

Grangetown Primary School

Recruitment Policy



The purpose of this Policy is to provide a safe, transparent, fair and objective approach to recruitment and selection.

Our Policy includes updates as per the latest version of the statutory guidance '[Keeping Children Safe in Education](#)' (KCSIE)

Updated June 2024

1. Introduction

The purpose of this Policy is to provide a safe, transparent, fair and objective approach to recruitment and selection.

The aims of this Policy are to:

- Attract and select the best possible candidates to our vacancies;
- To create a culture of safe recruitment;
- Deter prospective applicants who are unsuitable to work with children and young people;
- Identify and reject applicants who are unsuitable to work with children and young people;
- To ensure equal opportunities for all job applicants;
- Support workforce planning, curriculum needs and financial/budgetary requirements;
- Be compliant with legislation and statutory requirements, including the Keeping Children Safe in Education statutory guidance and the Equality Act 2010.

It is our policy to recruit the most appropriate person for each approved vacancy regardless of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief or sexual orientation. We will act reasonably in making decisions about the suitability of prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks), barred list checks and prohibition checks, together with references and interview information.

1.1 Who does the policy apply to?

This policy will apply equally to internal candidates (i.e. those currently employed by the school) and external candidates being considered for employment or volunteer positions. It will also apply where external agencies recruit and employ staff to carry out contract work on the school, or where external agencies supply staff to work within the school.

2 Data Protection

As part of any recruitment process, we collect and process personal data relating to job applicants. The school treats personal data collected during the recruitment process in accordance with its Data Protection policy. Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. Inappropriate access or disclosure of applicant data constitutes a data breach and will be reported in accordance with the Data Protection policy. It may also constitute a disciplinary offence, which will be dealt with under our Disciplinary policy.

Information about how the data is used and the basis for processing the data is provided to applicants via our job applicant privacy notice.

2.1 Responsibility for Appointments – Decision Making

The terms of reference for the Governing Board specify who has delegated responsibility (where permissible) for recruitment and the membership of the committees/selection panels with delegated powers. It is the responsibility of every member of staff/governor involved in recruitment and selection to follow our Recruitment and Selection Policy and to ensure equal opportunities for all applicants.

3 Equality issues

It is our policy to meet equality law requirements and to treat people fairly regardless of age, disability, gender, gender reassignment, race, religion or belief and sexual orientation. The policy also applies to pregnancy and maternity, marriage and civil partnership. Every employee has a responsibility to treat other people in a fair and lawful way.

Any employee involved in recruitment and selection will make sure that:

- they understand that equality law applies;
- they follow relevant policies and procedures;
- all documentation, information or activity is lawful;
- they consider reasonable adjustments and other requirements relating to disabled applicants;
- they challenge discrimination and unfair treatment, reporting it where appropriate; and
- they ask for advice where necessary.

The Equality Act 2010 has replaced and extended previous equality legislation. The key aspects of this Act in relation to recruitment and selection are:

- introduction of ‘protected characteristics’;
- prohibition of pre-employment health questions;
- updating of discrimination law;
- updating of occupational requirements; and
- duty to make reasonable adjustments.

3.1 Introduction of ‘protected characteristics’

The Equality Act applies to the following list of ‘protected characteristics’:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;

- race;
- religion or belief; sex; and sexual orientation.

3.2 Discrimination law

Unlawful discrimination can take a number of different forms; it is important that all individuals involved in the recruitment and selection process are aware of the protected characteristics and avoid the following types of discrimination:

3.3 Direct discrimination

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perceptive discrimination below) or because they associate with someone who has a protected characteristic (see associative discrimination below).

Examples of direct discrimination are:

- a job advert states 'this job is unsuitable for disabled people';
- refusing to employ a pregnant woman; and
- refusing to offer a job to a person with the required skills because they belong to a particular ethnic group.

3.4 Indirect discrimination

Indirect discrimination can occur when you have a condition, rule, policy or a practice that applies to everyone but particularly disadvantages people who share a protected characteristic. Indirect discrimination is unlawful but may be justified if you can show that you have acted reasonably in managing your business i.e. that it is 'a proportionate means of achieving a legitimate aim'. Advice should always be sought if there any doubts.

Examples of indirect discrimination are:

- where a person specification includes the requirement for five years' experience;
- qualification experience, (this is likely to disadvantage younger applicants so unless it is a professional or justifiable requirement this could be challenged as indirect discrimination); and
- where an employer requires applicants to have graduated in the last five years possibly having an adverse impact on older candidates.

3.5 Discrimination by association

This is direct discrimination against someone because they are related to or associate with another person who possesses a protected characteristic. For example, a candidate is refused a job because they have a disabled partner.

3.6 Discrimination by perception

This is discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic. For example, a candidate is refused a job because the interviewer thinks the candidate is gay.

3.7 Harassment

Harassment is unwanted conduct relating to a protected characteristic which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. This is unlawful and may lead to claims for compensation. Employees will be able to complain of behaviour that they find offensive even if it is not directed at them and the complainant need not possess the relevant characteristic themselves. It is important to bear in mind that different people have different cultural and social perceptions as to what they consider hostile or degrading. An example of harassment is where an interviewer makes a joke about a colleague's religion when introducing the recruitment panel.

3.8 Victimisation

Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act 2010 or because they are suspected of doing so. If an employee has brought a discrimination claim, acted as a witness in someone else's claim or raised issues relating to potential discrimination, any negative action taken against them because of this will be unlawful. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint. An example of victimisation is where an applicant is not shortlisted because they have previously raised a grievance about unfair treatment.

3.9 Duty to make reasonable adjustments

A person is disabled if he/she has a physical or mental impairment which has a substantial and long-term (has lasted or is likely to last 12 months or more) adverse effect on his/her ability to carry out normal day to day activities. This definition is intentionally broad and includes mobility, learning disabilities, mental health, sensory impairments and diabetes. A person automatically meets the disability definition from the day they are diagnosed with HIV infection, cancer or multiple sclerosis.

We recognise that the Equality Act 2010 includes a duty to make reasonable adjustments for disabled people. An applicant can include requests for adjustments on their application form or tell us at any stage during the process; whenever this happens we must make every effort to make adjustments as far as reasonably possible.

Reasonable adjustments can include providing documents in other formats, accepting applications in other formats, allowing people extra time to complete applications or to take tests at interview, providing a support

worker or other aid at interviews and tests, providing communication support and ensuring the interview venue is accessible.

It is the responsibility of all of those involved in the recruitment and selection process to ensure that equality legislation is adhered to and unlawful discrimination is avoided.

3.10 Positive action

This is action to encourage people with protected characteristics to apply for jobs, it applies to those with particular needs such as disability or those who are underrepresented in the workforce, for example people from some ethnic minorities. The Equality Act 2010 allows positive action before or at the application stage so that people from the identified group are encouraged to apply but are not given an unlawful advantage over others in the process. The exception to this is in the case of guaranteed interviews for disabled applicants which is a lawful reasonable adjustment.

Positive action is designed to increase the diversity of those applying for jobs. Examples of positive action include targeted advertising, targeted training, and work experience, open days to help people with application forms or interview skills.

Decisions to take positive action will be based on evidence so advice will be sought when considering any action to ensure actions are lawful. Positive discrimination or affirmative action which seeks to select candidates purely on the grounds of their protected characteristic is unlawful.

3.11 Equality monitoring

Application forms may contain an equal opportunities monitoring form. This information will be used for monitoring purposes and compiling performance information only, including monitoring the application of policy in relation to diversity in employment.

4 Recruitment Process

4.1 Creating a recruitment vacancy

A post becomes vacant when:

- An employee resigns from the school;
- There is a need to create additional posts to meet the needs of the school;
- Funding is received from an external organisation for a fixed term period.

Before advertising a vacancy, the following issues will be considered within the context of curriculum-led financial planning over three to five years:

- Does the vacancy need to be filled?
- Can the post be combined with others or tasks re-allocated to make optimum use of staff, if so will their grade still be correct will a restructure/review be required and will any posts require evaluation?
- Is the designation correct?
- Have the duties/responsibilities changed?
- Have changing working patterns, re-organisation or new technology produced a different job?
- Has the relationship with different posts changed, is the reward the same or is it different?
- Is the post subject to high staff turnover and can anything be done about this?
- Is the grade correct – Does the job require evaluation?
- Is any advice required?
- Is anyone in the organisation at risk of redundancy?
- Are any employees at risk of dismissal on medical grounds?

Where new jobs are created or are changed, the salary attached to the post will be in accordance with any national standards/guidelines, or any local arrangements. This is to avoid any complaints, in particular in relation to equal pay. Posts will be established and graded in accordance with relevant governance procedures.

4.2 Job Description

Before advertising a post, an appropriate job description will be agreed. The job description will provide a comprehensive statement of what the job involves and deliver a clear outline of the duties, responsibilities and functional framework of the job. As well as providing a factual account of the duties of the post, it will also form the basis upon which the skills, knowledge, experience, qualifications and personal attributes can be identified for the person specification.

The length and complexity of the job description will vary according to the work involved.

The language used will:

- be in plain English to avoid jargon and unexplained acronyms and abbreviations;
- be readily understood by the candidate regardless of ability or background;
- avoid ambiguity about responsibility and be clear about the post holder's accountability; and
- be non-discriminatory.

To emphasise our commitment to safer recruitment, all job descriptions will clearly reference the school and Governors commitment to safeguarding and promoting the welfare of children in our care. It will reference the post holder's

specific responsibility towards the safeguarding and promotion of the welfare of children and young people. Adverts will demonstrate the successful applicant's pre-employment check requirements due to the role and responsibility in school.

The job description will set out the job requirements and responsibilities, including:

1. An accurate job title and grade.
2. Location of post.
3. Name of the School
4. Who the post holder is responsible to and who reports to them.
5. The purpose of the job (a short statement which summarises what the job is intended to achieve)
6. The main duties of the job (the tasks and activities that the jobholder will need to carry out to achieve the purpose of the job).
7. The need to adhere to the School's Policies and specifically the Equal Opportunities Policy, Health and Safety Policy and the Code of Conduct. Teaching posts should refer to the Teacher Standards.
8. The individual's responsibility for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with.
9. The need to comply with the Freedom of Information Act 2000 in relation to the management of records and information.
10. The need to comply with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) and the principles enshrined within them in respect of personal information held by the School.
11. Certain posts will require specific reference to be made to particular policies, for example where a post has financial responsibilities the job description should specifically refer to the Financial Procedure Rules/Contract Procedure Rules.
12. Job descriptions for Headteachers' and senior managers' will specifically state the post holder's responsibility for the implementation of the Equal Opportunities Policy.
13. Where contact with pupils / the public is involved, the job description will make clear that all pupils / members of the public are to be treated with equal respect.
14. The date that the Job Description was drawn up.

4.3 Person specification

A person specification is the key tool in the process of matching the right person to a vacant post and is an essential means of reducing subjectivity and bias in the selection process and therefore avoiding any forms of discrimination. When drawing up the person specification, care will be taken only to include criteria that is strictly relevant to the essential tasks on the job description.

The person specification is a profile of the skills, experience and qualifications and forms the criteria against which candidates must be

assessed. It helps to translate the duties of the post into a description of the person who should be recruited by identifying attributes needed to do the job.

As a minimum, the person specification will include:

- Qualifications required;
- Professional registrations (as applicable)
- Skills, competencies and experience required;
- A personal commitment to Equal Opportunities.
- Commitment to Safer Recruitment

To emphasise our commitment to safer recruitment, the commitment to safeguarding and promoting the welfare of young people will be an essential requirement specified in all person specifications. When a post requires a DBS disclosure, this will be stated on the person specification.

4.4 Method of assessment

The person specification will indicate the methods by which the criteria will be measured i.e. application form, sight of certificates, classroom observation, interview etc. It is recognised that a broad range of selection methods helps inform the selection process and maximise the level of objectivity brought to the final decision to ensure that the best candidate is selected. The school will determine the most appropriate method of assessment based on the specific requirements of each post. The school is committed to ensuring that:

- All selection methods should have a direct, demonstrable and explicit link to the person specification for the post.
- All selection methods should be chosen on the basis of their likelihood to predict an individual's performance in the job;
- Candidates will be made aware, in advance, of the methods to be used and have opportunity to advise of special needs, in relation to the particular method (this will help to guard against candidates being disadvantaged as a consequence of their disability, ethnic origin etc);
- Candidates will, if requested, be offered feedback on their performance, which can be provided either in writing or face-to-face.

4.5 English Language Requirement for Public Sector Workers in Customer Facing Roles

This is a statutory requirement which specifies that all public sector workers in a 'customer facing' role must be sufficiently fluent in English (or Welsh in Wales), for the effective performance of their role. Employees, agency staff, self-employed contractors and apprentices are all covered by the duty.

Fluency relates to a person's language proficiency and their ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. In the context of a public-facing role, a person should be able to choose the right kind of vocabulary for the situation at hand without a great deal of hesitation. They should listen to the member of the public and understand their needs. They should tailor their approach to each conversation appropriate to the member of the public, responding clearly with fine shades of meaning, even in complex situations. Fluency does not relate to regional or international accents, dialects, speech impediments or the tone of conversations.

There are a lot of roles within the school that could fall under this duty, e.g. teachers, teaching and learning assistants, reception staff, lunchtime supervision staff and others who regularly communicate with pupils and/or parents and/or members of the public as a part of their role. Where a role falls under this duty, this will be detailed as an essential requirement within the person specification, for example, 'The ability to converse at ease with pupils/parents/members of the public and provide advice in accurate spoken English' or 'The ability to fulfil all spoken aspects of the role with confidence through the medium of English'.

There are a number of ways to assess a job applicant's fluency, including, but not limited to:

- competently answering interview questions in English;
- passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad;
- possessing a relevant qualification for the role attained as part of their education in the UK or fully taught in English by a recognised institution abroad;

For further information, the panel may seek additional HR advice or refer to the following website: [Gov.uk](https://www.gov.uk)

4.6 Advertising the Vacancy

Vacancies will be advertised using the most suitable form of advertising for the post, to reach and attract suitable candidates. We will decide, based on the individual circumstances, if a vacancy is to be advertised internally and/or externally.

Care will always be taken in respect of the wording of recruitment adverts to ensure that the requirements of the post cannot be interpreted as discriminatory. The content of the advert will be worded in plain English and will provide a sufficient summary of the job responsibilities alongside a more detailed description of the candidate requirements.

All adverts and information regarding the vacant post should include the following information as a minimum:

- A brief and consistent introduction to the school and its ethos;
- Job description and person specification for the vacant post;
- A Safeguarding Statement;
- Relevant details of the post e.g. post title, hours (part time/full time), intended start date, contract type, grade/salary, details of any additional payments or allowances applicable;
- If the post will be subject to a Disclosure and Barring (DBS) check (including the level and all other relevant safer recruitment checks); and
- Closing date for applications and the date of interview, in known.

Our commitment to safer recruitment will be included on job advertisements: *“The school is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be subject to provide an enhanced DBS disclosure.”* All applicants will also be made aware of relevant school policies, including those relating to child protection and safeguarding.

4.7 Application Form

An application form will be used for selection purposes. Other forms of application such as a Curriculum Vitae (CV) will not be accepted. The application must be received by the specified closing date. Only in exceptional circumstances will late applications be accepted.

Where the post requires work with children, in addition to other information required, through the recruitment and selection process we will seek to identify the candidates’ experience or views on the following points:

- Motivation to work in an environment with children;
- Ability to form and maintain appropriate relationships and personal boundaries with children;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to the use of authority and maintaining discipline.

4.7.1 Criminal convictions

For posts which require a DBS check as stated on the job advert and job description, the amendments to the Exceptions Order 1975 (2013/2020) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and therefore cannot be taken into account. Applicants are asked to declare if they have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended in 2013) and to provide relevant details of the offence, date of offence and sentence. Applicants are further requested to declare that they have read the guidance notes including the information regarding criminal convictions and declare that the information given is true in all respects. Applicants are

advised that school will consider the use of online searches on shortlisted candidates.

4.7.2 Anti-Fraud Declaration

We are under a duty to protect the public funds we administer and have a responsibility to create a strong anti-fraud culture within the organisation. In order to meet these responsibilities, we are committed to ensuring that we do not unwittingly engage organised criminals through the recruitment and selection of our employees.

As a preventative measure, all job applicants are requested to sign a declaration stating that the information that they have provided on the application form is true and complete. We reserve the right to check the details provided with other agencies, including local authorities and the police for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for this purpose.

5. Selection Process

5.1 The Selection Panel

The selection panel will consist of:

- A minimum of two people, with the exception of appointments to the posts of Headteacher and Deputy Headteacher where there will be at least three members;
- At least one person on the panel will have completed appropriate safer recruitment training;
- Wherever possible, the same members throughout the recruitment and selection process to ensure consistency;
- Wherever possible a mix of males and females;
- Panel members who ideally are at either the same or a higher grade than the vacant post.

The panel will not include any persons who are related to an applicant or in a close personal relationship with them or their immediate family.

Any relationships between candidates and panel members or senior leaders should be declared to the panel prior to interviewing the shortlisted candidates.

5.2 Shortlisting

In order to assess candidates effectively, each individual applicant will be assessed against the person specification and not against each other. Shortlisting is a matching process that measures the information provided by candidates in their application forms, against the experience, knowledge, skills and qualifications listed in the person specification. The panel will look

for relevant objective evidence on which to make a decision. The only requirements, which should be taken into account, are those on the person specification.

Every application form will be read and assessed against the Person Specification and the decision recorded. All application forms will be scrutinised to ensure they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies and to identify any gaps in employment. Incomplete applications will not be accepted.

All candidates who meet the essential requirements at this stage will be shortlisted and go forward to the next stage of assessment; this will include any applicants who consider themselves disabled. We are committed to making any reasonable adjustments to accommodate people with disabilities.

5.3 Involving Children/Young People in the Recruitment and Selection Process

We recognise that involving children/young people in the recruitment and selection process can bring many benefits, therefore, on occasion children and young people may be involved in the process. However, any involvement will be in strict accordance with safeguarding obligations. As with any work involving the participation of children and young people, safeguarding and child protection issues are paramount and should be considered before embarking on their involvement. The panel should gain parental consent and also carry out a risk assessment exercise to consider a range of issues such as travelling to and from venues, exchange of home/mobile telephone numbers, and sharing personal information during the recruitment / selection process

5.4 References

All references received must be in writing using a standardised reference request form. References cannot be received by telephone, unless subsequently followed up in writing.

A minimum of two references will be sought for all shortlisted candidates, one of which should be from the most recent employer. For internal candidates, one of which should ideally be from the candidate's current manager. A further reference should be sought if the referee forms part of the interview panel.

School will always ask for written information about previous employment history and check that information is not contradictory or incomplete. Referees will always be asked specific questions about:

- The candidate's suitability for working with children and young people;
- Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children.
- The candidate's suitability for the post.

References should always be obtained from the candidate's current

employer. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving should be obtained from the school, college, local authority or organisation at which they were employed.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will be scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidate. Obtaining references before interview, allows any concerns they raise to be explored further with the referee and taken up with the candidate at interview. References will always be requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague. School will not rely on open references, for example in the form of 'to whom it may concern' testimonials, nor only rely on information provided by the candidate as part of the application process without verifying that the information is correct. Where electronic references are received school will ensure they originate from a legitimate source.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate, for example if the answers are vague or if insufficient information is provided. They will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate.

Any information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Teacher Services' checks referred to in section 6).

For the appointment of Headteachers and teachers, previous employers will be asked for details about whether the individual has been subject to capability procedures in the previous two years. If the previous employer is a maintained school, it must respond in writing to confirm whether or not the person has been the subject of capability procedures within that period, and, if so, the details of the concerns which gave rise to this, along with the duration of the proceedings and their outcome.

In accordance with the Equality Act, information asking about sickness absence and health will not be included on reference requests, this information will be picked up for the successful candidate at the pre-employment health screening stage.

5.4.1 Restrictions on acting as a referee

References will not be accepted from relatives or from people writing solely in the capacity of friends. Candidates also need to declare any relationships they have with any senior leader, or Governor.

So far as possible, any individual who is involved in an appointment process should try to avoid giving references to any candidates. In these situations

additional references may be sought. It is appreciated, however, that in some circumstances this may be unavoidable and a reference from a manager may be regarded as essential information for the recruitment process. Where a referee is part of the interview panel, a second reference should be sought in addition. In exceptional circumstances where all referees form part of the interview panel a reference would still be requested, however, it would be expected that it would be factual in nature.

5.4.2 Providing a reference

Referees should be mindful that any reference provided must in substance be true, accurate and fair, and must not give a misleading impression. References should be marked "confidential" and clearly for the attention of the addressee only.

Under the GDPR, employees have the right to access information that organisations hold about them. However, there is an exemption under sch.2 to the Data Protection Act 2018 that may allow employers to refuse to disclose a confidential employment reference to an employee or former employee if he or she requests access to it. In most cases it would seem reasonable to provide a copy if the reference is wholly or largely factual in nature or if the individual is aware of the appraisal of their work or ability. Where there are any concerns regarding the content of references, and their disclosure, further advice should be sought from the school's Data Protection officer or HR provider.

We acknowledge that providing a reference involves processing personal data under the data protection legislation and we will ensure that we have a legal basis for processing the data. Referees should take steps to ensure that the reference request is genuine – for example by checking that the request is from a recognised and reputable organisation. Under GDPR, the person providing the reference should contact the former or current employee to obtain consent to provide this information to a prospective employer who seeking special category personal data.

If one of our employee's provides a personal reference for a former or current employee and this is given on school headed notepaper giving the author's job title, it will be considered as an employment reference. If the provision of such a reference would not normally fall within the remit of that employee's role, or any of the information detailed within the reference was inaccurate, unfair, or misleading to the prospective employer, this may constitute a disciplinary offence, which will be dealt with under our disciplinary procedure.

5.5 Interview Stage

5.5.1 Preparing For the Interview

Prior to the interview, the questions to be used will be discussed and agreed, and the roles of the panel members in asking the questions. The

interview questions will be appropriate in number and complexity to measure the specific criteria on the job description and person specification. A series of core questions will be asked which will remain consistent throughout the interview process. Supplementary questions may be asked to clarify answers or check specific facts. Questions will be 'open-ended' so they cannot be answered 'yes' or 'no'.

The interview venue will be private and accessible.

5.5.2 At Interview

The purpose of the interview is:

- a) To provide the selection panel with relevant information related to the job and beyond that already contained in the application form about a candidate's ability to do the job.
- b) The interview is an opportunity to explore any issues relating to safeguarding and promoting the welfare of children including:
 - Motivation to work with children and young people;
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
 - Emotional resilience in working with challenging behaviours; and attitudes to use authority and maintaining discipline.
- c) To allow a candidate the opportunity to demonstrate their skills, knowledge and abilities against the person specification;
- d) To provide the candidate with more information about the job and the service to help them to decide if the job is right for them.

Every interview will be carried out on a face to face basis and take place even if there is only one applicant who is eligible to be interviewed. Rearranging an interview for a candidate will be at our discretion.

We will make the necessary arrangements for disabled candidates and/or panel members prior to the interview stage. Any adjustments will be made in agreement with the disabled candidate/panel members to identify an individual solution.

There are significant restrictions on the type of questions and information relating to a person's health or disability which can be asked or considered during the recruitment and selection process. In most cases questions cannot and will not be asked until the person has been offered a job individually or as part of a pool of candidates. This means that recruitment panels cannot routinely ask for or consider information on sickness absence as part of their decision making. This requirement is intended to make recruitment fairer by ensuring candidates are considered on their ability to do the job.

Each panel member will take appropriate notes so that objective decisions can be made. Candidates will be allowed to take their own notes if they wish.

The interview process will allow time for any discrepancy in a candidate's application or references to be scrutinised and clarified. With this in mind, all candidates will have their qualifications verified, employment gaps explained, criminal record disclosed, reference issues and their attitude towards children discussed at interview. This means that when a candidate is successful, any issues surrounding their application and references have been fully explored before they are given a conditional offer of the post. Every interview should be carried out on a face to face basis.

There will ideally be at least two interview panel members and at least one member of the panel will have completed safer recruitment training.

At interview, gaps in employment history will be discussed with the candidate. Valid reasons include the candidate did not need to work, raising a family, travelling, caring responsibilities etc. As there may be more sinister reasons for absence it is important to ensure that the candidate is able to give as much detail as possible to allow the panel to make an informed decision. It is also strongly advisable to discuss patterns or repeated change in career or employers at interview, ensuring that the reasons for this are fully explored and satisfy the interview panel.

Essential qualifications required for the post will also be verified as a minimum, other qualifications stated on the application form may also need to be verified. A photocopy of the original certificates will be taken and if the candidate is successful these will be placed on their personal file and recorded on the Single Central Record.

Person specifications allow schools to explore a candidate's views and expectations in relation to working with children. The interview panel will seek to identify the candidate's views and experience on their motivation to work with children, their ability to form and maintain appropriate relationships and personal boundaries with children, their emotional resilience in working with challenging behaviours and their attitudes to the use of authority and maintaining discipline.

5.5.3 Reaching a Decision

After all selection events have been completed, each panel member will record their own decision in the candidate interview form **without** discussion with other panel members. The panel will then discuss their views and reach collective decisions, which will be recorded.

The decision about selection will not be made until all selection events have been completed and all of the information obtained through the selection process has been considered.

The interview panel will decide the successful candidate and offer them the job as soon as possible subject to clearances. If the successful candidate declines the offer, the job should be offered to the next appointable candidate etc. until the offer is accepted or no other appointable candidates remain.

If there are no appointable candidates, the post may need to re-advertised. Before doing so, the panel will re-consider the job, the Person Specification and the advertisement.

Unsuccessful candidates will be informed by telephone in the first instance as soon as practicable after the interview and in writing within a week of the selection event, unless they have been previously told that this will not happen. Unsuccessful candidates are entitled to know the reasons why they were unsuccessful, and if requested, feedback will be given sensitively, carefully and constructively. If the feedback is being given verbally then a written record should be kept of your conversation with the individual.

The panel should consider that the reasons for appointing or not appointing a candidate might be challenged under discrimination legislation.

6. Pre-employment Checks

Following an interview, a **conditional offer** will be made if there is a successful candidate. The offer will be subject to the satisfactory completion of the necessary pre-employment checks detailed below:

- Verification of Identity;
- Enhanced DBS certificate;
- Separate barred list check (if appropriate);
- Mental and physical fitness to work;
- Right to work in the UK;
- Professional / Vocational Qualifications;
- Further checks on individuals who have lived or worked outside the UK (including European Economic Area teacher sanctions and restrictions);
- Secretary of State Teacher Prohibition Orders;
- Secretary of State Section 128 Direction (if appropriate);
- Completion of Teacher Induction or Probation;
- References;
- Childcare disqualification (where relevant);
- Satisfactory Completion of Probationary Period (if appropriate);
- Proof of Current Driving Licence/ Driver Induction Assessment (if appropriate)

6.1 Verification of Identity

We will verify a candidate's identify using valid, current and original documents only; preferably photographic identity (passport, driving licence) and proof of address.

6.2 Enhanced DBS certificate

Any DBS requirement and the level of disclosure will be stated in the job advert. Successful candidates who require a DBS check will need to complete an on-line DBS application and provide the necessary original documents to progress the online DBS application. The candidate should retain the DBS Certificate and produce the document if requested.

When recruiting candidates from outside of the UK, applicants who have not had permanent residence in the UK will still be subject to the appropriate level DBS check, as required for the post. If an individual has been living abroad a Certificate of Good Conduct will be obtained at the applicant's own cost from the embassy of the country where they were based. If this can't be obtained then a risk assessment should be completed by the HT or Chair of Governors.

Further information can be found in within Appendix .

6.3 Separate barred list check

This check will be obtained separately if a decision is made for an individual to start work before the DBS certificate is available. In this event, a risk assessment will be undertaken and **all** other necessary checks will have been completed.

6.4 Mental and physical fitness to work

Candidates who are given a conditional offer must complete a medical questionnaire which should then be assessed by our Occupational Health provider. Depending on the answers given by the candidate, Occupational Health may request an appointment to confirm fitness. A potential employee is confirmed as medically fit once we have received notification from Occupational Health that the potential employee is fit for their proposed post.

6.5 Right to work in the UK

The requirement to provide documentary evidence of the right to work in the UK will apply to all appointees, regardless of their race, nationality or ethnic or national origins.

We will not employ an individual unless he/she has a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents showing evidence of his/her right to work in the UK (on an ongoing or restricted basis). The evidence to support their right to work in the UK will be placed in their personal file.

In the event that an individual has time-limited permission to live and work in the UK, he/she will be required to provide evidence of his/her renewed right to live and work in the UK at the expiry date of the relevant current permission.

If a successful job candidate is unable to provide evidence of his/her right to work in the UK, we will withdraw the job offer.

We will treat all job applicants in the same way at each stage of the recruitment process, and no assumptions will be made on the basis of, for example, appearance or a foreign name. There will be no assumption that a foreign national or someone from an ethnic minority has no right to work in the UK.

6.6 Further checks on individuals who have lived or worked outside the UK

These checks, where applicable, will include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, and or a certificate of good conduct from the relevant embassy for overseas staff.

6.7 Professional / Vocational Qualifications

Candidates will be asked to provide evidence of any essential qualifications required to perform a particular job e.g. QTS, NPQH or that have been specified as an essential job requirement within the person specification. As with other checks a copy of the original certificate should be taken and a copy kept on the employee's personal file.

6.8 Prohibitions, Directions, Sanctions and Restrictions

6.8.1 Secretary of State Teacher Prohibition Orders

We will not appoint a person who is prohibited from teaching to work as a teacher or carry out teaching work. We will carry out appropriate checks using the Teacher Services' checking system; these checks will include prohibition orders issued by the Secretary of State, and any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

Teacher prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited must not be appointed to a role that involves teaching work. The Teachers' Disciplinary (England) Regulations 2012 define 'teaching work' as: planning and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils. These activities are not 'teaching work' if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the Headteacher to provide such direction and supervision.

Teacher prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency (TRA). Pending such consideration, the Secretary of

State may issue an interim prohibition order if it is considered to be in the public interest to do so.

6.8.2 Secretary of State Section 128 Direction

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

- a management position in an independent school, academy or free school as an employee;
- a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or
- a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

The Secretary of State is able to make directions prohibiting individuals from taking part in independent school management under section 128 of the Education and Skills Act 2008. Individuals taking part in ‘management’ **may include individuals who are members of proprietor bodies** (including governors if the governing body is the proprietor body for the school), and **such staff positions as follows: head teacher, any teaching positions on the senior leadership team, and any teaching positions which carry a department headship**. Whether other individuals such as teachers with additional responsibilities could be prohibited from ‘taking part in management’ depends on the facts of each case.

A section 128 direction disqualifies a person from holding or continuing to hold office as a governor of a maintained school.

A section 128 direction will show on an enhanced DBS check with barred list information, provided that ‘children’s workforce independent schools’ is specified in the parameters for the barred list check.

6.8.3 Historic General Teaching Council for England (GTCE) sanctions and restrictions

There remain a number of individuals who are still subject to disciplinary sanctions, which were imposed by the GTCE (prior to its abolition in 2012).

6.8.4 European Economic Area (EEA) regulating authority teacher sanctions or restrictions

These sanctions and restrictions are imposed by EEA professional regulating authorities on or after 18 January 2016 and which have been notified to the TRA

6.9 Completion of Teacher Induction or Probation

We will check the online Teacher Services’ system to confirm that the candidate has successfully completed teacher induction or probation.

6.10 References

We will request and have returned at least two references for every short listed candidate (see section 5.4)

6.11 Childcare disqualification

For staff who work in childcare provision, who are directly concerned with the management of such provision, or who work with children of applicable age, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.

6.12 Satisfactory Completion of Probationary Period

Appointments will be made conditional on the person satisfactorily completing a six month probationary period. During this period, an employee will be expected to establish their suitability for the position. This will not be required of teachers who have successfully completed their induction period as an Early Career Teacher. Early Career Teachers are required to undergo an induction period of supported development where performance against the Teaching Standards is assessed. The induction period is the equivalent of six school terms after which a recommendation is made on whether induction has been satisfactorily completed.

7. Single Central Record

We are required to keep a single central record of pre-employment checks and this record must cover the following people:

- all staff, including teacher trainees on salaried routes, and supply staff who work at the school; and

As a minimum, the record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- a section 128 check (if applicable);
- further checks on people who have lived or worked outside the UK (this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions;
- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.

For supply staff, we will include written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided, and the date it was obtained, in

respect of the member of supply staff, and the date the confirmation was received.

Where checks have been carried out on **volunteers** we will record this on our single central record.

Where a copy of a DBS certificate has been received in order to maintain our single central record, it will be destroyed after a period of six months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept on their personnel file.

Although there is no statutory duty, we will also record details (including date and name of the person who carried out the check) of the following checks on our single central record:

- Childcare disqualification;
- References;
- Fitness for work;

Our record will be kept securely in electronic form.

8. Retention of Documentation / Personal File

We are fully committed to our obligations under the Data Protection Act 2018 and General Data Protection Requirements.

Copies of DBS certificates (where these have been required) will be destroyed after a period of no longer than 6 months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for their personal file.

Information, which should be retained, in respect of the recruitment and selection process is as follows:

- Job Description;
- Person Specification;
- Job Advertisement;
- Information Pack for Applicant;
- Core interview questions;
- Details of any other selection methods and criteria for assessment;
- Application forms;
- Shortlisting and other assessment forms;
- Interview notes;
- Applicants assessment forms;
- References;
- Any correspondence with candidates (except correspondence with the successful candidate which should be kept in their personal file).

The applications forms, interview notes and references for the unsuccessful candidates will be retained for a period of 12 months from the time the vacancy was filled, after which they will be destroyed, except where they are the subject of a legal challenge or there is a legitimate business reason to retain the information.

- Policy updated June 2024 by L McAnaney (HT) and L Russell (DHT)
- Next Review: June 2025, unless a change in legislation means that updates are needed in advance of that date.

Appendix 1

Disclosure and Barring Service (DBS) Checks (to be read in conjunction with [KCSIE](#))

The DBS is responsible for administering three types of checks:

- **Standard:** this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC), regardless or not of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out;
- **Enhanced:** this provides the same information as a standard check, plus any approved information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed; and
- **Enhanced with barred list check:** where people are working or seeking to work in regulated activity with children, this allows an additional check

The level of DBS check required will be dependent on the role and duties to be carried out. For an Enhanced check with barred list information the potential employee must be working in regulated activity. Regulated activity includes:

- a) teaching, training, instructing, caring for (see c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being or driving a vehicle only for children; or
- b) work for a limited range of establishments (known as 'specified places', which includes 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 regularly (at least once a week or on more than three days in a 30 day period or overnight). Some activities are always regulated activities regardless of frequency or whether they are supervised or not. This includes:

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

For all other positions that involve an opportunity for regular contact with children but are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be considered appropriate. This would

include contractors that would have the opportunity for contact with children and who work under a temporary or occasional contract.

Schools may allow an individual to start work in regulated activity before the DBS certificate is available. In such circumstances, the individual will be appropriately supervised, and all other checks, including a separate barred list check, will have been completed. Schools should undertake a risk assessment and will exercise professional judgement when making such a decision; details of the risk assessment will be recorded using the **DBS Risk Assessment Checklist** attached.

If the school knows or has reason to believe that an individual is barred, it will not allow the individual to carry out any form of regulated activity. It is recognised that this is a criminal offence and that there are penalties of up to five years in prison if a barred individual is convicted of attempting to engage or engaging in such work.

To process DBS checks an on-line system is used. Once the checks are complete, the DBS will send a certificate to the applicant. The applicant must show the original DBS certificate to us before they take up post or as soon as practical afterwards. Where Together for Children HR has completed checks on school's behalf, we will receive an on-line notification as soon as the disclosure is completed.

Where there is information disclosed on a DBS certificate the Headteacher (or appropriate other) should meet with the person (who must bring a copy of their DBS certificate) to discuss the information contained on the certificate to enable a decision to be made on whether to continue with the appointment or withdraw the offer. If necessary we will seek further HR/legal advice.

DBS Update Service

Individuals can join the DBS Update Service at the point an application for a new DBS check is made, enabling future status checks to be carried out to conform that no new information has been added to the certificate since its issue (there is an annual fee for applicants using this service). This allows for portability of a certificate across employers.

Before using the Update Service schools must:

1. obtain consent from the applicant to do so;
2. confirm the certificate matches the individual's identify; and
3. examine the original certificate to ensure that it is appropriate workforce and level of check (e.g. enhanced certificate/enhanced including barred list information).

The school can then subsequently carry out a free online check. This would identify whether there has been any change to the information recorded, since the initial certificate was issued and advise whether the individual should apply for a new certificate. Individuals will be able to see a full list of those organisations that have carried out a status check on their account.

Agency and third-part staff (supply staff)

Schools must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform.

Where the position requires a barred list check, this must be obtained by the agency or third party prior to appointing the individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made.

Trainee/Student Teachers

Where applicants for initial teacher training are salaried by the school, the school must ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record.

Existing Employees

If a school has concerns about an existing employee's suitability to work with children, the school should carry out all relevant checks as if the person were a newly appointed employee. Similarly, if a person working at the school moves from a post that was not regulated activity into a position which is regulated activity, the relevant checks for the regulated activity will be carried out.

Schools have a legal **duty to refer to the DBS** anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where;

- the harm test is satisfied in respect of that individual;
- the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a relevant listed offence;
- and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

The DBS will consider whether to bar the person. Detailed guidance on when to refer to the DBS, and what information must be provided, can be found on GOV.UK. Referrals should be made as soon as possible, and ordinarily on conclusion of an investigation, when an individual is removed from working in regulated activity, which could include being suspended, or is redeployed to work that is not regulated activity.

Where a teacher has been dismissed because of serious misconduct, or might have been dismissed had they not left first, schools should consider whether to refer the case to the Secretary of State.

Volunteers

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in schools will be in regulated activity. The school will obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, schools may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

There are certain circumstances where schools may obtain an enhanced DBS certificate (not including 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](https://www.gov.uk). **Employers are not legally permitted to request barred list information on a supervised volunteer** as they are not considered to be engaged in regulated activity.

The school should undertake a risk assessment (details of which should be recorded) and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so they should consider:

- the nature of the work with children;
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability;
- whether the role is eligible for an enhanced DBS check; and

It is for schools to determine whether a volunteer is considered to be supervised. In making this decision, and where an individual is supervised, to help determine the appropriate level of supervision schools must have regard to the statutory guidance issued by the Secretary of State (within KCSIE 2022). This guidance requires that, for a person to be considered supervised, the supervision must be:

- by a person who is in regulated activity;
 - regular and day to day; and
 - “reasonable in all the circumstances to ensure the protection of children.”
- The DBS cannot provide barred list information on any person, including volunteers, who are not in, or seeking to engage in regulated activity.

Maintained School Governors

Governors in maintained schools are required to have an enhanced criminal records certificate from the DBS. It is the responsibility of the governing body to apply for the certificate for any of their governors who do not already have one. Governance is not a regulated activity and so governors do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

As maintained school governors are only required to have an enhanced criminal record certificate from the DBS, which does not include a barred list check (unless in addition to their governance duties they also engage in regulated activity), the DfE recommends that schools contact The Teaching Regulation Agency (TRA) Teacher Services to check if a person they propose to recruit as a governor is barred as a result of being subject to a section 128 direction.

Contractors

Schools should ensure that any contractor, or any employee of the contractor, who is to work at the school, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including 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 (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools are responsible for determining the appropriate level of supervision depending on the circumstances.

If a contractor working at a school is self-employed, the school should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

Schools should always check the identity of contractors and their staff on arrival at the school.

Visitors

Schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day). The Headteacher will use their professional judgment about the need to escort or supervise visitors, although best practice is to escort any visitor to and around school.

Alternative Provision

In cases where we place a pupil with an alternative provision provider, Grangetown Primary School continues to be responsible for the safeguarding of that pupil, and should be satisfied that the provider meets the needs of the pupil. Schools should 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 the school would otherwise perform in respect of its own staff.

Private fostering- LA notification when identified

Private fostering occurs when a child under the age of 16 (under 18, if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home. A child is not privately fostered if the person caring for and accommodating them has done so for less than 28 days and does not intend to do so for longer. Such arrangements may come to the attention of school staff through the normal course of their interaction, and promotion of learning activities, with children.

The school will then notify the local authority to allow the local authority to check the arrangement is suitable and safe for the child.

DBS Risk Assessment Checklist

Starting work prior to DBS Certificate being seen

This risk assessment should be completed when considering whether to allow a new member of staff to start work before a new DBS certificate has been seen by the school.

The school should also ensure that any decision takes into account those statutory requirements set-out within [Keeping Children Safe in Education](#).

Name of Person:	
Role:	
Interview Date:	
Proposed Start Date:	
Date of DBS application submission:	
<i>Note: The person must not start without a DBS application being made.</i>	
Date of Barred List check:	
<i>Note: The person must not start without a Barred List check which shows that they are not barred from working with children.</i>	

Will the person be working in 'Regulated Activity'? – See definition on page 31 of KCSIE 2020.	Yes / No
<i>Note: the majority of staff employed in schools will be engaged in regulated activity.</i>	

Reason for person starting work prior to DBS Certificate being received and seen:

All other checks

The school must ensure that all other checks, including a separate barred list check, have been completed prior to commencement:

Type of Check	Requirement	Complete Yes / No or N/A
Identity check (photographic)	<i>Essential</i>	
Verification of current address	<i>Essential</i>	
Barred list check	<i>If legally appropriate (although essential for most roles in schools)</i>	
Prohibition check (for those undertaking teaching)	<i>Where relevant</i>	
Section 128 check (for management positions in academies and free schools)	<i>Where relevant</i>	
Overseas checks	<i>Where relevant</i>	
Right to work in the UK	<i>Essential</i>	
Confirmation of qualifications	<i>Essential</i>	
References	<i>Essential</i>	
Mental and physical fitness to work	<i>Essential</i>	
Any other information (please state):		

Previous DBS Certificate:

If the person has a previous DBS certificate, on what date was it issued and by whom? Was it enhanced?

Note: If the person had produced a DBS certificate then this may help to evaluate the level of risk, taking into account the date of issue.

Previous Employment:

When was the person's last day at work in their previous school? Has this been verified? Did their role require an enhanced DBS certificate?

Note: If the person worked at a school not more than 3 months before the proposed start date, then there is no statutory requirement to obtain a new enhanced DBS certificate, although it is best practice to request one and most schools will do so regardless.

Previous Cautions/Convictions:

Has the person declared any cautions and/or convictions on their application form? If yes, consideration should be given to the number, nature and dates of these cautions/convictions and if they would impact on the persons suitability to work with children.

Note: A more detailed conversation should be had with the individual where cautions and/or convictions are disclosed on the DBS certificate, when received, and prior to a decision being made about employment.

Decision Options

High Risk – This is likely to apply where:

- a person has not worked in a previous role requiring an enhanced DBS certificate; or
- there has been a break of more than six months from their last employment in a role in a school which required an enhanced DBS certificate; or
- there is incomplete information in the required 'all other checks' list; or
- there is cause for concern due to the cautions/convictions declared on their application.

It is advised that the person does not commence employment prior to the receipt of the enhanced DBS certificate and confirmation of employment.

Medium Risk – This is likely to apply where 'all other checks' have been successfully undertaken but:

- there has been a break of three to six months from their last employment in a role in a school, which required an enhanced DBS certificate; and
- there are no cause for concern due to the cautions/convictions declared on their application.

Should the school decide to commence employment prior to the receipt of the enhanced DBS certificate then the person should be supervised at all times and **should not**

undertake 1:1 work, personal care activities or other similar type work (*The person must always be 'within sight and hearing' of a person with an enhanced DBS check – see Annex F of KCSIE 2020*).

Low Risk – This is likely to apply where ‘all other checks’ have been successfully undertaken and:

- there is no break in service of three months or more from their last employment in a role in a school, which required an enhanced DBS certificate; and
- there are no cause for concern due to the cautions/convictions declared on their application.

Person may start work in advance of the receipt of the new enhanced DBS certificate as they already hold an enhanced DBS certificate from their previous school and there is no break in service of more than three months. The school can put supervision in place whilst it awaits the receipt of the new enhanced DBS certificate although there is no statutory requirement to do so.

Decision

Decision (and reason):

Authorisation

Headteacher (Print Name):	
Headteacher (Signature):	
Date:	
Chair of Governors (Print Name):	
Chair of Governors (Signature):	
Date:	