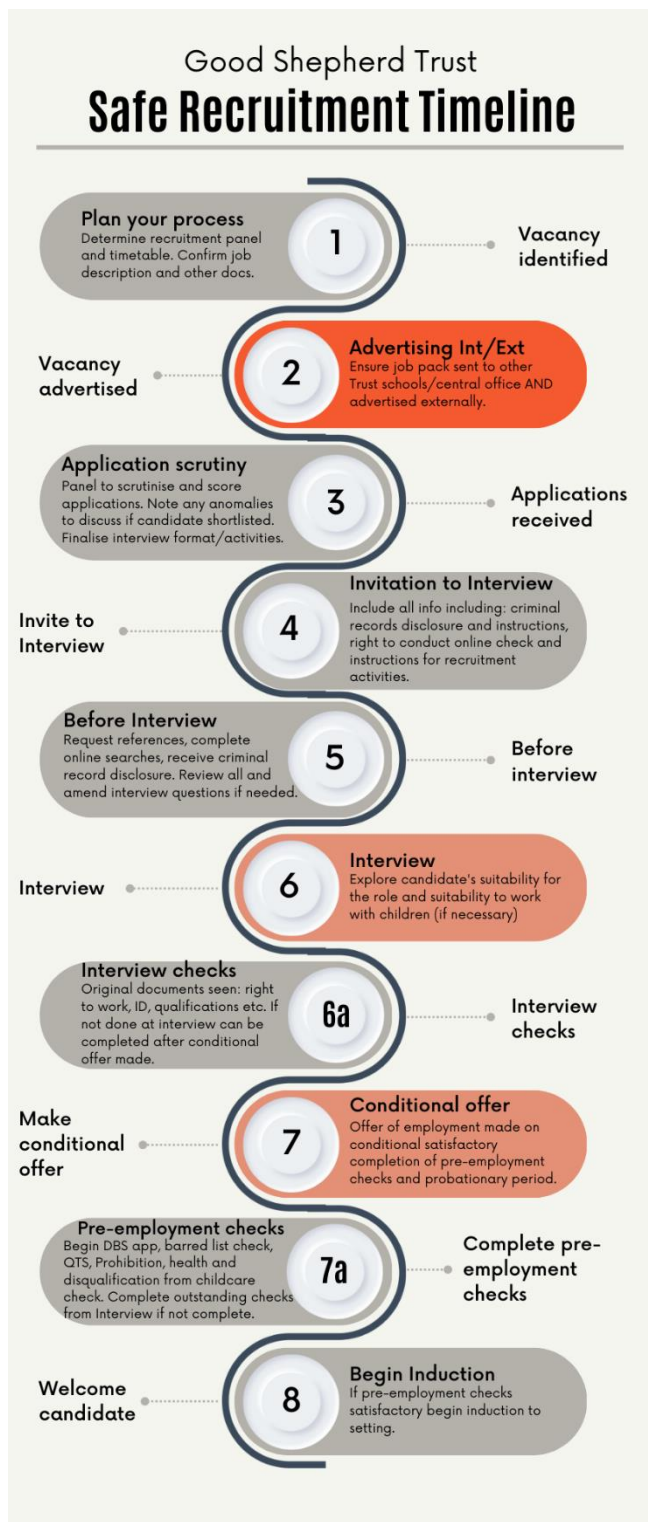
1. Planning

When a vacancy is identified sufficient time and resources must be allowed to enable appropriate and full planning to take place prior to a post being advertised.

This includes ensuring that a job description and person specification is current and in place. Volunteer posts may require a generic job description which would cover several voluntary roles. See below for details of what the Job Description and Person Specification should include and what documents are available on the Trust website.

Those involved in the recruitment process will be identified at this stage. At least one member of the panel must have undertaken accredited Safer Recruitment and Selection Training that *at a minimum* covers the contents of Part Three of Keeping Children Safe in Education.

In all cases of those who are applying for paid employment, the same selection panel will both short-list and interview the applicant. In the case of volunteers, a more informal approach will be taken which will generally involve only a Senior Member of staff.



Job Description and Person Specification

The **job description** must include and clearly state:

The main duties and responsibilities of the post

The extent of contact with, and responsibility for pupils

The Trust's expectations and the post-holder's individual responsibility for promoting and safeguarding the welfare of the children the individual will be responsible for, or have contact with

Whether or not the post is in regulated activity with children and/or adults

Line management accountability for supervision and performance

The **person specification** must:

Clearly convey the selection criteria against which the applicant's ability to do the job will be assessed

Contain selection criteria which specifies the experience, skills, qualifications and personal qualities required

Explain how these requirements will be tested and assessed during the selection process e.g., by interview, tests, presentations, observation of group exercises etc.

It is vital that applicants are aware that, in addition to their ability to perform the duties of the post, selection will consider their personal suitability for the role including their:

- Motivation and suitability to work with children
- Attitude towards the use of authority and control
- Integrity and ability to form and maintain appropriate professional relationships with children
- Emotional resilience when working with challenging behaviours and situations.

The following Job Descriptions are available from the Central Trust for use by all Trust schools:

- After School Club Assistant Play Practitioner
- After School Club Play Practitioner
- Breakfast Club Assistant
- Breakfast Club Play Practitioner
- Catering Assistant
- Clerk to the LGB Level 1
- Clerk to the LGB Level 2
- Cook
- EYFS Teaching Assistant
- HLTA
- Midday Supervisor
- PE Teaching Assistant
- School Administrator Level 1
- School Administrator Level 2
- Senior Teaching Assistant
- Teaching Assistant

More job descriptions are in development centrally. Please contact the central team if you have a job description that isn't yet available or for advice on existing descriptions and pay scales.

2. Advertising and the Information Pack

Advertising

To convey that the Trust views safeguarding children as paramount and to enable applicants to make an informed decision about whether they wish to apply for a particular post, the following statement is published on all Vacancies web pages across the Trust:

The Good Shepherd Trust is committed to safeguarding and promoting the welfare and wellbeing of its pupils across its family of schools. The Trust engages with young people and staff in policy and practice developments, proactively encourages feedback and expects all staff and volunteers to share this commitment.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and the successful applicant will be required to hold or undergo a suitable enhanced Disclosure and Barring Service disclosure. However, amendments to the ROA 1974 (Exceptions Order 1975 (2013 & 2020)) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Short-listed candidates will be asked to complete a criminal record self-disclosure form to provide details of all unspent convictions and those that would not be filtered or protected, to be returned to the setting prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this criminal record self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

In addition to the above, the Trust and its schools reserve the right to carry out an online search on short-listed candidates. This will only include a search for information which is publicly available online.

Please note it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children

The **bold** and highlighted paragraph above **must** also be included in:

- Publicity materials
- Recruitment partner websites
- Applicant information packs
- Job descriptions
- Person Specifications
- Induction programmes

All advertisements will refer to the Trust ethos in relation to equality of opportunity for all. Copies of all advertisements will be sent to the Trust Chief Executive Officer.

ONCE READY FOR PUBLICATION THE JOB ADVERT AND DETAILS WILL BE SHARED WITH STAFF ACROSS THE TRUST BY EMAILING INFORMATION TO ALL SCHOOL ADMINISTRATORS. THE DEVELOPMENT OFFICER WILL PUBLISH DETAILS ON THE TRUST WEBSITE AND PROMOTE THROUGH SOCIAL MEDIA WHEN REQUESTED.

Information Pack

The Information Pack will highlight the importance of the rigorous selection process and the duty to safeguard and promote the welfare of children and young people.

The information about the position, either in the advert or separate document bundle must clearly state:

That proof of identity will be required
If the role is in Regulated Activity
The requirement to obtain a suitable DBS Disclosure or Enhanced Disclosure (with barred list check(s) for the successful candidate
When in the process any criminal history is to be disclosed and discussed
The requirement to confirm that they are not disqualified from working with children through a Childcare Disqualification Declaration (Appendix A)
That the Trust reserves the right to carry out an online search of publicly available information on short-listed candidates

The following documents should be available as part of the Information Pack as standard:

Application form and explanatory notes
The Equality and Diversity form
The relevant job description and person specification
A copy of or link to the setting's Child Protection policy and procedures and the Trust's Recruitment of Ex-Offender's Policy
A copy of or link to the employee privacy notice
A statement of the relevant Terms and Conditions

The Information Pack may also include relevant information about the Trust and specific setting.

Application Form

Trust settings only accept applications made using the Application Form.

CVs are not accepted in place of an application form, but a copy may be accepted alongside an application form.

The Trust application form allows for a common set of core data that can be used as a part of the full vetting and verification of short-listed applicants.

In accordance with Keeping Children Safe in Education, our application form does not ask questions about criminal history. To support this change, the wording highlighted on page 2 is published on the school website vacancies page. A criminal record self-disclosure form will not be part of the initial application process.

The criteria for short-listing will be the same for all candidates and is related to the job description and person specification. It would be unfair to discriminate against a candidate at the application stage on the sole grounds that they have a criminal record.

The application form requests the following **essential** information:

Full identifying details: current and former names, date of birth, current address and National Insurance number.
Academic and vocational qualifications: including awarding body, name of institution and date achieved.
Full employment chronology: including voluntary or part-time work with start dates, explanations for gaps and reasons for leaving employment
Post education training: including dates and awarding bodies
Free statement: The applicant's opportunity to show how they are suitable for the post and how they meet the person specification
Declaration of Relationship: Any family or close relationships to existing employees, Local Governing Body members or Directors across the Trust.
Referees Details: of at least two referees.
Safeguarding Declaration: That the person is not on the DBS Barred List ³ , not disqualified from work with children and not subject to any sanctions imposed by a regulatory body or professional association.

3. Application scrutiny and Shortlisting

³ Special Schools/Units with pupils up to and incl. the age of 19 should ensure

that application refer to both the Childrens and Adults Barred Lists.

Applicants will be shortlisted equally against the requirements of the person specification.

The outcome of the short-listing process will be recorded, and information retained for a period not exceeding 6 months from the date of appointment of the successful candidate.

The Equality & Diversity Monitoring Form will be removed from the application pack prior to the short-listing process beginning.

These will be forwarded to the central Trust office where the data will be collated, forms will be kept in a secure location separate from other HR records. They will be kept in line with the document retention schedule.

The shortlisting panel is 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. All application forms will be scrutinised to ensure:

They are fully and properly completed - incomplete application forms will not be accepted.

The information is consistent and does not contain any discrepancies.

Any anomalies, discrepancies or gaps in employment or training and the reasons for this, or a history of repeated changes of employment are identified.

The application is appropriately signed. Electronic copies should be physically signed by the applicant at the interview stage.

A satisfactory explanation for any concerns will be obtained from the applicant during the interview process

4. Invitation to Interview

Those whose application forms provide information that best meets the criteria of the job description, person specification, experience and qualifications are invited for interview.

The invitation to interview should include the following information and details:

- Date, time and location of interview
- Instructions for selection activities or tasks to be completed during the interview process or beforehand
- The Criminal record self-disclosure form and guidance including date by which the form must be received by the setting and a named recipient. The invitation should explain that failure to return the self-disclosure will result in the offer of an interview being withdrawn
- Notification of the right to conduct online checks
- Confirmation that references will be requested where the candidate has indicated that referees can be contacted before interview.
- Request that candidates bring with them documentary evidence of their identity and their 'right to work in the UK', their qualifications and registration with any professional body. See below for further details.
 - This request should include an explanation that a copy of the documents used to verify the successful applicant's identity and qualifications will be retained on their personnel file.

The invitation and supporting documentation **must** be sent with enough time for the shortlisted candidates to complete and return the criminal record disclosure and for the panel to consider this **before** the date of the interview.

Reference requests sent prior to interview **must** be sent with enough time for the referee to complete and return the reference request and for the panel to consider the reference and make any checks **before** the date of the interview.

Criminal record self-disclosure

Foreseeability and certainty are in the best interests of applicants with a criminal history. As detailed above, all shortlisted candidates will be provided with a criminal record self-disclosure form (**Appendix D**) to complete and return no later than 2 days prior to interview. Failure to return the self-disclosure will result in the interview being withdrawn. Applicants will be provided with clear information about who in the setting they should return the self-disclosure to.

The self-disclosure form will include an explanation of the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 and the 2020 filtering rules. The form includes a link to the Ministry of Justice (MoJ) guidance on protected offences, a reminder that the applicant should take legal advice before completing the self-disclosure if they are unsure, and the contact details of organisations that can provide impartial advice.

Once the self-disclosure form is received by the setting, any disclosed information will be checked to ensure it is relevant. Relevant criminal history will be shared with the Chair of the recruitment panel prior to interview to allow time to assess relevance and agree what questions should be asked during the interview process.

Any shortlisted candidate who discloses criminal or other suitability information will be given an opportunity to discuss the context and relevance with the recruiting panel. The recruitment panel will assess cases fairly, on an individual basis. A decision not to appoint someone because of their conviction(s) will be clearly documented using the relevant risk assessment (**Appendix E**). For teaching posts the panel will consider the incident(s) in the context of the Teachers' Standards and Teacher misconduct guidance.

For the successful candidate, the self-disclosure will be compared with the enhanced DBS certificate on receipt to ensure consistency.

Reference Requests

The purpose of seeking references is to obtain factual, subjective information to support appointment decisions.

Written references will be sought for **all** shortlisted applicants including internal candidates. Wherever possible, these will be obtained prior to the interview so that any issues of concern can be explored further with the referee and taken up with the individual at the interview.

References will always be requested directly from the named referee. References will **not** be accepted from relatives or friends under any circumstances. Nor will references provided by the applicant or open references i.e., those prefixed by 'To whom it may concern'.

Referees will be asked to complete a Confidential Reference Request Form (**Appendix F**). Each request will be accompanied by the job description and person specification.

Reference requests will specifically ask:

- About the referee's relationship with the applicant
- Whether the referee is completely satisfied that the individual is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable for the role.

Referees will also be asked, where relevant, to confirm details of:

- How the person meets the requirements of the specification and his or her capacity to carry out the duties set out in the job description
- The applicant's current post and salary
- The reason for the candidate leaving their current or most recent post
- Effectiveness of the applicant's interactions with children and other adults
- Performance history and conduct
- Any disciplinary procedures in which the sanction is current

- Whether, in the case of an applicant for a teaching post, that teacher has been in capability procedures during the previous two years
- Any outstanding complaints or investigations against the applicant that could bring the Trust into disrepute at a later stage
- Any 'substantiated' safeguarding concerns or allegations (including a group of low-level concerns about the same individual) that meet the harm threshold and the outcome of the concerns or allegations.
- Whether they would re-employ the applicant and if not, why not.

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

One reference should be from the current or most recent employer.

If not currently working with children, then a reference should be secured from the relevant employer from the last time the applicant worked with children. If the applicant has never worked with children, then a reference from their current employer must be completed.

If an applicant for a teaching post is not currently employed as a teacher, a check with the school, college, or local authority at which they were most recently employed to confirm details of their employment and their reasons for leaving must be made in addition to securing their stated references.

A character reference will be sought for volunteers as if they were to be employed.

Where electronic references are received, these will be checked to ensure they originate from a legitimate source. References will be checked to ensure all questions have been answered satisfactorily. Where information is vague or insufficient, the referee will be contacted to clarify content and the information on the application will be compared to that in the reference.

Online Search Checks

In line with 'Keeping Children Safe in Education' online searches for publicly available information will be conducted for all prospective employees and volunteers. The aim of is to confirm a candidate's eligibility and identify any potential safeguarding concerns or risks to the setting or Trust's reputation.

A template Online Search Record is available (**Appendix G**). The same searches should be conducted for all shortlisted candidates at this stage of the recruitment process and all volunteers prior to their start in school.

To reduce the risk of unconscious bias or discrimination in the recruitment process the searches should be conducted by someone unconnected with the process. Where possible the same person should conduct all searches for one recruitment process.

The searcher should complete an Online Search Record for each candidate and ensure that they **only share** information that suggests the candidate:

- is unqualified for the role.
- poses a potential safeguarding risk.
- risks damaging the reputation of the setting or Trust.

Once complete, the records **must** be shared with the chair of the recruitment panel, or headteacher who will review the information. Results should be considered carefully with an awareness that information found may be:

- out of date
- out of context or untrue
- relating to someone else (especially if the candidate has a common name or online pseudonym)

5. Before Interview

In good time before the date of the interview members of the recruitment panel will:

- Meet to agree their assessment criteria in accordance with the person specification and to prepare a list of questions they will ask all interviewees relating to the requirements of the post. These could include:
 - finding out what attracted the candidate to the post being applied for and their motivation for working with children
 - exploring their skills and asking for examples of experience of working with children which are relevant to the role
 - probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this
- Identify any issues they wish to explore with each applicant based on the information provided in their application form, in the references or because of the Online Search
- Clarify whether any criminal information disclosed in the self-disclosure is relevant and, if so, agree what questions will be asked to understand the context of the offending and whether it affects the suitability of the candidate to take up the post. A record of the questions asked, and responses provided, will be retained with the other interview notes
- Consider, in the circumstances of the individual case, any information about past disciplinary action or substantial safeguarding concerns or allegations
- Allocate specific question sets to each member of the panel which will ensure that someone asks the questions, and another member of the panel can at the same time record the applicant's answers. A copy of the notes and any scoring sheets will be collated by the Chair of the Panel and retained.

Other Selection Methods

In addition to a face-to-face interview with an Interview Panel, a variety of other selection methods may be used, such as:

- observation of teaching practice either in the proposed school or in the applicant's current setting
- one or more additional panel interviews e.g., a panel made up of pupils.
- a presentation
- in-tray exercises
- psychometric testing

Those involved in the recruitment process for a specific post will determine the selection method(s) to be used. The methods will be relevant and appropriate to the role and will be based on the requirements for the post as set out in the job description and person specification.

Involving Children and Young People

As a Trust we believe that everyone has something to offer and have developed a culture of listening to the children in our settings. Children and young people can make a valuable contribution to the recruitment process and their participation may be considered for key strategic and managerial posts as well as posts where staff will have a high level of responsibility for children's day to day care.

The recruitment panel should consider carefully what input from the children in their setting is relevant and appropriate to the job role and the age of the children to ensure that the children's contribution is meaningful. Observing short-listed candidates and appropriately supervised interaction with pupils is common and recognised as good practice.

6. Interview

A face-to-face interview will be held for all applicants to all posts including volunteering roles. Members of the panel will have the necessary authority to make decisions about the appointment.

Volunteers will be interviewed by either the headteacher or a member of the Leadership Team.

On completion of the face-to-face activities the recruitment panel will determine if the candidates have been successful and if any will be made a conditional offer as the preferred candidate. This should be done as soon as possible after the completion of the activities. Only once the preferred candidate has been contacted should other candidates be informed of the outcome of the recruitment.

The recruitment panel should remember that they **do not** have to recruit should the candidates not meet the desired criteria and standard.

6a. Interview Checks

Electronic Applications

Where an individual has submitted an electronic application form, they will be asked to sign the form prior to the interview.

ID verification and Right to Work

All applicants will be asked to bring with them documentary evidence of their identity and their 'right to work in the UK'. Best practice is checking the name against the applicant's birth certificate, where this is available

All applicants should present evidence of identity at interview, this can include:

- Current driving licence or passport including a photograph
- Full birth certificate and a document such as a utility bill or financial statement including current name and address (not more than 3 months old)
- Change of name documentation (where appropriate)

Applicants should also present evidence for their 'right to work in the UK', this will be:

- A current British passport

OR, where no British passport is available:

- Proof of a National Insurance number e.g., NI card/letter or P60 **and** a copy of their Birth Certificate

From the 1st July 2021, EU passports or ID cards can no longer be accepted as valid proof of right to work, except for Irish citizens.

For further information on what is required for foreign nationals, reference should be made to the Government document '[Checking a job applicant's right to work](#)'.

To complete an online right to work check the applicant must provide their date of birth and their share code which they will have obtained when they proved their right to work online.

Qualifications and Employment History

Qualifications will be validated only on receipt and sight of original certificates. Qualifications required will be those which are listed as being a pre-requisite of the post advertised.

Applicants must bring:

- Documents confirming any educational and professional qualifications. If this is not possible, written confirmation must be obtained from the awarding body:
 - for teachers this will include proof of the required teaching qualification
- Documentation of registration with any appropriate professional body

7. Conditional Offer of Employment

If the recruitment panel identifies a preferred candidate, they should contact the candidate as soon as possible to make a conditional offer of employment.

It should be made clear to the preferred candidate that the offer of employment is conditional upon satisfactory completion of the pre-employment checks (see below). This will include the fulfilment of any outstanding checks not completed prior to, or at the interview. This could include:

- The receipt of at least two satisfactory references – once received these will be scrutinised and any concerns resolved before the individual's appointment is confirmed.
- Verification of the individual's identity (see above)
- Verification and/or evidence of the individual's right to work in the UK (see above).
- Verification of qualifications (see above)
- Verification of previous employment history and experience, including exploration of any gaps and anomalies

7a. Pre-employment checks

If the preferred candidate accepts the conditional offer of employment pre-employment checks, as detailed below, must be completed. All checks will be:

- Confirmed in writing.
- Documented and retained on the personnel file (subject to data protection and DBS requirements)
- For teachers only, the TRA record will be printed or saved digitally and retained in the personnel file.
- Followed up where they are unsatisfactory or there are discrepancies.

An offer of appointment to the preferred candidate will be conditional upon:

Check	Info
Safeguarding Checks	
Enhanced Disclosure for Regulated Activity (with barred list information)	Where the individual is registered, this may be via a check with the DBS Update Service. This will be the type of disclosure requested for teachers and support staff – see the definition of Regulated Activity above for more information.
Separate barred list check	A separate Barred List Check must be obtained when: • The individual's role will be considered 'Regulated Activity' • The setting is accepting an existing DBS Certificate under the 3-month rule OR • The individual will start work before the new DBS certificate applied for is available. Such individuals will be subject to reasonable supervision and a Risk Assessment until the new Enhanced DBS certificate is received and seen.
Enhanced Disclosure	An Enhanced Disclosure without barred list check must be requested where the individual is working (paid or unpaid) on a regular or frequent basis in the setting. This will usually be LGB Members or other supervised volunteers. Settings across the Trust may not request an Enhanced Disclosure for Regulated Activity for anyone not engaging in or seeking to engage in regulated activity.
Further checks as required	Required if they have lived or worked outside the UK for a block period of 3 months or more in the last 5 years. Might include a check for information about any teacher sanction or restriction that an overseas professional regulating authority has imposed (see Pre-employment checks section above for more information).
All Paid Roles	
Health Check	Verification of the individual's mental physical fitness to carry out their work responsibilities. The individual can be asked relevant questions about disability and

Check	Info
	health to establish whether they have the physical and mental capacity for the specific role (S60 Equality Action 2010). See ' Health ' above for further details. This is administered through the Trust's HR provider, Strictly Education. Instructions are at ' How to ' Section 3 below .
Verification of professional status	For example: Qualified Teacher Status (unless properly exempted)
For Teaching Posts	
Verification of successful completion of statutory induction period	Formerly the Newly Qualified Teacher (NQT) year, now the Early Career Teacher (ECT) period. If the individual is a first year ECT then this is not relevant. If the individual has completed or part completed their ECT period at another establishment, they should have an interim assessment to pass on to the hiring school to continue their ECT pathway. Contact the training Provider.
Prohibition Orders and Interim Prohibition Order Checks	Verification that the individual is not subject to either a Prohibition Order or an Interim Prohibition Order. This should be completed using the TRA system accessed via the DfE's Secure Sign-In.
Sanctioned by the GTCE check	Verification that the individual is not on the list of people sanctioned by the GTCE (use the TRA system as above)
Early Years and Childcare	
Disqualification from childcare self-declaration	The individual must confirm that they are not disqualified from caring for children under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendments) Regulations 2018. A Childcare Disqualification declaration is available at Appendix A
Management Positions (including LGB, Trust Directors)	
Section 128 Direction check	Verification that a person taking up a management position as described above (Pre-employment checks section) is not subject to a section 128 direction made by the Secretary of State.

8. Begin Induction

On satisfactory completion of all pre-employment checks the setting should begin the Induction of the new staff member. This **must** include:

- Initial set-up on Edupay payroll system
- Child protection and Safeguarding training at an appropriate level
- Name and contact details of the setting's Designated Safeguarding lead and deputies
- Emergency evacuation procedures for the setting
- Direction to compulsory training:
 - Prevent duty
 - Cyber Security (National Cyber Security Centre)
- Share the setting's policies and procedures, including:
 - Child Protection
 - Health and Safety
 - Online Safety and Acceptable Use Agreements
- Staff code of conduct (available through Edupay)
- Whistleblowing
- Setting specific policies such as School behaviour etc.
- Any other relevant CPD

Safe Recruitment for Volunteer Roles

Volunteers are vital to the smooth running of the Trust and its schools. Although recruitment for volunteers can be less formal than for a paid role, those applying for and granted a volunteer role within the Trust must still be vetted to ensure that they are suitable for the volunteer position they wish to undertake.

Under no circumstances will a setting within the Trust allow a volunteer to be left unsupervised or conduct regulated activity without obtaining **ALL** relevant checks.

See Pre-employment Checks section above.

This section details which checks **MUST** be carried out for different volunteer roles within the Trust.

1. School and classroom-based volunteers

For new volunteers in regulated activity who will regularly teach or look after children on an unsupervised basis or provide personal care on a one-off basis an enhanced DBS Disclosure with a children's barred list check will be obtained. In addition, the headteacher will determine whether a Childcare Disqualification declaration (**Appendix A**) is required to be completed.

For new volunteers not in regulated activity a risk assessment will be undertaken by the Headteacher/line manager using their professional judgement and experience when deciding whether to seek an enhanced DBS check.

In undertaking the risk assessment, the following will be considered:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision
- what the setting knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers. May also undertake an online search (not including social media)
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability
- Whether the role is eligible for a DBS check and, if it is, what level is appropriate

Details of the risk assessment will be recorded. A model risk assessment is available from the Kym Allan document hub.

2. Trust Directors

2a. Chair of the Trust's Board of Directors

The Chair of the Trust's Board of Directors is required to complete the 'Identity Verification Form' from the DfE and ESFA (**Appendix H**) in addition to the checks carried out on all other Trust Directors.

2b. Trust Directors

Each member of the Trust's board of Directors **must**:

- have an enhanced DBS certificate and
- be checked to ensure they are not subject to a Section 128 direction that would prevent them from taking part in the management of the Trust.

Identity checks should be completed before, or as soon as practicable after the appointment of a new Director. The date the section 128 check was carried out will be recorded on the Single Central Record.

Further checks as the Chair of the Board of Directors considers appropriate should be undertaken where, because an individual is living or has lived overseas, obtaining an enhanced DBS certificate is not sufficient to establish their suitability to work on behalf of the Trust.

3. Local Governing Body members

All LGB Members within the Trust **must**:

- have an enhanced DBS certificate and
- be checked to ensure they are not subject to a Section 128 direction that would prevent them from taking part in the management of the Trust.

The date the section 128 check was carried out will be recorded on the Single Central Record.

It is the responsibility of the LGB to apply for the certificate (see Pre-employment Checks section above) for any of their members who do not already have one. If

- A check of LGB DBS certificates is to take place at the point in time when LGB members are up for re-election
- New LGB members are required to hold an up-to-date DBS check (i.e., less than 2 years old), or to have a new check.

Governance is not a regulated activity and so a children's barred list check is not required unless, in addition to their duties for the LGB, they also engage in regulated activity with children. In this case LGB members will then be treated on the same basis as other volunteers, that is, an enhanced DBS check (which will include a children's barred list check) will be requested.

Safe Recruitment for Others

To ensure all the relevant details are obtained and checks completed, the Trust will use the 'SCR checklists' provided by Kym Allan:

- KAHSC SCR Checklist – CCC Staff/Agency Worker/Student (Aca, Ind & Free Schools)
- KAHSC SCR Checklist – Contracted Employee (Aca, Ind & Free Schools)
- KAHSC SCR Checklist – Contractor or Individual (All Schools)
- KAHSC SCR Checklist – Volunteer/Governor (Aca, Ind & Free Schools)

Agency and third-party staff (supply staff)

Written notification from any agency, or third-party organisation, will be obtained, confirming that the organisation has carried out the necessary checks on an individual that the Trust would otherwise perform. This will include, as necessary, confirmation that the following checks have been carried out prior to appointment:

- DBS Enhanced Disclosure for Regulated Activity, including confirmation that the certificate has been obtained by either the employment business or another such business
- Prohibition check(s) (teachers only)
- Disqualification under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendments) Regulations 2018 declaration. This should include confirmation that the agency or organisation providing the staff has informed them that they will be committing an offence if they are deployed to work in relevant childcare settings if they are disqualified under legislation. [Applies to those settings with EYFS up to and including reception class and wraparound care]

Trust staff **must** ensure that the person presenting themselves for work is the same person on whom the checks have been made and will record the date this ID check was carried out (usually the first day the individual presents in school).

Trainee / Student Teachers

As detailed above where the applicants for initial teacher training are salaried by the Trust, they will be subject to the same pre-employment checks as staff, including a Childcare Disqualification Declaration (**Appendix B**), as necessary. Where trainee teachers are fee-funded their initial teacher training provider should have provided written confirmation of all appropriate checks in advance of the placement, the setting will make an ID check to ensure that the person presenting themselves for work is the same person on whom the checks have been made.

Alternative Provision

If a Trust school places a pupil with an alternative provision provider the school and Trust remain responsible for the safeguarding of that pupil. Trust staff **must** obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment i.e., those checks that would otherwise be performed in respect of Trust staff.

Contractors

Where contractors are used to provide services, safeguarding requirements will be set out in the contract.

Trust staff **must** ensure that any contractor, or any employee of the contractor, who is to work on a Trust site has been subject to the appropriate level of DBS check.

Contractors who are engaging in regulated activity will require an Enhanced DBS with children's barred list information. For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites. In cases where the contractor does not have the opportunity for regular contact with children, the headteacher at the setting will decide whether a basic DBS disclosure would be appropriate.

Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. Each setting within the Trust is responsible for determining the appropriate level of supervision depending on the circumstances and risks to children involved. A model [Contractors on site risk assessment \(child protection\)](#) is available from the KAHSC website.

If a contractor is a self-employed sole trader, each location will consider obtaining a DBS check as self-employed people are not able to make an application directly to the DBS on their own account.

Trust staff **must** always check the identity of contractors and their staff on arrival.

Visitors

For visitors provided by a third party e.g., educational psychologists, social workers etc and those connected with the building/grounds maintenance the procedures for agency or third-party staff will apply. ID checks **must** be carried out on arrival and setting staff should seek assurance that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). In these circumstances setting staff will not ask to see the DBS certificate.

The Trust and its schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors who are not working directly with children

e.g., children's relatives or other visitors attending an activity in school. Staff will therefore use their professional judgement about the need to escort or supervise visitors.

Adults who supervise children on work experience

Where the activity undertaken by a child on work experience in our schools takes place and gives the opportunity for contact with children, this may itself be considered as regulated activity. In these cases, and where the child is 16 years of age or over, staff will undertake a risk assessment for volunteers (including work experience) and consider whether an Enhanced DBS Disclosure will be required for the child/young person in question. It is unlawful to request, or to apply for, a DBS check for children/young people under the age of 16. Such individuals will always be supervised in the setting.

Children staying with host families

Schools may arrange opportunities for pupils to have learning experiences where, for short periods, the pupils may be provided with care and accommodation by a host family to whom they are not related. This might happen, for example, but not only, as part of a foreign exchange visit or sports tour. Such arrangements could amount to "private fostering" under the Children Act 1989 or the Safeguarding Vulnerable Groups Act 2006, or both. Annex E of 'Keeping Children Safe in Education provides further details of this situation and the checks which may need to be carried out by the school to safeguard its pupils.

Continuous Safeguarding at the Trust

Existing Staff

There are limited circumstances where new checks will be needed for existing staff.

If an individual transfers to another role within the Trust, their move is classed as an internal move and their DBS will be transferable provided that in the three months prior to beginning work in their new appointment:

- They have been working regularly in the position; and
- The gap in employment is not greater than 12 weeks; and
- The same level of clearance is needed between their old and new position.

All other pre-appointment checks must still be completed, including a children's barred list check where the individual is engaging in regulated activity with children.

However, new checks will be required if the individual moves from a post that was not considered to be regulated activity with children into work which is regulated activity with children. In such circumstances, the relevant checks for that regulated activity **must** be carried out.

If there are concerns about an individual's suitability to work with children a new check will be requested, bearing in mind the duty the Trust has not to allow a barred person to work in regulated activity.

Training Requirements

As part of our continuous commitment to safeguarding, after appointment individuals are required to undertake safeguarding training at a level appropriate to their engagement.

Declaring a change in personal circumstances

Individuals should report any change in personal circumstances that may impact on their suitability or appropriateness to carry out certain activities, or work with individuals, e.g., where there is a conflict of interest, where a restraining order is in place or other. All declarations should be made, without delay to the individual's line manager and failure to

disclose will be a disciplinary matter. Declarations must include relevant details of the circumstances relating to the change in circumstance.

Where the change in circumstance could result in disqualification from providing Childcare or working in regulated activity with children the line manager must contact the Trust's HR provider, and the Designated Officer, if necessary, for advice. A meeting with the individual should be arranged without delay.

Disqualified individuals are legally prohibited from working in the circumstances mentioned above. As such managers must take immediate action to ensure the individual ceases to provide the type of childcare they are disqualified from. It is an offence to knowingly employ someone who fits the disqualification criteria.

Annual self-declaration process

If an individual (including members of staff, directors, LGB members or Volunteers) is working in a role that requires a DBS check, they are required to complete the Trust's Annual Continuous Safeguarding Self-declaration form on an annual basis (i.e., each September). This form can be found in **Appendix I**.

Guidance on Appointing Headteachers / Executive Heads

The headteacher or other executive leader is critical to the realisation in each school of the Trust's vision for education across its family of schools.

Securing the appointment of a high-quality leader with strengths well matched to the needs of the school or schools is a key function of the Trust's governance systems. As in the rest of this policy the recruitment and selection process must be thorough, fair and transparent. This will increase the chances that the best available person for the post is appointed, ensure that all obligations under equal opportunities legislation are fulfilled and best practice is observed in the safe appointment of staff to safeguard pupils and communities.

As a Trust we recognise that different models and types of leadership structure suit different schools and their communities. Across the Good Shepherd there is no one prescribed leadership model. When thinking about leadership recruitment the Board of Directors encourage the Local Governing Body to seriously consider the model and structure that will best suit their school and community.

1. Regulations, Guidance and Further Support

The following Regulations and statutory or essential guidance should be followed, in addition to that applicable to the rest of the policy:

- The School Staffing Regulations (2009) and the School Staffing (Amendment) Regulations (2012)
- Staffing and Employment advice for Schools (2021)
- Headteachers' standards 2020
- Governance handbook and competency framework 2020

Partnership

The Good Shepherd Trust is committed to working closely with its Diocesan partners, particularly the Diocese of Carlisle, to enable joint working to support the Local Governing Bodies of the Church schools within the Trust.

2. About the Process of Recruitment and Appointment

Vacancy is Identified

When a Headteacher or Executive leader post becomes vacant the LGB **must** advise the central team in writing (by email is sufficient) and, if a Church of England school, inform the Diocesan authority (Diocese of Carlisle or Diocese of Northumberland). The process of recruitment **cannot** begin until notification has been made, nor can it begin until the incumbent has formally resigned!

In practice, the central team may already know about the resignation and should initiate contact and planning with the Chair of the Local Governing Body. A representative of the central team and LGB Chair should meet prior to the first meeting of the LGB to discuss the vacancy, the needs of the school and the options available.

Roles and Responsibilities

The roles and responsibilities in relation to the appointment are determined by each school's Scheme of Delegation in place at the time. The level of input from the central team will be agreed at the beginning of the process.

Sponsored	Supported	Supporting
Process managed by the Trust's Directors with support from the LGB.	Process delegated to the LGB with support from the Trust Directors in terms of guidance and limited membership of the panel.	

It is a statutory requirement that at least one member of the selection panel has completed recognised training in Safer Recruitment.

Supported and Supporting Selection Panel

Where a school is in the 'supported' or 'supporting' categories those involved will be as follows:

- At least one Director,
- The Local Governing Body (a panel) – the current Headteacher must not be involved in the panel

A selection panel must be appointed, consisting of at least three Local Governing Body members (this ensures the panel can act as the quorate body on behalf of the LGB). The current Headteacher must not be included.

The membership of the panel should reflect the balance of the Local Governing Body with regards to those Foundation members. In deciding the size of the panel, the Local Governing Body needs to be mindful of the possibility that an individual may lodge a grievance against the panel. In such circumstances the LGB would need to be able to give that person a fair hearing, that is they must have enough members who were not part of the recruitment process to hear the grievance. Terms of reference for such a panel is set out in the Trust's policies.

Sponsored Schools

For sponsored schools the Board of Directors are the selection panel.

Advisory Rights

- Human Resource Advisor(s): Strictly Education are the Trust's HR provider. As few Local Governing Bodies are fully conversant with the requirements of employment legislation so it is important to ensure that HR advice is accessed when required, for example about equal opportunities, advertisement, use of references, pre-employment checks and the job offer.
- Diocesan Officers (Church of England member schools only): In former Voluntary Aided (VA) or Voluntary Controlled (VC) member schools Diocesan Officers had advisory rights. Consideration should be given to the relevant input that could be provided by such officers during the process and they may be invited to give advice but they will not have a vote on the selection panel. The Diocese may write to express concerns regarding an appointment

Final Appointment Decision

In the case of Supported and Supporting schools it is not possible for the LGB to decide to appoint a candidate against the advice of the Trust's representative(s) on the panel, who in all cases have a veto – though it is highly unlikely that this will be necessary.

Any recommendation for appointment made by a selection panel acting on behalf of the LGB must be confirmed by the whole body before the appointment preference can be ratified (except where a quorate body is the selection panel).

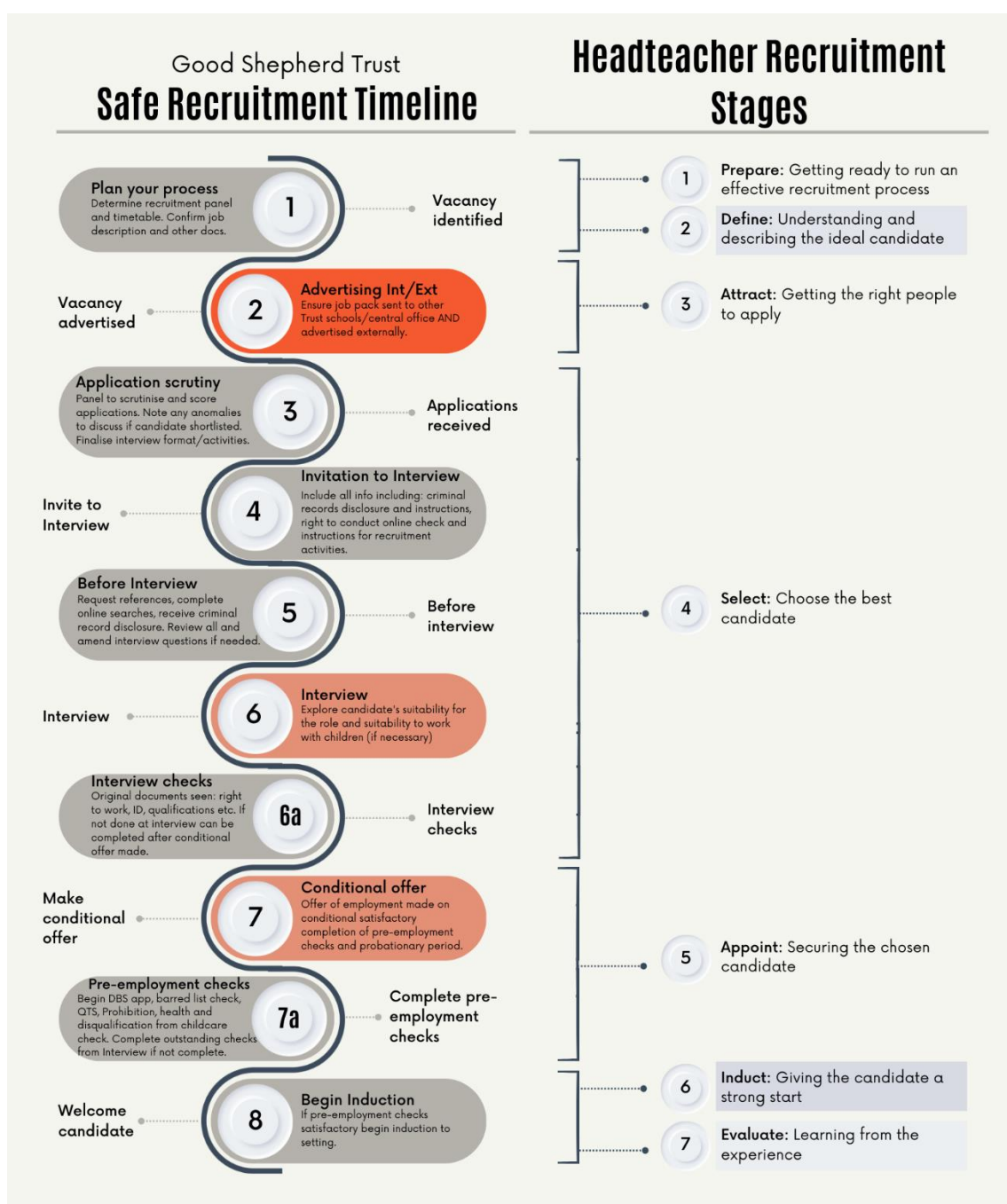
For sponsored schools the Board of Directors will make up the majority of the selection panel and any recommendations they make must be confirmed by the whole board before the appointment preference can be ratified (except where a quorate body is the selection panel).

3. Headteacher Recruitment Stages

These stages break down the process of recruiting and appointing Headteachers or Executive Headteachers and shows how the process connects to the Safe Recruitment timeline. Schools who follow each stage in turn, with a thorough approach – rather than diving straight in to producing an advert – tend to be more successful in recruiting a leader who fits their school well. Time spent defining the sort of leadership needed is crucial.

Addressing each stage will help to provide:

- Clear insight into the sort of leadership the school needs
- A good pool of appropriate candidates
- A fair, efficient and engaging process
- Enhanced reputation for the school and wider Trust
- The right candidate for the school's unique needs at the time
- A strong start for the appointee
- A clear understanding of how the process used can be improved.
- Improved standards and higher moral for the LGB members, applicants and staff



1. Prepare

Things to Think About

The LGB and Directors should not make assumptions about the sort of headteacher/leader needed based upon what worked in the school in the past or what is seen to work in other schools. Leadership needs should be assessed considering the school's goals, the environment or current context as well as the capabilities of the current leadership and wider staff team.

In preparation those involved should ensure that:

- They are familiar with this guidance and the Safe Recruitment Policy
- in Church schools, initial and ongoing liaison with the Diocesan adviser is maintained
- Contact is made with the relevant LA SEN manager if it is a special school or provides a strategically resourced facility, to determine their involvement.

Regardless of the Scheme of Delegation and the make up of the recruitment panel the CEO will meet with the Chair of the Local Governing Body for a preliminary meeting/discussion and attend the first LGB meeting as detailed below. This ensures a common understanding of the school's position and the wider context of the Trust.

Preliminary Meeting / Discussion

Supported and Supporting Schools

The preliminary meeting/discussion should take place between the Chair of the Local Governing Body, the CEO (and Diocesan adviser or another external adviser if appropriate).

Sponsored Schools

The preliminary meeting/discussion should take place between the Board of Directors, the CEO and the Chair of the LGB.

The meeting should:

- Establish common understanding of the roles and responsibilities of the selection panel and external advisers including Diocesan adviser as applicable
- Discuss expectations and aspirations for the school's future and future leadership
- Where appropriate, discuss different models of leadership and collaboration possibilities available through the wider Trust.
- Draft a provisional timetable and plan for making an appointment. The Diocesan and other external advisers (where relevant) should be consulted at this stage when discussing dates for the remainder of the process [Model timetable, below, can be used flexibly: the process should not be rushed.]
- Plan first meeting and agree agenda for either the LGB or the Directors (if a sponsored school)

First Meeting

The CEO should ensure that the LGB/Directors have considered all relevant options for the future leadership of the school before outlining the process and principles of recruitment and selection and explain the role and support of the wider Central team and/or the Directors.

The LGB or Directors should:

- Carry out a job review which should confirm the nature of the job and consider pay scales (see below)
- Agree timetable previously drafted and plan for making appointment.
- Identify and agree roles and responsibilities
- Form a selection panel and select a chair based on availability for the agreed timetable (this should be the same group of LGB members/Directors throughout); the availability of the clerk; a balance of interests and experience.

- Agree interim leadership arrangements, if necessary (e.g., appointment of acting headteacher).
- Discuss school needs and priorities in relation to the leadership post and its uniqueness for the school.
- Confirm school's Group Size and Individual School Range.
- Agree expenses to be paid to candidates.

Headteacher salary ranges

In line with our vision and values an indicative pay range for each headteacher group is set to ensure equity across the Trust. For example, for a Group 1 school a range of between Point 6 and point 14 with a starting point for the first appointment of between point 6 and 10 with LGB's considering whether:

- the school is causing concern
- without such additional payment the LGB considers that the school would have substantial difficulty filling a vacant headteacher post

This would provide scope for performance management progression which would follow the above points on the scale and where the LGB wish to exceed the range they would need to demonstrate that:

- without such additional payment the LGB considers the school would have substantial difficulty retaining the existing headteacher
- the headteacher has additional permanent responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

2. Define (the Selection Panel)

This stage is usually carried out at the first meeting of the selection panel, following any instructions set by the LGB or Directors. The panel should agree who should take notes of meetings unless the clerk has been appointed to do this.

Things to Think About

No recruitment process can succeed without a clear and relevant definition of the role and the qualities you are looking for.

Be realistic about what you can expect of a *new* headteacher, if you are not appointing an Executive Headteacher you are likely to be appointing a candidate new to headship who will have less experience and knowledge to draw upon

The Job Description should be regarded as a generic definition of the headteachers' post, and not a detailed description of the entirety of the job.

The Person Specification is used to define the criteria for selection.

Keep all the paperwork (see policy above and Document Retention Schedule)

Leadership needs should be defined in terms of what the role needs to know, needs to do and how they will be expected to behave. The definition should be converted into selection criteria and candidates should be rated objectively against them throughout the process. There should be realistic expectations and a manageable number of selection criteria.

The Job Description

- This should state the purpose of the job, the accountabilities and describe the key tasks. It should be based on the National Standards, the Conditions of Employment for Headteachers and analysis of the specific job requirements, needs and priorities. It should reflect the uniqueness of the post for the school.
- LGB's of church schools will need to ensure that the job description and person specification adequately reflect their duty to secure, preserve and develop the character of the school as a church academy and to conduct the school in accordance with the Trust Deed where appropriate. The CEO and central team can help with this.

The Person Specification

The Person Specification is the basis of the recruitment process because it sets the criteria for selection.

The purpose of the Person Specification is:

- To keep the process objective
- To help in the compilation of the advert
- To inform potential applicants
- To assess the applicants' written applications
- To assess applicants during the final selection / interview

The Person Specification should cover:

- Training and qualifications
- Experience
- Ability and skills
- Knowledge
- Other attributes

It is advisable to separate 'essential' and 'desirable' criteria and limit the 'essential' to a manageable number.

A model Person Specification can be used as a template and a starting point for discussion but ensure that it is shaped to reflect the uniqueness of the school and the post.

NPQH Requirement (National Professional Qualification in Headship)

In February 2012, the requirement for all first-time headteachers within the maintained sector to hold the National Professional Qualification for Headship (NPQH) was removed. The recommendation of the Trust is that LGB panels should still consider making this one of their essential criteria for selection.

3. Attraction

Things to Think About

How to impress potential candidates – the school should seek to impress as well as be impressed. Efficiency and courtesy are important attributes

Providing quality information – help candidates 'self-select' by giving accurate and full information

Visits to the school – the arrangements to be put in place if applicants are to be invited to visit the school. Think about who will show the visitor around!

Candidates with a disability – determination of any adjustments to be made for any candidate who has a declared disability

Advertising

In line with the 2017 guidance and School Staffing Regulations all Headteacher and Executive Headteacher vacancies must be advertised as considered appropriate, unless there is a good reason not to. This does not always mean advertising such posts nationally although this is often a good way of maximising the field of potential candidates.

The Safe Recruitment Policy, above, sets out expectations around advertising but LGBs/Directors should consider advertising using the following platforms:

- DfE Teacher Vacancies
- Indeed
- Relevant LA vacancies pages (Cumberland, Westmorland and Furness or Northumberland County Council)
- Social media (schools own and Trust: X *formerly Twitter*, Facebook and LinkedIn etc.)
- Times Educational Supplement and other local print media

School Visits

As mentioned above, school visits are an important way of getting to know candidates and letting candidates get to know the school. They help applicants 'self-select' by giving a first impression of the school and whether it aligns with their aspirations and values.

Thought should be given to when, how and who will manage such visits. This is especially important for Sponsored schools and all planning should include the Chair of the LGB and any staff who may be affected at the school.

Details of how to visit the school should be included in any advertisement and application pack.

The Application Process

The Safe Recruitment Policy describes the contents of an application Information Pack and what the Application Form asks for. This should be followed.

Supported and Supporting Schools

Agree how applications will be received (who to) and who will manage the collection, collation and distribution of these to the panel. This could potentially be the school administrator or the Clerk. The applications should be circulated to the panel members in good time before the shortlisting meeting.

Sponsored Schools

Organising the receipt, collection, collation and distribution of the applications when the panel is made up of Directors requires some thought and planning. The panel must decide, with advice from the CEO and the school's LGB if this task will be managed at the school or by the central team. Whatever is decided should be clearly communicated in the application information pack and advertisements as well as updating the application form.

The application form has an Equalities Monitoring form attached which must be removed (by someone not on the selection panel) and returned to the central team before shortlisting takes place.

4. Select

Things to Think About

Ensure there is enough time between shortlisting and the planned selection day for candidates to complete and return, and the panel to scrutinise the Criminal Records disclosure.

Scoring systems – for shortlisting and final selection consider if some criteria need to be weighted. Decide what weighting you are going to give to the outcomes of the different activities and exercises.

Interview questions – the best are open-ended, focused, not 'leading' and without excessive preamble. They should provide an opportunity for a 'focused conversation' rather than an interrogation.

There is no requirement that all candidates are asked the same questions. Indeed, the panel may ask any question relevant to an individual candidate's declared experience, knowledge, employment history and academic record.

Questions should not be asked that would breach equalities regulations, such as might discriminate or appear to discriminate against a candidate's age, gender, disability, race, religion or beliefs or sexual orientation.

See sections 3, 4 and 5 of the Safe Recruitment policy for further details on Application scrutiny and shortlisting, invitation to interview and pre-interview requirements (e.g., references) and Interviews.

Shortlisting

Shortlisting involves consideration of each application against the agreed selection criteria.

- All members of the selection panel should have read the applications and assessed these before the shortlisting meeting.
- Use a grid and a simple scoring system to evaluate applications.
- This process should enable panel members to make the following decisions:
 - Is there a strong enough field to proceed with final selection / interview?
 - Which candidates should be invited for final selection / interview?
- Ensure that assessments are recorded and retained.
- Draw up a shortlist of candidates for final selection.
- Confirm final selection arrangements and agree letter of invitation to candidates.

Final Selection

- Final selection exercises and interview are best planned at the outset but refined when the apparent strengths and weaknesses of the field and number shortlisted is known.
- The panel should consider the best and most appropriate ways of gathering evidence of candidates' experience, knowledge and understanding, skills and other attributes. This may include written exercises, group tasks, presentations, observed activity such as teaching, as well as interviews. Consider identifying at least two opportunities to assess each criterion to give candidates a fair opportunity to demonstrate competence. The selection activities should be structured in such a way as to ensure that candidates are given similar opportunities to demonstrate their strengths and expertise.
- Construct a timetable for the final assessment so that opportunities are provided for candidates to develop their understanding of the school, e.g., tour of the school, opportunities to ask questions.
- Agree the format for assessing and recording responses by candidates.
- Consider the setting to be used, environment and atmosphere to be created.
- Decide how the candidates' identities, qualifications and other checks will be carried out, by whom and when. Candidates should bring documentation with them so that the school will be able to proceed immediately with the process of the DBS check. Copies of documents for the successful candidate should be kept.
- Only the selection panel has all the information about candidates and the decision must be the panel's. If you arrange for candidates to meet groups of stakeholders, be clear about the purpose of such meetings, how they will be conducted and what feedback you are prepared to consider. If your main purpose is to help assess candidates, stakeholder groups will need to be aware of your criteria. If you are providing an opportunity for candidates to find out more about the school community, remember that a long succession of meetings with different groups can be draining for candidates.
- Arrange debriefing for the successful and unsuccessful candidates.

5. Appointment

Things to Think About

Making judgements – reserve judgement until all candidates have completed all exercises and do not seek consensus too early when reaching the decision – ensure that all candidates are considered, and all panel members have spoken.

Not appointing - if no candidate satisfies the panel as to their suitability, then no appointment should be made.

Feedback to candidates - successful candidates need feedback too – any development areas could form part of their induction to school and their professional development plan.

Pay negotiation - identification of any issues about pay level for any individual candidates and decide when and how these should be addressed. It will be important to consult with the Trust so that decisions are made in line with the Trust's pay policy.

Making the Decision – The Panel

- To ensure compliance with the law and recruit the best candidate, the selection panel should make the decision solely on evidence collated, the criteria defined in the person specification and the needs of the job.
- Ensure that a brief written assessment of each interviewed candidate is kept with the candidate's details for at least six months after the appointment is made. If a rejected candidate makes a formal complaint about unlawful discrimination, these assessments will be needed. The school should retain these confidential records.
- The CEO will support the panel in the process of consideration of all the evidence provided by candidates and the use of the references.

Whatever route the decision is ratified it should include confirmation:

- of the salary point to be paid
- of the starting date of the appointment
- that the recommended candidate meets the relevant qualifications, identity and work permit requirements
- that the panel has followed any stipulation set by the LGB or the Directors at the beginning of the process

Supported and Supporting Schools

As detailed above, where the panel is a quorate body of the LGB (that is made up of at least 3 LGB Members) they can make and ratify the final appointment decision. Where the panel is not quorate, the decision must be ratified at a meeting of the full LGB. If a meeting is required it should take place as soon as practicable after the panel has agreed its recommendation.

The LGB should not expect to review all the assessment evidence gathered and used by the panel unless there are exceptional circumstances.

Sponsored Schools

As detailed above, because the panel is the board of Directors it is a quorate body and can ratify the final appointment decision. If the panel is not quorate the decision must be ratified at a meeting of the full board of Directors. If a meeting is required it should take place as soon as practicable after the panel has agreed its recommendation.

The board of Directors should not expect to review all the assessment evidence gathered and used by the panel unless there are exceptional circumstances.

The board of Directors must also consider how their decision is communicated to the school's Local Governing Body.

Communicating to the preferred candidate

Once the panel's recommendation has been agreed contact should be made with the successful candidate, this will normally be a task for the Chair of the LGB. The candidate is referred to as 'preferred' subject to DBS and medical checks. No formal job offer should be made until these are complete.

Debriefing Candidates

- Agreement over the process of de-briefing unsuccessful candidates should be made.
- Records and written assessment agreed with the panel should inform the debriefing.

Administration

- Complete courtesies such as letters of thanks from the chair of the LGB to unsuccessful candidates.

- Chair of LGB writes to the preferred candidate to confirm the decision made; ensures the return of the *acceptance letter* and copy of application form to the school, who will arrange for the completion of the required checks and issue a contract in due course. This will usually be completed by the school administrator with support from the central team.

6. Induction

Things to Think About

Use information from the selection process and interview to inform needs analysis and professional development planning for the new headteacher.

- A well-planned induction is a critical part of a successful recruitment process and will enable the headteacher to get up to speed as quickly as possible.
- Ensure that the new staff member understands what the Trust strategy for support and induction of new Headteachers/Executive leaders includes and monitor their engagement with this.

7. Evaluation

- The CEO will engage with the panel members in an evaluation of the recruitment process; identify what went well and how it might be improved to inform future work.
- If there is a need to re-advertise consider what, if anything, needs to change.

4. Timetable for Appointment of a New Headteacher / Executive Head

It is useful to set a date for final selection/interview and work back from there.

Date and Time	Step	Task	Responsibility: Supported and Supporting Schools	Responsibility: Sponsored Schools	Notes
Week 1	1: Prepare	Discussion: Preliminary meeting / discussion planning the recruitment process	Chair of LGB, CEO	Board of Directors, Chair of LGB, CEO	External advisers, incl. Diocese as required
		Meeting of the LGB / Directors to determine leadership needs, job review, responsibilities for recruitment, agree pay scale etc.	All LGB members with CEO and Director(s)	Board of Directors with LGB support	Agree clerking/administration arrangements
Week 2	2: Define	Meeting of the panel to prepare the job description, person specification and advert + school details, etc.	Selection Panel	Selection Panel	
Week 2 - 4	3 Attraction	Compile 'information pack'	Selection Panel – Clerk/admin	Selection Panel – Clerk/admin	See Safe Recruitment Policy for details of what to include
Week 3		Advert(s) published			
Week 4 -6		Distribution of information to candidates and response to enquiries			Arrange visits to school by interested candidates
Week 4 -6	4: Select	Plan for shortlisting and initial planning for final selection activities. Agree practicalities and working arrangements (e.g., location for selection panel meetings, and interviews and likely selection activities).	Selection panel and CEO	Selection panel and CEO	Agree who/how applications will be collated and sent out to panel
Week 6		Closing date			

Week 7 - 8	4: Select continued	Shortlisting of candidates; letter to shortlisted candidates; reference requests sent	Selection panel and CEO	Selection panel and CEO	Panel members must have time to scrutinise applications before meeting
		Confirm final arrangements for selection process			
		Criminal records self-disclosure sent and returned – Panel meet to scrutinise and adjust questions as necessary			See Safe Recruitment Policy for further details
		Collection of references	Chair of Panel	Chair of Panel	
Week 8 - 9		Assessment, interview, and selection of preferred candidate	Selection panel and CEO	Selection panel and CEO	Usually, a two-day process
Week 8 - 9	5: Appointment	Meeting of full LGB	All full LGB	Meeting of Trust Directors	To confirm recommendation for appointment. Contact candidates.
Week 9		Letters to candidates. Appointment administration. Debriefing of candidates.	Clerk / Chair Trust	Trust	

Things to Think About

The composition of the panel. Create a selection panel with experience, interest and objectivity plus the ability to commit to the full process. One member of the panel must have undertaken training in Safer Recruitment and there will be at least one Director of the Trust involved at each stage of the process.

Providing a clerk to the panel. This is, in effect, a committee of the LGB with delegated powers and its work should be recorded in the minutes, recording key decisions and actions to be taken.

The role of the outgoing headteacher. They are not allowed to be part of the selection panel, nor should they participate in any other discussion about job definition, selection or appointment. However, it is appropriate that they make an initial contribution to the LGB review of the school's needs and provide information during the whole process. It is also important that the outgoing headteacher, if still in post, is kept well-informed of any of these arrangements which are likely to make use of staff, pupils or premises or to impact on the running of the school.

The expectations of staff about their involvement in the process. (See National College's Recruiting headteachers and senior leaders: Seven steps to success)

A contingency plan. If you cannot appoint at the first round or before the post falls vacant, allow for a second round and for interim leadership arrangements.

It is better not to appoint than to appoint the wrong person.

5. Information for Headteacher / Executive Head Appointments

Resignation Dates

School requires a newly appointed Headteacher / Executive Headteacher to start from...	... a candidate must be appointed and resign their current post by
The beginning of the autumn term	31 May (30 April if an existing headteacher)
The beginning of the spring term	31 October (30 Sep if an existing headteacher)
The beginning of the summer term	28 February (31 Jan if an existing headteacher)

Pay and Conditions

The School Teachers' Pay and Conditions Document is a source of information on the contractual duties of headteachers and their conditions of employment. Although not statutory for academies the Trust policy is that this document will be followed.

- In the appointment process, the main issues relate to the Individual School Range (ISR).
- The Trust has set a Leadership Pay Range for headteacher posts for each group size to ensure equality within the Trust but allowing for local circumstances
- For a Group 1 school, the range will be within L6 – L14 on the leadership scale. LGB's will then set the first appointment between point 6 and 10 considering whether:
- the school is a school causing concern
- without such additional payment the LGB considers that the school would have substantial difficulty filling a vacant headteacher post
- This range should appear in the advert. The expectation is that the salary will be the bottom of the range.
- On appointment, a headteacher must be paid a salary equal to the amount specified for one of the bottom four points of the individual school range; this gives scope to move up the ISR, through performance management. Candidates should be reminded of this in the job information sent to all applicants.
- An applicant who is currently paid above the school's advertised range is not entitled to any safeguarding at their current salary or range, though there may be exceptions in the case of reorganisations.
- The LGB needs to reach a decision on a salary starting point *before* offering the post to a new headteacher.

The Trust will set an indicative pay range for each headteacher group with an initial individual pay range point for the initial appointment within five points, Local Governing Bodies will consider whether:

- The school is causing concern
- Without such additional payment the Local Governing Body considers that the school would have substantial difficulty filling the vacant post

This provides scope for performance management progression which would follow the points on the scale and where the Local Governing Body wish to exceed the indicative pay range, they would need to demonstrate to the Board of Directors that:

- Without such additional payment the school would have substantial difficulty retaining the existing headteacher / executive head

The headteacher has additional permanent responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

6. Frequently Asked Questions

Q: Can LGB members who are staff be involved in the process of recruitment and selection of the headteacher?

A: *Technically, yes, they can, and it would be wrong to assume that a staff member could not act impartially, or that they must have a direct or indirect pecuniary interest in the appointment. In practice, however, many staff and candidates feel uncomfortable about this. It can be especially difficult if there is or likely to be an internal applicant. LGB's therefore, should be advised to consider the implications carefully.*

Q: When should salary be discussed with the preferred candidate?

A: *The salary range is identified in the advertisement. In most cases there is not an issue, candidates are being promoted, they should begin at the lowest point on the range, and they will expect this. It can be confirmed when the final decision is shared with the preferred candidate. When there is an issue of differential, given a candidate's current salary, within the four-point raised using the criteria set by the Trust. A candidate is likely to have a view and may wish to negotiate. It is best to identify this situation early, for LGB members to come to a view at shortlisting stage and for them to discuss the issue with candidates early in the final selection process. The aim would be to avoid a candidate withdrawing because salary expectations are not met when there is an indication that they are the preferred candidate and what the salary point would be.*

Q: Is it possible to shortlist and interview only one candidate?

A: *If only one candidate meets the criteria at shortlisting stage, then only one should be shortlisted. The selection panel must then rigorously measure the candidate against the criteria at final selection stage. Clearly it can be more helpful to evaluate a candidate when comparison can be made to others, but it is not essential to do so.*

Q: Should good health and/or attendance be included as a criterion in the Person Specification?

A: *The criteria in the Person Specification should be objective, justifiable and capable of measurement through the application form, selection tasks or interview. It would be difficult to be objective about what is 'good'. More significantly, 'good health' may be discriminatory under the DDA, attendance could be indirectly discriminatory if absence related to a Disability Related Illness. Attendance should not be related to health; however, attendance is important. The application form asks candidates if they see themselves as disabled under the DDA. If they said 'no' but they have a poor attendance record, then it may be a reasonable factor to consider. In summary, health should not be included as a selection criterion; attendance could be included given the considerations above.*

7. Suggested Agendas

First Meeting

1. Introduction and Purpose of the meeting
2. Headteacher Resignation
3. Future leadership options
4. Timeline
5. Outline of the process
6. School size and salary
7. Budget
8. Appointment of selection panel and chair
9. Vision and needs of the School – joint exercise and who to involve

Headteacher Selection Activity:

Think about the:

- Experience
- Knowledge /Experience / Skills
- Educational Philosophy

The successful candidate will need to lead the school

Selection Panel: Meeting 2

1. Review the process and actions so far
2. Update on responses to advert
3. Planning and preparation for shortlisting:
 - a. Use of the grid and Person Specification
 - b. Arrangements
 - c. Shortlisting meeting
4. Preliminary planning for final selection
 - a. Outline plan
 - i. Assessment criteria and Evidence sources
 - ii. Timetable
 - b. Identification and selection of tasks
 - c. Interview
 - d. Practical arrangements
5. Draft letter to shortlisted candidates
6. References and Criminal Records Self-Disclosure
 - a. Confirm arrangements for receipt and discussion

Selection Panel: Meeting 1

1. Review of the process and procedures for recruitment and selection
2. Job description and Person Specification
3. Advert and arrangements
4. Information Pack and arrangements for distribution
5. Arrangements for handling applications (and visits to school)
6. Confirm timetable including arrangements for shortlisting
7. Final selection:
 - a. confirm criteria and sources of evidence
 - b. Models
 - c. Arrangements for planning
8. Reference/Criminal records self-disclosure timelines
9. Preliminary domestic arrangements for candidates and selection panel
10. Other issues

Selection Panel: Meeting 3 Shortlisting

1. Confirm process for shortlisting
2. Shortlisting
3. Confirm letter to shortlisted candidates
 - a. Expenses
 - b. Accommodation
 - c. Pre-interview tasks
 - d. Directions
 - e. Identity and qualification documents required
 - f. Criminal records self-disclosure and guidance
4. Arrangements and guidance for securing references and completing / returning the Criminal Records self-disclosure

Selection Panel: Meeting 4 Preparation for Final Selection

1. Review and confirm plan and timings
2. Finalise questions for interview(s)
3. Agree responsibilities including for interview questions
4. Confirm practical / domestic arrangements (e.g., venue, refreshments etc.)

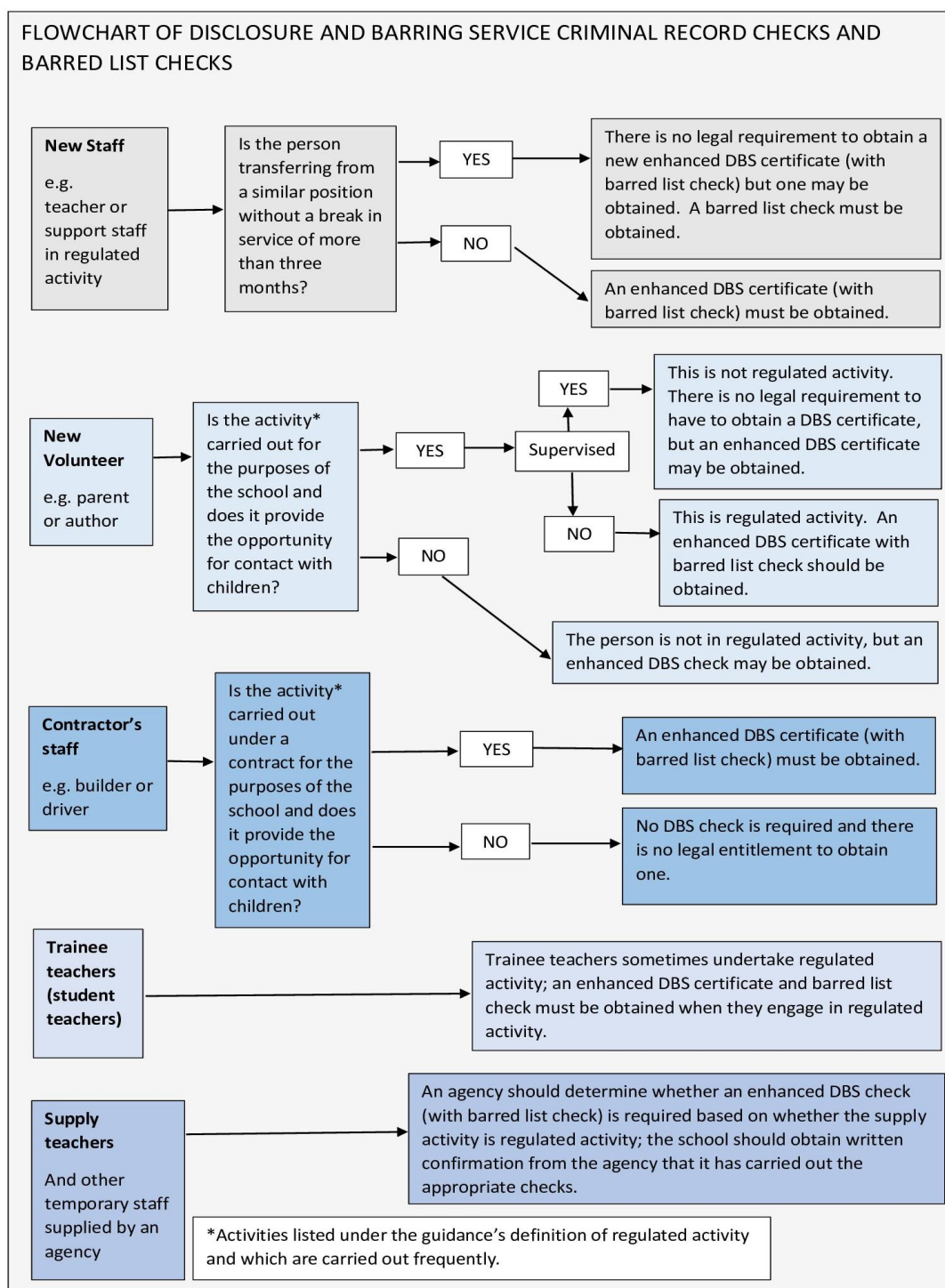
'How To' Guidance

1. Disclosure and Barring Service (DBS) Checks

An appropriate level of DBS Disclosure Certificate (see above) **must** be obtained from the individual before or as soon as practicable after appointment, including when using the DBS update service. A DBS Certificate will always be sent to the applicant's home address.

- MOST APPOINTMENTS WITHIN THE TRUST WILL REQUIRE AN ENHANCED DISCLOSURE WITH CHILDREN'S BARRED LIST INFORMATION BECAUSE THE JOB ROLE WILL MEET THE THRESHOLD OF 'REGULATED ACTIVITY'.**

This flowchart will help you to determine whether a DBS or other check is required and what level:



New certificates

The Trust is subscribed to Strictly Education who provide a simple to use online portal to apply for and monitor DBS applications.

If you are not already registered with the Strictly Education DBS Portal, please contact the Development Officer or Payroll Support Officer who can add you to the system. Once added you can begin applying for DBS checks and log in and out of the system to complete applications in your own time.

This is how to apply for a new DBS check:

1. Navigate to portal.strictlyeducation.co.uk/login and enter the username and password you have been issued. Click 'Login'

The screenshot shows the login page of the Strictly Education portal. The URL in the browser is portal.strictlyeducation.co.uk/login. The page has a blue header with the Strictly Education logo and navigation links: eStore, Request a Quote, Get in Touch, Client Updates, Strictly News, Help, and Login. The main content area is titled 'Login' and contains instructions for users. It includes a 'Username' field with the email devofficer@thegoodsshepherdmat.co.uk and a 'Password' field. There are 'Login' and 'Forgotten Password?' buttons. Below the login fields are buttons for 'EduPeople', 'Employee Self-Service', and 'Manager Self-Service'. A 'Property Portal' button is also present. At the bottom, there is a 'Stay connected' section with a 'Subscribe now!' button and social media icons for YouTube, Twitter, and LinkedIn.

2. Hover over 'My Services' and click on 'Strictly DBS'

The screenshot shows the portal after hovering over 'My Services'. The URL is portal.strictlyeducation.co.uk/vmapi_response=1. The 'My Services' dropdown menu is open, showing 'Strictly DBS'. The main content area is titled 'Welcome' and contains instructions for navigating to services. There is a 'Latest Updates' section on the right with a message about a resolved urgent issue: '(RESOLVED) URGENT: Document Exchange for EduPeople and Internal Scrutiny temporarily down by strictly-admin 20 June 2023. This issue has now been resolved and you can now... Read'.

3. Click on the 'New' icon

The screenshot shows the portal after clicking the 'New' icon. The URL is portal.strictlyeducation.co.uk/strictly-dbs/. The 'New' icon is highlighted in the top left corner. The main content area shows a table of applications with columns: Application Ref, Status, Date, Organisation, Requester, Applicant, natl, and Actions. The table is currently empty.

4. Complete the individual's detail in the 'New Application' box that pops up:

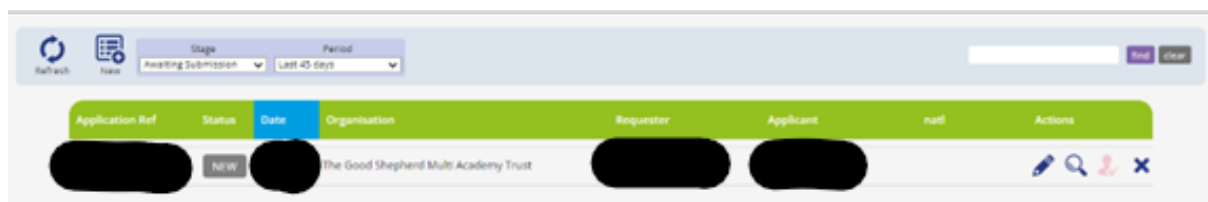
The screenshot shows the 'New Application' form with the 'Personal' tab selected. The form contains the following fields: Title (dropdown menu), First Name (text box), Surname (text box), Gender (dropdown menu), Date of Birth (text box), Email Address (text box), and Phone Number (text box with a note: 'for international numbers use 00 instead of +'). A 'Create' button is located at the bottom right.

- Use the tabs to add information to each section.
 - You **MUST** add an email address that the individual can access as this is how they will be contacted to complete their details.
5. For the 'Job details' section leave the Organisation name as 'The Good Shepherd Multi Academy Trust'

The screenshot shows the 'New Application' form with the 'Job details' tab selected. The form contains the following fields: Organisation (text box with 'The Good Shepherd Multi Academy Trust'), Volunteer (checkbox with a checkmark), Homebased working (checkbox), Position Applied (dropdown menu with 'Governor'), and Workforce (dropdown menu with 'Child Workforce'). There is an orange box with a checkbox and the text 'Childrens Barred List check'. A 'Create' button is located at the bottom right.

- Tick or untick the 'Volunteer' option as appropriate
- Ignore the 'Homebased working' option as this is not relevant to our Trust
- Depending on whether you have ticked 'Volunteer' or not, the 'Position Applied' list will change: 'Governor' is appropriate for LGB Members 'Trustee' is appropriate for Trust Directors Choose a job title closest to the role appointed to when 'Volunteer' is not ticked
- Choose 'Child Workforce' – the option for a Children's Barred List Check may be ticked automatically.
You **MUST** untick this option if the role is not in regulated activity with children.
- Under 'Invoicing' leave the box blank
- Click 'Create'

6. You will now see your new application under the green header bar:



7. You can now track the 'edit' (pencil), 'review' (magnifying glass) or 'withdraw' (cross) the application
 - a. The individual should now receive an email inviting them to complete their details. They should complete this as soon as possible.
8. Once the individual has completed their element of the application the red 'person' icon will become active. You will use this to add your declaration that you have seen ID verification documents for the individual.
9. Once this element has been completed the application process is complete and the certificate should be dispatched to the individual's home address. On receipt they **must** bring this into their setting and the certificate number and date of issue recorded on the SCR.

Accepting existing DBS certificates under the 3-month rule or update service

Whether accepting an existing DBS certificate under the 3-month rule (see above) or where the candidate is subscribed to the Update Service the setting **must** still have sight of the original certificate to verify the applicants identity and expected details and that the certificate is at the correct level for the role to be undertaken.

If the certificate presented includes information not disclosed during the recruitment process this must be notified to the headteacher to be discussed with the individual.

When checking the status of a DBS certificate on the update service the setting must first obtain consent from the individual, a template form is available at Appendix J. Staff can then carry out a free, instant check to see if there has been any change to the information recorded since the initial certificate was issued. A guide to using the update service is available [online](#) and includes an explanation of the [check results](#). If a new DBS certificate application is recommended this is stated during the check.

Starting work before a DBS certificate is received

Where there is a pressing need to start someone in employment before the new DBS certificate is received:

- [risk assessment for new staff awaiting the DBS Disclosure](#) must be undertaken (the outcome of which will be confirmed by the Headteacher/Line Manager), and
- the setting will request a stand-alone Children's Barred list check via the Teaching Regulation Agency (TRA) see below.

If, because of the check, there is a 'name match', the school will not allow the individual to start work until the situation has been clarified and the new paper DBS certificate has been received by the individual and seen and verified by the setting.

2. Separate Barred List Checks

A separate Barred List Check **must** be obtained when:

- The individual's role will be considered 'Regulated Activity' **AND**
- The setting is accepting an existing DBS Certificate under the 3-month rule **OR**
- The individual will start work before the new DBS certificate applied for is available.

To conduct this check, use the DfE secure sign-in service to complete the check:

- <https://check-the-childrens-barred-list.education.gov.uk>

Kym Allan has produced a guide to completing this check.

3. Health Checks

Pre-employment health checks are completed through Medigold One. This is an online platform that allows the successful candidate to complete the check online in their own time.

As part of the offer of employment the successful candidate should be directed to follow this link: <https://medigoldone.com/Responses/10150>

With this password: SE.PPQ

Indicating the email address that should be entered to view results, this will usually be the Headteacher or line manager.

A guide for candidates is available from the Member's area of the Trust website.

4. Section 128 and teaching Prohibition checks

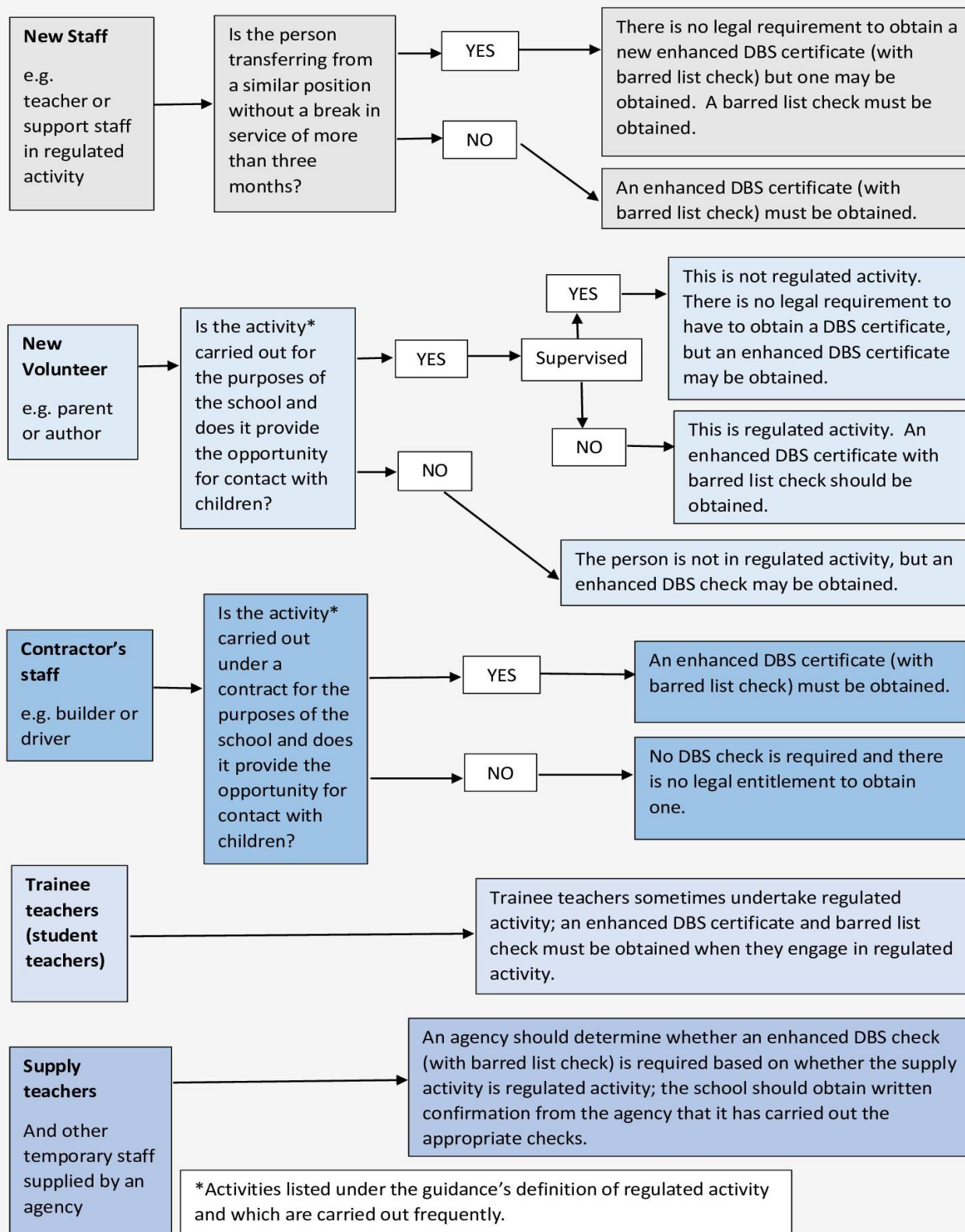
A section 128 check can be carried out without signing in to any DfE portal, simply visit the gov.uk page and review the list (alphabetical by surname).

To check the prohibition status and to claim/disown a teacher you will need access to the DfE online services Sign-in pages and the following services:

- Check a teacher's record/prohibition status:
<https://check-a-teachers-record.education.gov.uk>
- Claim/disown a teacher: Teacher Services – Employer Access – Schools

Kym Allan has produced a guide to completing this check.

FLOWCHART OF DISCLOSURE AND BARRING SERVICE CRIMINAL RECORD CHECKS AND BARRED LIST CHECKS



Childcare Disqualification Declaration



For office use only		This form MUST be completed within 7 days of this date (left). Failure to do so may result in disciplinary action.
Date of issue for completion:		

Name of staff/volunteer: _____

Post/Position: _____

Name of Manager: _____

Please answer all the questions and sign the declaration below to demonstrate that you are not disqualified from working with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the Headteacher or other senior manager. In the case of the Headteacher, the information must be disclosed to the Chair of the Local Governing Body immediately.

This form should be read in conjunction with the DfE statutory guidance – Disqualification under the Childcare Act 2006 (updated 31 August 2018)

Please circle Yes, No or not applicable against each question.

Please circle ONE answer for each question

Section 1: Orders and Other Restrictions

Are there any relevant orders, restrictions or prohibitions in respect of you as set out in the schedule 1 of the Regulations? Table B (equates to Schedule 1)	Yes / No
Has your name been placed on the Disclosure and Barring Service (DBS) 'Barred List'?	Yes / No
Are you prohibited from teaching by the Teaching Regulation Agency (TRA – formerly NCTL)?	Yes / No / Not Applicable

Section 2: Specified and Statutory Offences

Have you received a Police caution (including a reprimand or warning) since 6 April 2007 for any of the offences listed in Table A ?	Yes / No
Have you ever been convicted of any of the following offences which may 'disqualify' you from working with, or caring for children?	
Any offence involving death or bodily injury to a child? (A child is a person under the age of 18)	Yes / No
Any relevant offence? Full list is detailed in Table A which represents Schedule 2 and 3 to the Regulations and paragraph 2 of Schedule 4 of the Criminal Justice and Court Services Act 2000	Yes / No
Any convictions or cautions for aiding, abetting, counselling, procuring or inciting the commission of an offence or of conspiring or attempting to commit an offence listed in Table A.	Yes / No
Have you ever been cautioned, reprimanded, given a warning for, or convicted of any similar offence in another country?	Yes / No

Section 3: Provision of Information

*If you have answered **YES** to any of the questions above, you should provide details in the box below. You may supply this information separately if you so wish, but you must do so without delay and, in any event, within 7 days of receipt of this Declaration. Failure to return this form may result in disciplinary action.*

Details of the order, restriction, conviction, caution etc. including dates and relevant court(s) body(ies). Please use additional sheet(s) as necessary:

You must also provide a copy of the relevant order, caution, conviction etc. in relation to cautions/convictions a DBS Certificate may be provided.

Section 4: Declaration

BE AWARE THAT IT IS A CRIMINAL OFFENCE TO PROVIDE A FALSE OR MISLEADING STATEMENT

I understand my responsibility to safeguard children and am aware that I must notify my Headteacher or Chair of Local Governing Body immediately of anything that may affect my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me.

I give permission for you to contact any previous settings, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.

I understand that failure to provide honest and accurate information may lead to disciplinary action against me.

Print Full Name:

Signature:

Date:

Guidance Notes (Childcare Disqualification Declaration)

In July 2018, the Department for Education (DfE) issued statutory guidance to schools 'Disqualification under the Childcare Act 2006'.

This statutory guidance requires schools and other educational settings which provide care for pupils under the age of 8, to ensure that staff and volunteers (in 'Regulated activity') working in these settings are not disqualified from doing so under The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, known as the 2018 regs.

A person may be disqualified through:

1. Having certain orders or other restrictions placed upon them
2. Having committed certain offences

****Please note the former requirement to declare convictions and orders for those living in your household was removed on 31 August 2018.****

You are therefore required to sign the attached declaration, confirming that you are not disqualified under the 2018 Regulations from working in this setting.

If you fail to complete and return the form, this will be regarded as a disciplinary matter for staff, which may result in dismissal.

A disqualified person is not permitted to continue to work in a setting providing care for children under age 8 unless they apply for *and are granted* a waiver from OFSTED. Details on how to apply for a waiver from OFSTED are available from the school.

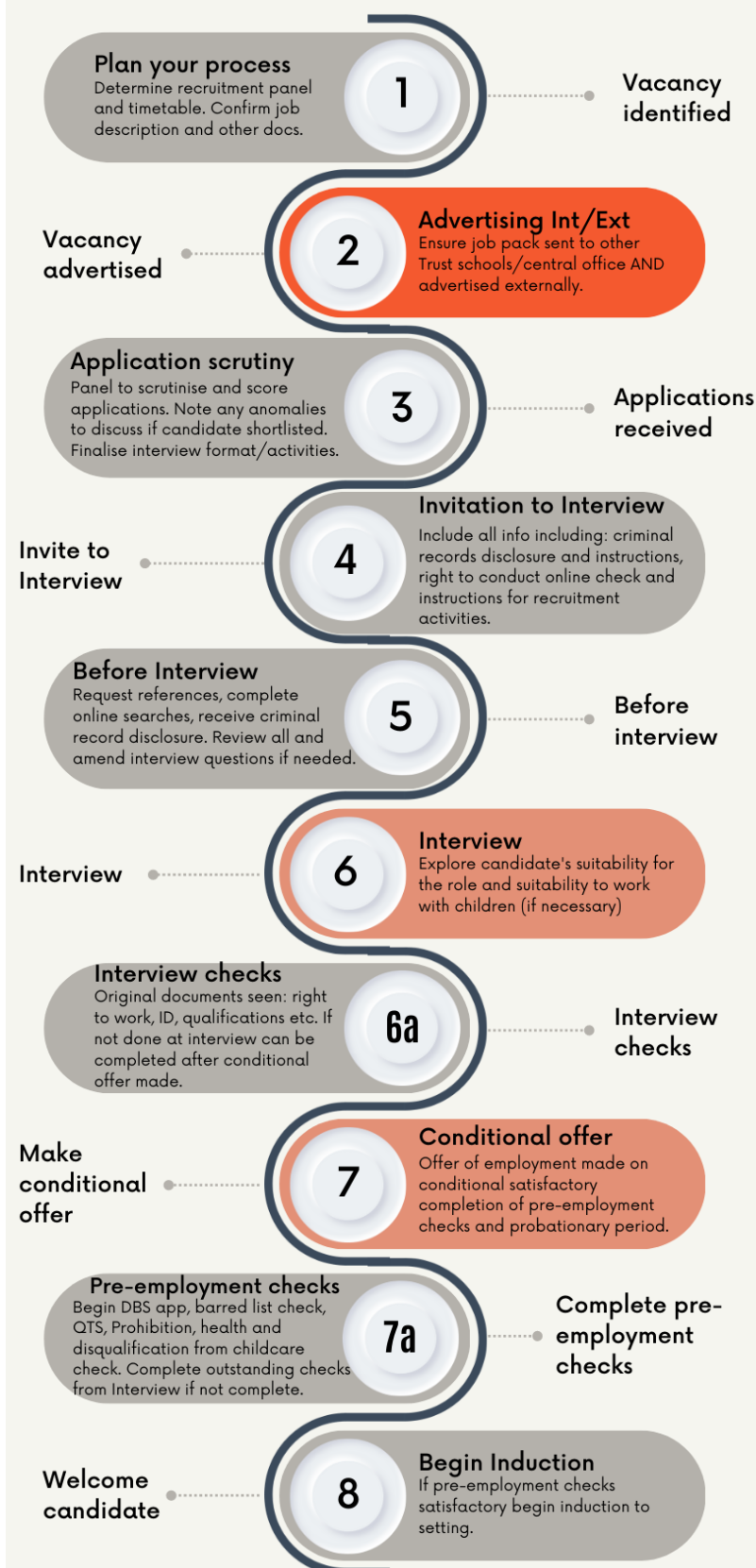
The school will support you with this process.

Please complete, sign and date the declaration and return it to the Headteacher within 7 days of receipt.

Additional Documents

This declaration **must** be read in conjunction with the DfE Childcare disqualification list of relevant offence and orders document that is available separately from the Member's area of the Trust website or the Kym Allan website.

Good Shepherd Trust Safe Recruitment Timeline



Criminal Record Self-Disclosure



Congratulations on being shortlisted. Please return this completed disclosure to the panel **at least two days prior to your interview**. If we have not received this, we reserve the right to withdraw the offer of interview.

Post applied for: _____ Date: _____

Surname: _____ Preferred Title: _____

Forename(s): _____

Previous name(s), if applicable: _____

Date of Birth: _____

National Insurance No.:

If applicable:

Teacher Reference
No.:

Date of recognition as
Qualified Teacher (QTS):

Our Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a Safer Recruitment Policy, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children along with any other prohibitions or disqualifications attributed to you. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Please read the information [here](#) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice, or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro

<https://www.nacro.org.uk/criminal-record-support-service/>

email: helpline@nacro.org.uk
Phone: 0300 123 1999

Unlock

<http://hub.unlock.org.uk/contact/>

Phone: 01634 247350
Text: 07824 113848

Appendix D – Criminal Record Self-Disclosure and Guidance

Cautions and Convictions	
Do you have any convictions or adult cautions that are unspent?	Yes / No
If YES , please provide details here:	
Do you have any other cautions or convictions that would <u>not</u> be filtered?	Yes / No
If YES , please provide details here:	

Police and Social Care	
Are you currently being investigated by the police or have you been charged with an offence which has not yet reached Court?	Yes / No
If YES , please provide details here:	
Are you known to the Police and/or the Local Authority Children's Social Care for any other reason that could affect your suitability for this post?	Yes / No
If YES , please provide details here:	

Barred List Declaration for those in Regulated Activity with Children ONLY	
*Only ask if you are recruiting for a post working in regulated activity with children (delete section/red text before sending) Are you included on the DBS children's barred list? Note: It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.	Yes / No
If YES , please provide details here:	

Teaching Sanctions and Prohibitions (Teaching Posts ONLY)	
*Teaching posts only (delete section/red text before sending) Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE?	Yes / No
If YES , please provide details here:	

Management Posts ONLY	
*Management posts only (delete section/red text before sending) Are you, or have you ever been prohibited from management of an independent school (s128)?	Yes / No
If YES , please provide details here:	

Appendix D – Criminal Record Self-Disclosure and Guidance

Living abroad	
Have you lived or worked outside the UK for a block period of 12 months or more in the last 10 years whilst you were aged 18 or over?	Yes / No
If YES , please provide details here. Please provide a copy of your Overseas Criminal record check (where available):	
Do you have any cautions or convictions for offences committed in another country which would be relevant to your suitability for this post in line with the law in England and Wales?	Yes / No
If YES , please provide details here:	
Are you subject to any sanctions relating to work with children in any country outside the UK?	Yes / No
If YES , please provide details here:	

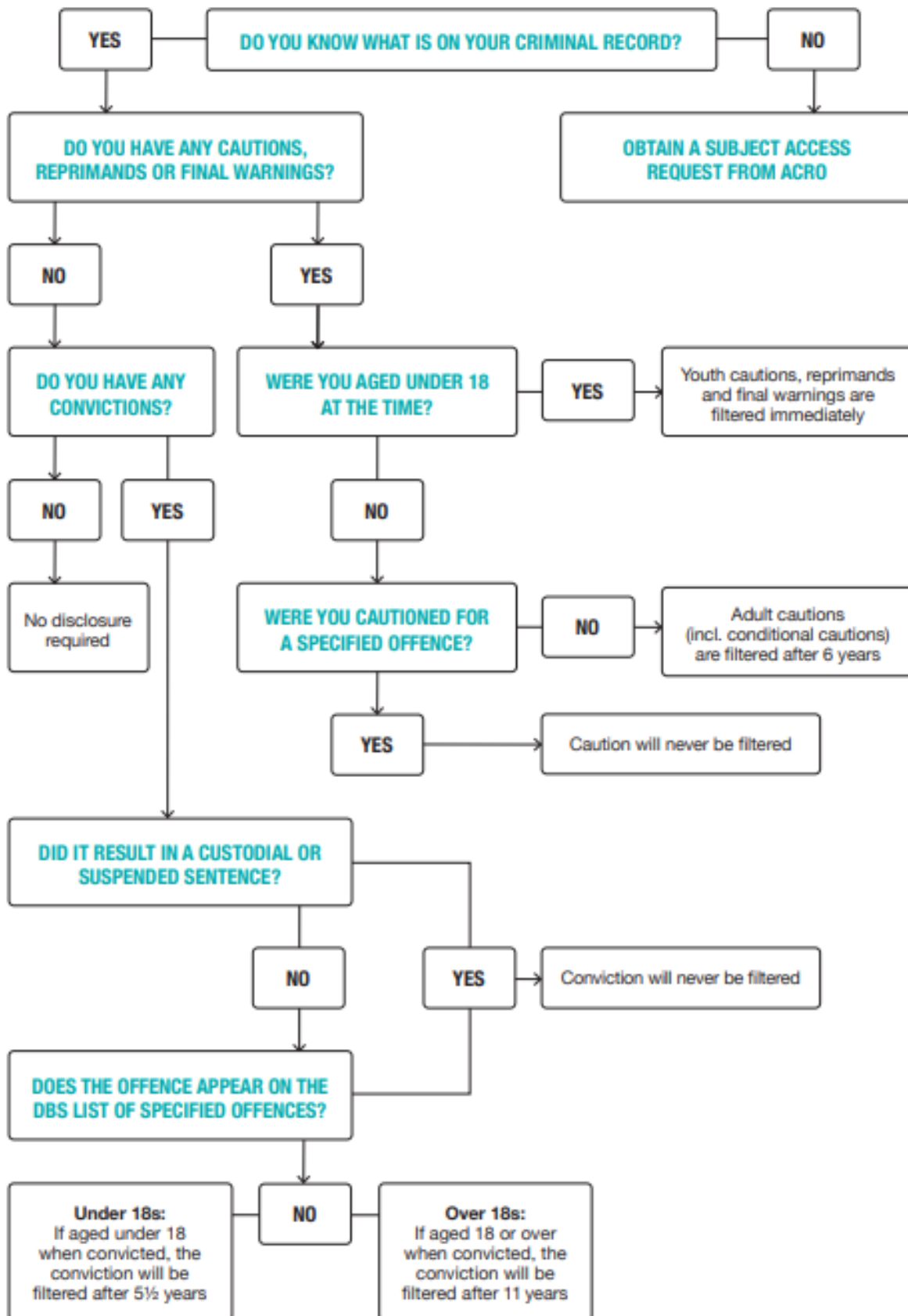
Early Years or Later Years Childcare Roles ONLY	
<u>*Applicants for posts teaching, training, supervising or otherwise caring for early years or later years childcare up to age 8 years (wrap around care) only (delete section/red text before sending)</u> The Disqualification under the Childcare Act 2006 Regulations (2018) state that anyone employed to care for children in early years (children under the age of 5) or later years (wrap-around care for children under the age of 8) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list): • Certain serious criminal offences • Court orders relating to the care of your own child • Being prohibited from private fostering Do you have any reason to believe you are disqualified from working in childcare?	Yes / No
If YES , please contact us for more information on the Regulations.	

Declaration			
I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.			
Print Full Name:			
Signature:		Date:	

Please return this form to: [Enter contact details here, including named individual](#)

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed 6 months from the date of interview.

Filtering process flowchart (as applied to standard/enhanced DBS checks)



Appendix E – Risk Assessment for Recruitment of candidate who discloses criminal background information

Activity:	Recruitment of candidate who discloses criminal background information				School/setting:		
Assessor:		Ref No.:					
Date:		Proposed Review Date:			Signed:		
This risk assessment must be completed initially by the senior manager responsible for recruitment and discussed with the recruitment panel prior to making an offer of employment where there is cause for concern in relation to a candidate/employee/volunteer/contractor. This should then be reviewed by the Head teacher and the Chair of the Recruitment Panel who will make the relevant decision relating to the individual's employment. To facilitate their assessment, they may require additional information. Advice will be sought from the school's HR provider or Local Authority Designated Officer (DO) where necessary.							
Candidate's Name:			Position applied for (where this is a volunteer or contractor, please state role):				
Line Manager:			Manager's Job Title:				
Work Location:			Working Hours (for volunteers please record normal hours where known):				
Role involves - tick appropriate box(es)							
Direct contact with children (face to face working with, supervising, or caring for children)		Providing support to colleagues within the setting (e.g. cleaning, estates, IT)		Providing support to colleagues but not directly in the setting (e.g. training)		No unsupervised access to children e.g. contractor (supervised or in dedicated work area)	
Seriousness		Details					
Was the individual required to disclose the matter at the shortlisting/volunteer/contractor recruitment stage, and if so, did they?		No requirement to disclose Did disclose Failed to disclose					
Does the individual have a DBS check at the correct level required for the role for which they are to be recruited? Do they agree that the information detailed on the DBS certificate is correct and up to date?		<i>If not applicable, please enter N/A. Volunteers/contractors who are supervised do not require an Enhanced or any disclosure if agreed by the Head teacher.</i>					
Is the individual registered with the DBS Update Service?		<i>Where an individual is registered, you should seek their permission to check their original DBS Certificate with the Update Service to ensure no further convictions have been added.</i>					
Description of the concern, including where the concern originated from (e.g., self-disclosure, DBS certificate, complaint etc.) and the individual's account including dates etc.							

Appendix E – Risk Assessment for Recruitment of candidate who discloses criminal background information

Did / Can the individual provide additional information or evidence? For example, a copy of their police report, and does this additional evidence support the individual's description of the matter?	Additional evidence provided to support description above No additional evidence Evidence does not match initial description of events Additional information/evidence:
Considering the offence category and penalty/sentence only, how serious is / are the offence/s?	LOW - e.g. caution / fine or misdemeanour MEDIUM - e.g. resulted in a custodial sentence HIGH - e.g. resulted in a custodial sentence of 4 years or more
Relevance	Details
How relevant is the offence to the work within the role? Does the incident/offence(s) present any safety concerns for other staff, pupils, others and/or property?	LOW - Not relevant MEDIUM - Somewhat relevant HIGH - Very relevant Explain relevance, if required:
Does the role present any opportunities for re-offending?	LOW - rare to no opportunities to re-offend MEDIUM - some opportunity to re-offend HIGH - regular opportunity to re-offend Explain reasoning, if required:
Pattern and background circumstances	Details
Was this a single incident or part of a history of offending?	LOW - Single one off incident MEDIUM - Multiple incidents over a short period of time HIGH - Multiple incidents over a long period of time
Did any offences take place in another Country? <i>Some activities are offences in other countries (including Scotland, Wales and N. Ireland), but NOT in England and vice versa.</i>	YES NO Where Yes – provide details:

Appendix E – Risk Assessment for Recruitment of candidate who discloses criminal background information

Relevant information offered by the individual about the circumstances which led to the incident/offence being committed.	
Have the individual's circumstances changed since the offence was committed, making re-offending less likely? Can the individual demonstrate any efforts not to re-offend and rehabilitate?	
Time lapse since incident/offence	Details
Are the convictions SPENT or UNSPENT and not eligible for filtering? <i>Guidance on this is available from NACRO</i>	
For multiple offences, did the individual re-offend within their rehabilitation period?	
What length of time has passed since the last offence took place?	
Other relevant information	Details
Are there any other concerns that have come to light through the pre-employment check process? <i>Consider references, relevant registrations / qualifications etc.</i>	LOW MEDIUM HIGH Details:
Would any measures be needed to reduce/remove any potential risk? How reasonable would it be to make these adjustments e.g. no unsupervised contact with pupils, team working vs lone working etc?	Not Necessary Considered necessary Details and reasoning:

Appendix E – Risk Assessment for Recruitment of candidate who discloses criminal background information

Additional comments (not covered above)

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Signed (Manager):		Date:	
Print Name:		Position of Manager:	

Risk Assessment outcome (Head teacher to complete)

Proceed with appointment
Withdraw offer of employment
Adjustments or measures needed or taken

Specify with reasons

--	--	--	--

Signed (Head teacher):		Date:	
Print Name:			

Confidential Reference Request



OFFICE USE ONLY - Complete before sending

Post applied for: _____ Date: _____

Name of Candidate: _____

Thank you for taking the time to complete this reference request. Any information you share will be held in confidence and destroyed after 6 months for unsuccessful candidates.

Form Completed by:

Name: _____ Date: _____

Job Title: _____

Contact Telephone number: _____

Contact email address: _____

Signature: _____

In what capacity have you known and/or worked with the candidate?

Post held: _____

Dates of Employment From: _____ To: _____

Reason for leaving, if known: _____

Current Employer ONLY

Salary:

Please indicate your assessment of the candidate's qualities by giving a grade between 1 and 5 e.g., 1 = Very Poor, 2 = Poor, 3 = Average, 4 = Good and 5 = Excellent.
Please add any comments you wish to make.

Area	Grade	Comments
Teaching staff only (remove these rows before sending if not relevant)		
Creating an effective learning environment		
Planning work		
Matching work to pupils' abilities		
Ability to assess children's learning		
Marking and Feedback		

Teaching staff incl. TA (remove these rows before sending if not relevant)		
Building relationships with, and motivating pupils		
Experience with, and ability to teach pupils with SEND within a class		
Classroom management and control		
ALL (keep for all, remove rows with red text before sending)		
Working with colleagues as a member of a team		
Relationships with parents		
Energy, stamina and commitment		
Awareness of own strengths and weaknesses and willingness to seek support and help		
Organisational skills		
How the person meets the requirements of the specification and their capacity to carry out the duties set out in the job description		

Sickness absence

In the last 12 months how many days sickness absence has the candidate taken?

How many occasions did this cover during the year?

Time Keeping

Have there been any problems with the candidate's time keeping?

Yes / No

If **YES**, please give details:

HR Record

Is the candidate currently subject to disciplinary action or have a live warning on file?

Yes / No

If **YES**, please give details:

Is the candidate currently subject to the action under the organisation's capability procedures, or has been in the previous 2 years?

Yes / No

Appendix F – Confidential Reference Request

Does the candidate have any formal warnings on their file?

Yes / No

If **YES**, please give details, e.g., what are the concerns regarding the performance of the candidate and what progress are they making in reaching the required standard of performance?

Have there been any allegations or concerns raised that relate to the safety and welfare of children or the candidate's behaviour toward children?

Yes / No

If **YES**, please give details of the outcome:

Your view

In your view is the applicant honest and trustworthy?

Yes / No

If **NO**, please give details:

Would you re-employ the candidate if there was a suitable vacancy?

Yes / No

Do you know of any reason why we should **NOT** employ this candidate?

Yes / No

If **YES**, please give details:

Thank you for completing this form. Please return to **[Inset name and contact method]**.

Online Search Record

The Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Suitability to work with children and young people forms part of the selection process.

The Government published updated guidance in relation to [Keeping Children Safe in Education](#) in September 2022. One of the key changes to previous guidance was a recommendation relating to pre-employment checks during the recruitment process.

Schools within the Trust will now be expected to undertake online searches for all prospective employees and volunteers. This search may help identify any safeguarding incidents or issues that have happened, and are **publicly available** online, which the school (via recruitment panel) may wish to explore with the candidate. Checks should be made following shortlisting and ideally before interview but must be made in advance of the candidate starting employment with the school or Trust. This will allow the candidate the opportunity to address any inconsistencies where required.

This form should be completed for each interview candidate and stored in line with retention guidelines. Candidates have the right to request access to their information under the General Data Protection Regulation ((EU) 2016/679) (UK GDPR). Please ensure information is fair, factual and does not include personal bias.

The person carrying out the search should not have any involvement in conducting interviews or making decisions about recruitment. Irrelevant personal information from the search **must not** be shared with the interviewers. Only information that suggests a candidate is unqualified for the role, poses a potential safeguarding risk or risks damaging the reputation of the School or Trust should be passed to the lead interviewer and Headteacher.

Candidate Name:			
Role short-listed for:			
School:			
Name of person completing the search:			
Date and time of the online search:			
No relevant information was found on this candidate	☐	Relevant information has been found on this candidate (Detail of checks confirmed on page 2.)	☐
		Date information passed to Headteacher:	
		Date information passed to Panel Lead:	

Search Parameters	Information Collected:	Information Considered:
Internet Search Engine (e.g., Google etc.) Do NOT go into, or directly search social media networks. Searches should be of public news and media ONLY Look at the first page of results for the following search parameters:	Please tick the relevant box(es) below. The candidate:	Please include the relevant of any information recorded that suggests a candidate is unqualified for the role, poses a potential safeguarding risk or risks damaging the reputation of the Trust and attach supporting evidence to this form.
☐ 'Candidate Name'	☐ is unqualified for the role	DO NOT include any irrelevant personal information such as age, race, religion, political views or family circumstances.
☐ 'Candidate Name' + 'current employer'	☐ poses a potential safeguarding risk	
☐ 'Candidate Name' + 'previous employer'	☐ Risks damaging the reputation of the Trust	
☐ 'Candidate Name' + 'Educational establishment – School/Uni'		
☐ 'Candidate Name' + 'Previous job title'		
☐ 'Candidate Name' + convicted		
☐ 'Candidate Name' + Crown court		
☐ 'Candidate Name' + Magistrates court		
☐ 'Candidate Name' + 'any other country they have lived or worked in'		



Education & Skills
Funding Agency

Academy trust chair suitability check: application form

Introduction

Use this form to apply for a statutory suitability check if you:

- are newly appointed as the chair of trustees
- have not previously had a suitability check completed on behalf of the Secretary of State for Education in relation to this role.

Read the [Academy trust chair suitability checks – guidance for applicants](#) before completing the form and submit your application as soon as possible after taking up your role.

How we will use your data

We will share the information you provide with [Verifile](#) who will carry out your enhanced Disclosure and Barring Service (DBS) check. You will receive instructions from Verifile about how to apply for a new check.

Verifile will process your information in accordance with its [Privacy Policy](#)

The Department for Education will process your information in accordance with the [DfE Personal Information Charter](#)

#104F75

Application form

Personal details

All fields are mandatory unless otherwise stated.

It is important that you provide your direct contact details in case we need to contact you for additional information concerning your application.

Title	
Full name (including any middle names)	
Previous names (if any)	
Date of birth (DD/MM/YYYY)	
Direct telephone number	
Direct email address	
Full home address (including postcode)	
Name of your academy trust as recorded on the GIAS register	
Academy trust company number (which can be found using get information about a company)	
Full address of your academy trust (including postcode)	

Identity check appointment

We will book an appointment with an ESFA caseworker at a time convenient for you, using Microsoft Teams. Please provide 3 dates and times you will be available (which are within 14 days of submitting this form). You do not need a Microsoft Teams account to join the meeting.

Allow 15 minutes for the check, though most only take around 5 minutes. You will need to be connected to the internet and using a device with a camera that has no background filter enabled.

If you do not have these facilities, or need an alternative type of identity check, tell us when submitting your application.

	Date	Time
Preference 1		
Preference 2		
Preference 3		

Your identity documents

List the identity documents you will use during the identity check appointment. Documents must be current and valid and at least one must show your current address.

One document from	
-------------------	--

Appendix H – Academy trust chair suitability check: application form

Group 1: Primary identity documents	
Two further documents from any of: Group 1: Primary identity documents Group 2a: Trusted government documents Group 2b: Financial and social history documents	

Your right to work in the United Kingdom

You will need to show your British passport, or the document showing your right to work in the United Kingdom during the identity check appointment.

Indicate the basis of your right to work in the United Kingdom	☐	British citizen with the right to work in the United Kingdom
	☐	Visa or another document

Time spent outside of the United Kingdom

Have you lived outside of the United Kingdom for a cumulative period of 12 months or more in the last 10 years?	☐	No, I have not lived outside of the United Kingdom for 12 months or longer in the last 10 years
	☐	Yes, this applies to me
If yes, state country of residence		

If you have lived outside of the United Kingdom for a cumulative period of more than 12 months in the last 10 years, you must provide a criminal records certificate or certificate of good character from the country you lived in. The embassy of the country you lived in should be able to help you with this.

[Guidance on overseas criminal records checks](#) is also available. If you are a British citizen, this does not apply to periods before you obtained your citizenship.

Annual Continuous Safeguarding Self-Declaration Form



As part of our commitment to safeguarding this annual self-declaration must be completed by individuals where a DBS check is required. The declaration should be completed each September. Forms will then be recorded as part of the SCR process. Managers / headteachers review the returned forms and will address any cause for concern accordingly including whether a DBS recheck may be required.

Individual's Details:

Name: _____ **Date:** _____

Role: _____

Are you aware of your obligation to declare any convictions or actions that may be the subject of a police investigation as soon as possible?		Yes / No
Are you aware of your responsibility for safeguarding and promoting the welfare of children, young people and adults at risk?		Yes / No
1.	Have you been convicted or received cautions for any offences since your last DBS check, or since you last completed a continuous safeguarding self-declaration?	Yes / No
2.	Are you currently, or have you ever been, the subject of an investigation into a concern about any child in your care or investigated under adult protection safeguarding procedures?	Yes / No
3.	Are you on any Barred Lists?	Yes / No
4.	To the best of your knowledge are you disqualified from providing care or being involved in the management of care on any of the grounds set out in the Childcare Act 2006 or the Childcare (Disqualification) etc. Regulation 2018? <i>Early Years and Older Years Childcare (up to 8 Years e.g., wraparound care) ONLY</i>	Yes / No / n/a

If you have answered **YES** to any of the above numbered questions, please provide further details outlining any action taken:

Please use the space below to provide any further information that you think the Trust/ school should be made aware of.

Declaration:

- I confirm that the information that I have provided in this declaration form is correct and complete.
- I understand and accept that if I knowingly withhold information or provide false or misleading information this may amount to gross misconduct or in some circumstances, I may be liable for prosecution.

Signed: _____

For Management Use ONLY

Cause for concern? **Yes / No** DBS recheck requested? **Yes / No**

Signed: _____ **Date:** _____

DBS Update Service Consent Form



You have indicated that you are subscribed to the DBS Update Service.

By signing this form, you confirm that you are registered with the DBS Update Service and you give permission for the Trust to carry out a status check with the service.

You confirm you will produce to the Trust your current DBS certificate and any further information required to carry out a DBS status check.

You acknowledge that the Trust may require a new DBS certificate to be obtained if the certificate you have presented is not at an appropriate level or for an equivalent role. A new check may also be required if the online status check indicates that your certificate is no longer current.

Individual's Details:

Signed: _____ **Date:** _____

Print name: _____

DBS Certificate Number: _____