



*Thinking Schools Academy Trust*  
“Transforming Life Chances”

Recruitment & DBS Policy

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## 1. Introduction

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It follows Department for Education statutory guidance published in [Keeping Children Safe in Education](#) (KCSIE).

This policy sets out the recruitment process and checks that are, or may be, required for an individual working in or visiting a school, in any capacity. It also explains other aspects of the Trust's recruitment procedures.

## 2. Recruitment Process

### 2.1 Key Points in the Recruitment Process

It is the policy of the Trust to recruit the most suitable candidate in accordance with the Equality Act (2010), regardless of sex, age, ethnic origin, sexual orientation, belief, religion, spent convictions, disability or any other protected characteristic and regardless of membership of a professional association or trade union.

Posts that are open to external candidates will always be appropriately advertised. Applications for externally advertised posts are also encouraged from internal candidates. Equal consideration is given to internal candidates during shortlisting for roles advertised externally.

Vacancies will not be advertised externally in cases of redundancy, ill health, disability, redeployment or maternity.

All adverts posted by the Trust must have a Safeguarding paragraph, detailing the Academies commitment to safer recruitment. This statement will also inform candidates that we will undertake online searches on shortlisted candidates. An example of this is below

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. As per KCSIE we will also undertake online searches for all shortlisted candidates, if you have any questions regarding this process please email [recruitment@tsatrust.org.uk](mailto:recruitment@tsatrust.org.uk)*

All adverts will also contain the below statement explaining our right to close a vacancy early should a suitable candidate be found and appointed before the adverts expected closing date.

*Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.*

A copy of the successful applicant's job advert and supporting compliance and application documents must go into their personnel file. This includes job description, interview notes and where appropriate person specification.

**An Employee who is Safer Recruitment trained must be involved at all key stages of the recruitment process including shortlisting, reviewing references and interviewing.**

Each Academy will comply with the requirements of the Counter Terrorism and Security Act 2015 to have due regard for the need to prevent people being drawn into terrorism and will act in accordance with its Prevent duty guidance.

## **2.2 Pre-Interview: Employment History, References and Online Searches**

Candidates who have been shortlisted will be contacted and invited for interview. The email of invitation will detail the format for the interview and any documentation the candidate will be required to bring with them on the day or any prior research or preparation work required.

Candidates that haven't been shortlisted for an interview will be notified after shortlisting however, we are unable to supply bespoke feedback on applications that haven't been shortlisted due to the volume of applications our Trust receives.

All external applicants for a post are required to complete an application form, giving their contact details, previous employment history, confirmation of their right to work status, reference contact details and where appropriate QTS status. This information is checked to ensure that it is not contradictory, incomplete and contains a full work history as well as an explanation of any employment gaps and reason for leaving their previous and current employer.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. The school only accepts references sought directly by themselves or the Trust.

Open references, for example in the form of 'to whom it may concern' testimonials, are not acceptable. If a candidate for a teaching post is not currently employed, the school will seek to confirm details of their employment and reasons for leaving with the school, college or local authority at which they were most recently employed.

Employment references must be the last or current employer and or the last role held where the candidate worked with children in a paid or voluntary basis. Where possible the second reference should be from the organisation they were working for before their current/last employer.

On receipt of two references, they will be checked to ensure that all specific questions have been answered satisfactorily. Referees may be contacted to provide further clarification as appropriate: for example, if the answers are vague or incomplete.

References are also compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be addressed with the candidate. This includes any information about past disciplinary action or allegations, which will be considered carefully when assessing the applicant's suitability for the post.

All references from a school must confirm there is no safeguarding issues and they are not aware of any reason why they would be unsuitable to work with young people. The reference must also be from or counter signed by the Headteacher or Principal.

An Employee who is Safer Recruitment Trained must be responsible for checking the application form for Safeguarding concerns, scrutinising for gaps in employment and reviewing references to prevent risks.

As per KCSIE, we will also undertake online searches for all shortlisted candidates. The purpose of this activity is to ensure there is no public information on candidates that could put their professional status and integrity in to question or pose a risk to students.

### **2.3 Interview**

The selection process and interview questions are structured around the job description, person specification as well as safeguarding. All interview panels must consist of a minimum of 3 staff members.

An Employee who is safer recruitment trained and recruitment best practice trained must be on the interview panel. All interviews must contain 2 safeguarding questions relating to KCSIE and hypothetical questions should be avoided.

**Teaching posts:** For all academic staff a member of the senior leadership team plus one other member of leadership staff (such as head of department) should be involved in the interview process. Interviewers should not be family members, cohabiters or engaged in commercial activity with candidates. Candidates will be required to teach a sample lesson and will be informed in advance of what will be required, including lesson objectives and anonymised student data.

An overview of what the panel will be looking for is:

- Relevant qualifications at degree level from a reputable university or college.
- The ability to teach at all levels appropriate to the post.
- Control the classroom whilst keeping learning on track and students engaged.
- A willingness to contribute to co-curricular activities within contractual working hours and the duties of the post and, where appropriate, relevant experience and qualifications.
- A willingness to participate in the pastoral system, and a commitment to upholding safeguarding procedures.
- A willingness to engage with continuous professional development.
- Commitment to uphold safeguarding procedures.

**Support Staff:** The interview process will comprise of a support staff manager and at least two other Trust representatives. There will also be a separate assessment of ability and skills required for the role in the form of an interview task

An overview of what the panel will be looking for is:

- Relevant qualifications.
- The ability to fulfil the job description.
- Demonstrate past work experiences and skills that match those required of the post holder.
- A willingness to engage with continuous professional development.
- Commitment to upholding safeguarding procedures.

*Please note whilst the above lists are an overview of what the hiring panels will be looking for, all interviews and tasks will be matched to the requirements of the job description.*

The purpose of the interview is to assess the candidate's suitability for the vacancy and give both the panel and the candidate an opportunity to gain further information before making an appointment decision.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children. A written record of the outcome will be kept and placed in the successful applicants personnel file.

When a candidate is invited to interview they will also be required to complete a self-disclosure form (Appendix 7).

## 2.4 Post Interview

The successful candidate will usually be informed by telephone. After verbal acceptance of the post, a formal letter of appointment is sent to the chosen candidate. The applicant will be required to send back the form of acceptance. The offer of appointment will be conditional upon the pre-appointment checks detailed previously, including receipt of at least two satisfactory references. All appointments are subject to a probationary period of 6 months and this is outlined in the offer letter.

Employment should not commence until the school is satisfied that all checks have been completed. If a safer recruitment check is outstanding a risk assessment can be completed by the Headteacher/Principal, see Appendix 6 - New Starter Risk Assessment. A risk assessment will only be considered if 2 out of the following 3 checks have been met; Reference 1, Reference 2 and Enhanced DBS check. All staff on Risk Assessments will not be left unaccompanied around students.

Candidates that are unsuccessful at interview will also be informed via telephone and given feedback on their interview. Candidates that are unsuccessful at interview will also be asked if they wish to join our Trust talent pool or to be notified of similar vacancies that may arise if appropriate.

## 3. Appointment Process

### 3.1 Checks for individuals working at or visiting the school

The Senior Management of each Academy and the Trust will act reasonably in making decisions about the suitability of a prospective Employee, based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks, together with references and interview information.

## 4. Pre-appointment Checklist

An offer of appointment to a successful candidate must be conditional upon satisfactory completion of pre-employment checks.

When appointing new Employees, each Academy within the Trust will ensure they complete the following checks: (Please see Appendix 3 for Pre-Appointment Checklist)

- **Verify a candidate's identity:** With photographic ID, such as a passport or photo driving licence



- **Verify a candidate's current address:** Such as a recent bank or credit card statement or a utility bill (not for a mobile phone) from the last three months, a mortgage statement or council tax bill from the last 12 months. If downloaded from the internet, statements and bills should be PDFs- not screenshots. Once the school has the DBS check back they will remove this document from the personnel file.
- **Enhanced DBS check with a barred list information:** Gain certificate for every new employee and volunteers who are involved in a regulated activity.
- **Verified Employment reference:** From last two employers, if the reference is from a school this must be completed by or counter signed by the Headteacher
- **Prohibition Order Check:** For all employees involved in teaching (including Cover Supervisors and TA's), issued by the Secretary of State, using the Department for Education online service.
- **Health Questionnaire:** Verify the candidate's mental and physical fitness to carry out their work responsibilities. To this end, an applicant for a teaching job will be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role and if any reasonable adjustments may be required or need to be discussed in order to facilitate such.
- **Right to work in the UK:** Verify the person's right to work in the UK. If the person has lived or worked outside the UK, the Trust will make any further checks that are felt to be appropriate. See TSAT Guidance on employing overseas candidates document.
- **Professional Qualifications verification.** Verify through DfE site and presentation of documents.
- **Online Search check taken place:** Online check undertaken on candidates in line with KCSIE.

**All new Employee appointments will require an Enhanced DBS check.**

In addition to the DBS checks described, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. Such checks are detailed below.

#### **4.1 Secretary of State Prohibition Orders for Teachers & SLT**

Prohibition orders prevent a person from carrying out teaching work in schools, Sixth Form colleges, 16 to 19 Academies. The Thinking Schools Academy Trust will not employ an individual to teach if such a prohibition order is in place. Checks must be sought for all Teaching posts and Section 128 barring direction checks must be completed for all SLT appointments.

#### **4.2 Trainee/student teachers**

Where applicants for initial teacher training are salaried by any Trust Academy, the Academy ensures that all necessary pre-employment checks are carried out, including an enhanced DBS certificate and barred list check in the case of trainee teachers who undertake regulated activity. Where trainee teachers are fee-funded, the initial teacher training provider carries out the necessary checks and confirms these with the school in writing.

#### **4.3 Apprentices**

As an education provider we are an advocate for employing and supporting apprentices. All apprentices are a fixed term contract, we are unable to guarantee a permanent post at the end of any apprenticeships however we will approach our apprentices about suitable permanent vacancies across the Trust at a suitable time during their apprenticeship.

For student facing apprenticeship we will only be able to consider applicants over the age of 21 within a secondary school and over the age of 18 for our primary schools. This is due to the nature of these roles and the emotional demands of student facing roles.

#### **4.4 Individuals who have lived or worked outside the UK**

Individuals who have lived or worked outside the UK undergo the same checks as all other staff at any Trust Academy. Similarly checks will be sought from other countries in accordance with DBS, DfE and Home Office Guidelines to ensure suitability to work at the school. For more information on Trust procedures on processing overseas employees and Visa application can be found in the TSAT Guidance on employing overseas candidate's document.

Where an individual has lived or been overseas for 3 months or more in the last 5 years they will be need to provide us with an original police check from the country or countries where they have resided. The police check must be dated no more than 3 months prior to the date the individual left the country.

## **5. Non-Employee Pre-Commencement Checks**

### **5.1 Volunteers**

It is the Trust policy that all volunteers who work within the school and therefore have access to children and who volunteer on more than one occasion must have an enhanced DBS check.

Supervised volunteers who regularly teach or look after children and are not in regulated activity are not permitted to request an enhanced DBS check.

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, the school must obtain an enhanced DBS certificate.

For existing volunteers who provide personal care, the school have obtained an enhanced DBS certificate with barred list check.

The Trust cannot carry out a DBS check on volunteers under the age of 16.

## **5.2 Academy Advisory Board Members, Regional Governors & Directors of TSAT**

All Academies' Advisory Board Members, Regional Governors and Directors must have an enhanced DBS check. It is each Academy's responsibility to ensure the enhanced DBS checks are completed for all Advisory Board Members and it is the Trust's Administrators responsibility to ensure checks on the Regional Governors and Directors are completed. Information on Advisory Board Members should appear on the individual Academy's Single Central Record along with their Regional Governors and TSAT Directors.

## **5.3 Contractors and Self-Employed Staff**

The appropriate level of DBS check is required from any contractors, or any Employee of the contractor, working at any Trust Academy. Contractors and contractors' Employees for whom a DBS check has not been undertaken by the contracting company must be supervised if they will have contact with children, and they will not be allowed to engage in regulated activity under any circumstances.

If a contractor working at any Trust Academy is self-employed, the Academy will obtain the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

All visitors are required to sign in at the school reception and then wear a visitors' badge when on site. They must also be supervised during their time at the academy.

A copy of our Pro Forma for checks on contractors that all contractors must sign can be found in Appendix 9.

A copy of our SAFER Recruitment checks for self-employed staff and contractors can be found in Appendix 11.

## **5.4 Agency and third-party staff**

All TSAT Academies must obtain written notification from any agency, or third-party organisation used, confirming that the organisation has carried out the checks on an individual who will be undertaking work at the Academy that the Academy would otherwise perform.

This includes, as necessary, an enhanced DBS check prior to appointing that individual. The school also checks that the person presenting themselves for work is the same person on whom the checks have been made, by means of current photographic identification.

A copy of our Supply Agency checks flow chart can be found in Appendix 10.

## 6. Disclosure & Barring Service (DBS)

The DBS is responsible for administering our Enhanced DBS checks. This is check of the Police National Computer (PNC) records, plus other information held by the police that is considered relevant by the police.

**All new Employee appointments will require an enhanced DBS check with barred list information.**

When the DBS has completed its check of an applicant's PNC record and, if appropriate, whether or not they are on the barred list, the relevant information will be recorded on a certificate (the DBS certificate) that is sent to the applicant. The trust will receive an electronic notification the check has been completed, including the disclosure number and date issued. The applicant must however bring the DBS certificate to the TAST Academy before they take up a post or on their first day of employment so the school can verify the printed certificate contains the same information as the electronic notification.

DBS certificates must be cleared before the person starts work within the Academy. Only at the decision of the Headteacher/Principal/Director can an individual start work in regulated activity before the DBS certificate is available. Principals/Headteachers/Directors will need to ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed. They may complete the risk assessment in Appendix 6

### 6.1 Convictions/Disclosures highlighted on a DBS check or application form

All roles within the Trust have "access to children" therefore candidates who have been shortlisted for interview are required to declare any relevant convictions, adult cautions or other matters which may affect their suitability to work with children.

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 the Trust cannot take these offences into account.

If applicants are unsure whether they need to disclose criminal information, they should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Applicants must complete our Trust disclosure form prior to interview and a copy of this can be seen in Appendix 7 – Pre-Interview Disclosure Form.

If the post involves access to money or budget responsibility, it is the Trust's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the Trust's normal policy to consider it a high risk to employ anyone who has been convicted of serious driving offences.

If a disclosure is evident on the DBS certificate the Principal/Headteacher/Director, in conjunction with Trust or Directors if appropriate, will consider the significance of the information before deciding whether or not it is appropriate to proceed with the appointment. The Risk Assessment Form for Disclosures, in Appendix 2 must be completed after a discussion with the candidate. Any decision would be made in accordance with the DBS Code of Practice.

The following factors will be considered before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

## **6.2 DBS Checks for Existing Staff**

It is the Trusts normal Policy not to repeat DBS checks during the time an Employee remains working for any Academy within the Trust. This includes updates through the DBS update service.

Occasions where repeat DBS checks may be appropriate are:

- If the Academy has concerns about a individual's suitability to work with children, it will carry out all relevant checks as if the person were a new member of staff.
- The Trust or Academy reserve the right to repeat DBS checks at any point without cost to the employee.

The Trust will refer to the DBS anyone who harmed, or posed a risk of harm, to a child, or if there were reason to believe the member of staff had committed one of a number of listed offences\*, and who had been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will then consider whether to bar the person. Referrals to DBS are made as soon as possible after the resignation or removal of the individual.

Where the school ceases to use the services of a Teacher because of serious misconduct, or would have dismissed them had they not left first, it would consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. In such circumstances, the Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

Employees must inform the Headteacher/Principal if they are subject to any caution or criminal proceeding during their employment or if any factor changes that may affect their DBS.

\*The list of offences is set out in the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009 (SI 2009 No. 37) (amended).

## 7. Single Central Record

Each Academy must keep a single central record as the register of people in regulated activity.

It covers the following people:

- all staff (including supply staff) who work at the school;
- in the case of supply staff, agencies confirm in writing that they have been recruited by the agency in accordance with the school's policy and the school notes the date it receives such a notification;
- all others who work in regular contact with children in the school, including volunteers; and
- all members of the Governing body.

### 7.1 Information to appear on the Single Central Record

The following information must appear on the Single Central Record:

- Full Name
- Address
- Date of Birth
- Job Title

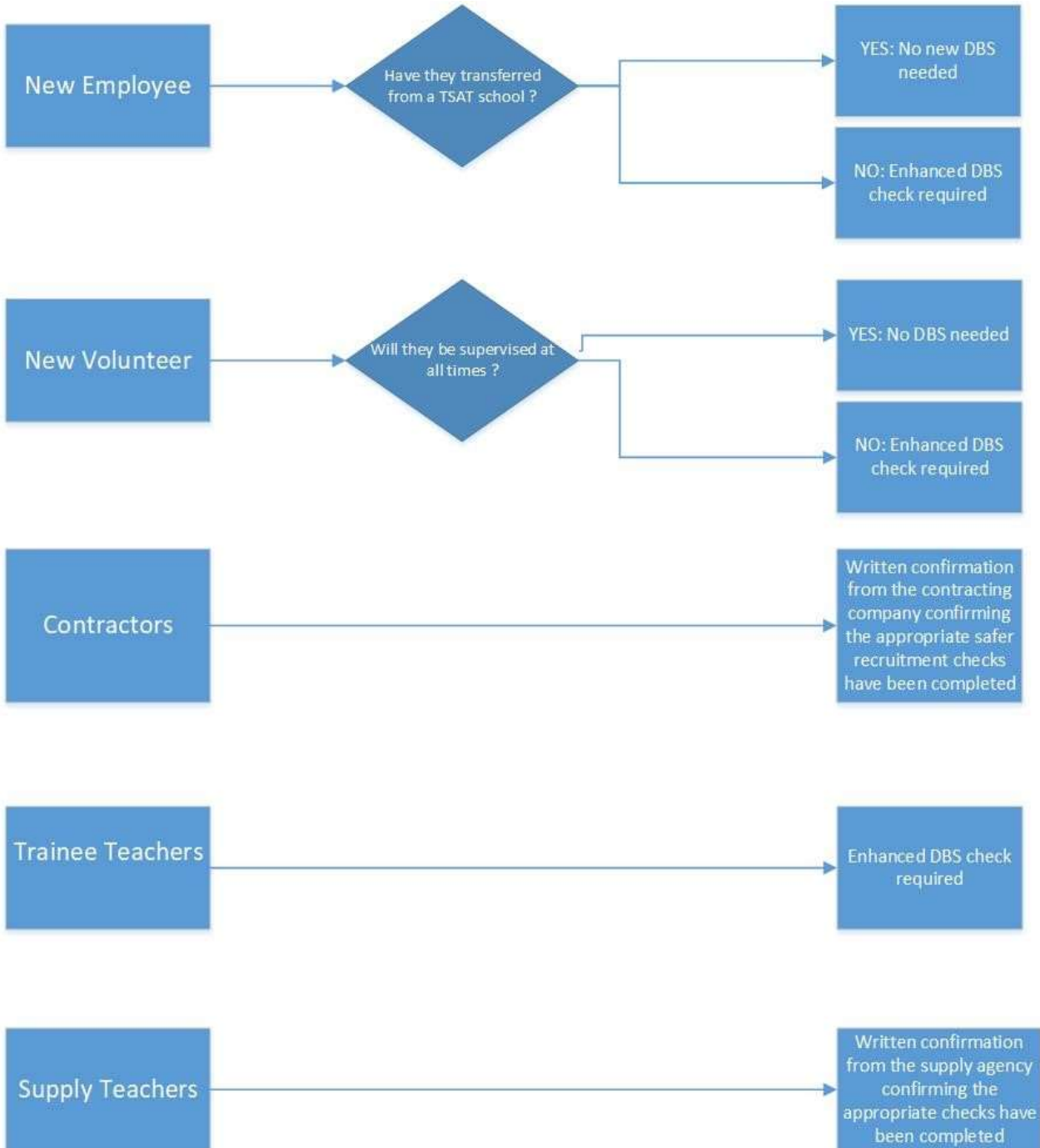
The following information that must be recorded on the Single Central Record is indicating if the following checks have been carried out or certificates/information obtained, who carried out each check, and the date on which the check was completed:

- an identity check;
- an enhanced DBS check and with the certificate number and date of issue
- address check
- a prohibition from teaching check (NCTL Prohibition Order);
- further checks on people living or working outside the UK, if appropriate;
- a check of professional qualifications
- a check to establish the person's right to work in the UK;
- disqualification by association check (For Primary Schools)

*An example of an SCR entry can be found in Appendix 7 - Copy of Single Central Record Entry*

In order to comply with the requirements of the Data Protection Act, where the school chooses to retain a copy of the DBS certificate it must not be retained for longer than six months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications are kept for the personnel file whilst they are employed with the Trust. Please see Trust HR Procedures for further information on the contents of a TSAT Personnel File.

## Appendix 1 - DBS and Barred list checks required Flowchart





## Appendix 2 - Risk Assessment Disclosures

### RISK ASSESSMENT FORM (DISCLOSURES)

All disclosures, regardless of the seriousness of the offence(s)/conviction(s) /charge(s) revealed, will be subject to a risk assessment before making a decision.

This form should be used, as part of an interview process to assess the suitability of the applicant for their proposed position, in light of matter(s) disclosed.

Completion of **all** Sections of this form is **mandatory**

#### SECTION 1

Date:

Name of Applicant:

DBS number and date of issue

Post applied for or current role held:

SECTION 2 – to be completed by the Head Teacher, Principal or Director

Name:

Is the type/nature of offence(s) directly relevant to the post?

Yes

No

Please provide details:

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When did the relevant offence(s) occur?	Less than 2 years ago	More than 2 years ago
Is there a pattern of related offences?	Yes	No
Is there a pattern of unrelated offences?	Yes	No
From the information received from the police in what context/circumstances did the relevant offence(s) occur?  Please provide details:		
Is this context/circumstance still relevant today?	Yes	No

Please provide details:		
Was the relevant offence(s) committed at work (i.e. paid & unpaid employment)	Yes	No
What level of independence will the postholder have?	Close Supervision	Minimal Supervision
Does the applicant demonstrate a determination not to re-offend?	Yes	No

What response did the applicant give when questioned about the offence(s) ?		
Have satisfactory references been received? (Written/Oral)	Yes	No
In light of the above does the applicant constitute a 'risk' ?	Yes	No

Applicant or Employee Declaration:

I understand that the risk assessment form will be retained by the Trust. I also understand that any offer of employment will be subject to the information I have supplied and that this is complete and correct.

False information, or a failure to supply the details required, could make an offer of employment invalid, lead to disciplinary action up to and including dismissal or lead to termination of employment.

**Name:**

**Signed:**

**Date:**

SECTION 3 – to be completed by the Head Teacher, Principal or Director	
<b>Name:</b>	Having considered the above assessment I believe the applicant <b>does / does not</b> constitute a risk for the following reasons (please provide details):  Therefore, the applicant <b>should / should not</b> be offered this post. Or
	If the individual is an existing Employee the following action should happen:  <b><u>Please note:</u> If you are proposing to appoint a person with a conviction for a HIGH RISK offence you MUST ensure that SECTION 3 is countersigned by the CEO.</b>
Declaration:	
Signed:	

<b>Print name:</b>	
<b>Date:</b>	

## Appendix 3 – Pre-employment checklist

<b>Name:</b>	<b>Start Date:</b>	<b>Role:</b>		
<b>Task</b>	<b>Begun</b>	<b>Complete</b>	<b>Date received</b>	<b>Completed by</b>
<b>Copy of Application Form on File</b> <ul style="list-style-type: none"> <li>With all career gaps explored</li> </ul>				
<b>Copy of Interview Notes in File</b> <ul style="list-style-type: none"> <li>Two sets, 2 safeguarding questions asked &amp; signed by each interviewer. This will be 3 sets for Teacher interview</li> <li>Each panel must have at least one Safer Recruitment trained staff member</li> </ul>				
<b>Reference 1</b> <ul style="list-style-type: none"> <li>Current or most recent employer</li> </ul>				
<b>Reference 2 in File</b> <ul style="list-style-type: none"> <li>Their second most recent employer</li> </ul>				
<b>Reference Guidance</b> <ul style="list-style-type: none"> <li>Their second most recent employer</li> <li>If school employee reference must be signed by the Headteacher. If not a school employee the reference should be completed by their line manager or HR department</li> <li>All references should be sent from a professional email address</li> <li>All safeguarding questions must be completed</li> </ul>				
<b>If you have any questions regarding references please email <a href="mailto:HR@tsatrust.org.uk">HR@tsatrust.org.uk</a></b>				
<b>Online Search check taken place</b> <ul style="list-style-type: none"> <li>This should take place prior to interview and inline with our Online Search Guidance document</li> </ul>				
<b>Prohibition from Teaching check on Secure Access</b> <ul style="list-style-type: none"> <li>Including. TAs &amp; Cover Supervisors or anyone that may be 'teaching' a child</li> </ul>				
<b>NCTL Check for Section128 barring directions</b> <ul style="list-style-type: none"> <li>Heads of year, HODs, SLT, Governors etc</li> </ul>				
<b>Declaration of Business Interests Form</b> <ul style="list-style-type: none"> <li>For SLT/SMT and above</li> </ul>				
<b>Right to work in the UK checked and evidence on file</b> <ul style="list-style-type: none"> <li>Proof of right to work photocopied, dated and signed to confirm you have seen the original documentation</li> </ul>				
<b>Verification of identity checked and evidence on file</b> <ul style="list-style-type: none"> <li>If you have checked their passport as right to work then you will not need to complete this. If not please keep photographic identity on file</li> </ul>				
<b>Birth Certificate witnessed</b> <ul style="list-style-type: none"> <li>Wherever possible, we should see the person's birth certificate in order to identify any name changes</li> </ul>				
<b>Verification of address checked</b> <ul style="list-style-type: none"> <li>This can be removed once you have the DBS check back</li> </ul>				
<b>Overseas Candidate (if applicable):</b> <ul style="list-style-type: none"> <li>Police Check/Certificate of good conduct in file</li> <li>Copy of Visa in file</li> </ul>				

<ul style="list-style-type: none"> <li>• <i>Copy of additional T&amp;C is applicable in file</i></li> </ul>				
<b>Separate Barred List Check List</b> <ul style="list-style-type: none"> <li>• <i>Only required if starting before their enhanced DBS check has come back</i></li> </ul>				
<b>New Enhanced DBS Complete</b> <ul style="list-style-type: none"> <li>• <i>Printed document from Online SCR</i></li> </ul>				
<b>New Enhanced DBS Witnessed</b> <ul style="list-style-type: none"> <li>• The certificate must be witnessed on or before a staff members first day</li> </ul>				
<b>ALL OF THE ABOVE MUST BE IN PLACE BEFORE THE CANDIDATE STARTS</b>				
<b>Headteacher/Principal has checked all the above Agreement for new starter to begin (Please sign)</b> <b>Is a Risk Assessment required?      YES / NO</b> If YES please specify why			Signed:  Date:	
<ul style="list-style-type: none"> <li>• <i>All risk assessments must be signed by the Headteacher and the HR department prior to a member of staff starting</i></li> <li>• <i>In order for an employer to start on a risk assessment you must have at least 2 out of 3 of the following ; reference one, reference two, Enhance DBS check</i></li> <li>• <i>All staff starting on risk assessments must have a barred list check taken before starting work</i></li> <li>• <i>Staff must be accompanied at all times when working on a risk assessment</i></li> </ul>				
<b>Copy of Advert and Job Description in File</b>				
<b>Signed acceptance of Offer Letter in File</b>				
<b>Medical Questionnaire completed on HR Portal</b>				
<b>Personal Data completed on HR Portal</b>				
<b>Qualifications Checked &amp; Copy in file (if applicable)</b>				
<b>Appointment Form signed by Headteacher</b>				
<b>Signed copy of Contract in File</b>				
<b>Added to CMIS/SIMs</b>				
<b>Staff member showing on HR Portal</b>				
<b>Added all relevant information to Online SCR</b>				
<b>Set up on I Hasco with all relevant training and GDPR online training is completed</b>				
<b>Booked on to Whole School Safeguarding Training</b>				
Will employee be carrying out interviews / involved with recruitment of staff? If YES, book onto full day of Safer Recruitment training with Lee Lucas	YES / NO Date:			
Headteacher/Principal checked all the above			Signed:  <b>Headteacher</b>  Date:	

## **Appendix 4 – Trust relocation Package**

### **Trust Relocation Package**

#### **Purpose**

The purpose of this scheme is to enable financial assistance to be given to employees who are required to relocate to Portsmouth, Plymouth or Kent to take up appointments within TSAT. Application of the scheme and the actual amounts are at the discretion of the Head Teacher/ Principal/Directors.

#### **Eligibility**

The scheme applies to employees newly appointed to permanent posts who reside beyond a 40 mile radius of the school and whose primary reason for relocating to the area is to take up their new appointment at the school.

Exceptions to the above eligibility may be made in special circumstances by the Deputy CEO

Employees to whom this benefit applied will normally be expected to move within 6 months of accepting the appointment. This period may be extended in exceptional circumstances by the Finance & Operations Director.

#### **Provisions of the Scheme**

The Relocation Package includes allowances for the following:

Expenses incurred in searching for accommodation.

Removal expenses and associated leave.

Lodging Allowances.

Professional fees.

#### **Search for accommodation**

Travelling expenses together with one night's accommodation for the appointee, partner and dependants who travel to Portsmouth or Medway to seek accommodation will be reimbursed. A maximum of two such visits will be reimbursed. Payment will be made on submission of receipts, only after employment has commenced. Travel expenses will be paid at second class rail fare or equivalent.

#### **Removal expenses and associated leave**

The appointee may claim up to £1000 for the reimbursement of removal expenses which include premiums paid to insure furniture in transit and the storage of furniture between moves. Claims will be admitted from the main domicile within the UK but the cost of removing effects from a second home will not be paid.

Whilst it is desirable for the actual move to take place during school holidays; two days paid leave may be taken during term time in respect of the initial house move with the agreement of the Headteacher/Principal.

#### **Lodging Allowances**

A Lodging Allowance of £50 per week up to a maximum of 3 calendar months immediately after taking up the appointment will be paid if the appointee has to take up temporary residence locally during



this period whilst continuing to be responsible for the outgoings of another primary residence in the UK.

This may be extended at the discretion of the Headteacher/Principal.

### **Professional fees**

Legal and Estate Agents Fees necessarily incurred in surrendering a primary residence in the UK consequential upon appointment at TSAT will be reimbursed up to a maximum of £2000. The original documents must be produced to support the claim for reimbursement.

### **Repayment on termination of employment**

Employees terminating their appointment with TSAT or employees whose employment is terminated for reasons of conduct or performance within the periods detailed below may be required to repay all or part of the monies paid under the scheme as specified. Eligible employees will be required to sign a form of undertaking before the scheme can be applied.

### **Repayments will be as follows:**

<b>Time elapsed between actual date of taking up appointment and last day of service</b>	<b>Percentage of all sums paid under the scheme which have to be repaid</b>
Less than 1 year	100%
1 year but less than 2 years	50%
2 years or more	0%

### **Documentation**

Reimbursement of all claims under the scheme can only be made upon proof of expenditure. Original invoices will be retained by the school for audit purposes. If employees require copies of estimates, invoices etc. for record purposes they should take these before submitting the original document.

### **Income Tax**

The current limit on tax relief for removal expenses and benefits is available from the HMCE website. Payments in excess of this limit will be subject to income tax assessment by HMCE. It is the responsibility of the employee to declare any such expenses to HMCE.

In order to qualify for tax relief the relocation expenses must normally be incurred or the benefits provided before the end of the year assessment following the one in which the employee commences employment.

## **Appendix 5- Useful Links**

### **Useful Links:**

Department for Education (March 2015) Keeping Children Safe in Education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Safer Recruitment Online Training: <https://www.nspcc.org.uk/what-you-can-do/get-experttraining/safer-recruitment-educationcourse/>

Teachers Prohibition Check/ Teachers Qualifications & SLT Checks :

<https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>

Right to work in the UK check:

<https://www.gov.uk/check-job-applicant-right-to-work>

Overseas Police Check Guidance:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

## Appendix 6 -New Starter Risk Assessment

### New Starter Risk Assessment Form

#### Employees in Service with incomplete Safer recruitment checks

This form is to be used to assist the Headteacher/Principal in making an assessment of a new starter working with children or vulnerable adults who does not have complete safer recruitment checks.

The form should be completed by the Headteacher/Principal ensuring that the appropriate safeguards are put in place. The form should be retained on the personal file.

Name of Employee		School	
Position		Completed by:	

Mandatory Questions	Y/N	Comments (Please add comments and indicate whether the role and circumstances are high or low risk)	High Risk	Low Risk
Does this employee work in "Regulated Activity"?*		Please give details of the current role, responsibilities and location/setting.  If No or unsure please answer next two questions		
Does this employee have direct and regular contact with children (or vulnerable adults)?				

<p>Would the employee be working independently (unsupervised) with direct charge over these people?</p>				
<p>Was this employee recommended by an existing member of staff or member of the school community?</p>		<p>Please provide details;</p>		
<p>Do you have any employment history on file for this employee?</p>		<p>If yes, please provide details of any known employment history;</p> <p>If no, please document the reasons why;</p>		
<p>Did they provide details of referees?</p>		<p>Please provide details of any referees;</p>		
<p>Has a DBS (or CRB) check been undertaken?</p>		<p>If yes, did it contain any information?</p> <p>If yes, was a risk assessment carried out?</p> <p>If yes; is this on the employees file?</p> <p>If no; why?</p>		

Have there been issues with their conduct in their current role or setting?		Please provide details of issues and how they were addressed;		
-----------------------------------------------------------------------------	--	---------------------------------------------------------------	--	--

**TO BE COMPLETED BY HEADTEACHER/PRINCIPAL**

**KEY DUTIES INCLUDING TYPE AND AMOUNT OF CONTACT WITH CHILDREN/VULNERABLE ADULTS:**

**DATE RISK ASSESSMENT COMPLETED:**

**APPROPRIATE SAFEGUARDS IDENTIFIED:**

**I confirm that I have undertaken a risk assessment and appropriate safeguards are in place.**

**Signed: ..... Date: .....**

**Name: ..... Job Title: .....**

**TSAT HR Approval**

**Signed:** ..... **Date:** .....

**Name:** ..... **Job Title:** .....

## Appendix 7 – Self-disclosure Form for Shortlisted Candidates

### The Thinking Schools Academy Trust self-disclosure form for shortlisted candidates

Congratulations on being shortlisted. Please return this disclosure to the school **at least one day prior to interview**. If we have not received this, we reserve the right to withdraw the offer of interview.

POST APPLIED FOR:		Date:	
Surname:		Previous name(s) (if any):	
Forename(s):		Preferred title:	Date of birth
National Insurance No:	Teacher Ref. No (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):	

***The Thinking Schools Academy 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 written policy on the recruitment of ex-offenders, 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. 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.

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/helpline@nacro.org.uk> or phone 0300 123 1999

or email

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

1. Do you have any convictions or adult cautions that are unspent? Yes / No
If yes, please provide details here
2. Do you have any other cautions or convictions that would not be filtered? Yes / No
If yes, please provide details here
3. Are you included on the DBS children's barred list? Yes / No
If yes, please provide details here
4. *Only ask if you are recruiting for a post working in regulated activity with adults over the age of 18 years Are you included on the DBS adult barred list? Yes / No
If yes, please provide details here
5. (Teaching posts only) Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE? Yes / No / Not applicable
If yes, please provide details here
6. *Management posts in independent schools / academies only Have you been prohibited from management of an independent school (s128)? Yes / No / Not applicable
If yes, please provide details here
7. Have you lived or worked outside the UK for more than 3 months in the last 5 years? Yes / No *This will need to be amended to reflect your school policy



If yes, please provide details here
8. 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
9. <u>*Applicants for posts in early years or later years childcare (wrap around care) only</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 (wraparound 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): <ul style="list-style-type: none"> <li>• Certain serious criminal offences</li> <li>• Court orders relating to the care of your own child</li> <li>• Being prohibited from private fostering</li> </ul> <p>Do you have any reason to believe you are disqualified from working in childcare? Yes / No</p>
If yes, please contact us for more information on the Regulations.

<p><b>Please complete the declaration below:</b></p> <p>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.</p> <p>I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order 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.</p> <p><b>Signed:</b> _____ <b>Date:</b> _____</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Please return this form to: *Hiring managers email here*

**Appendix 8 – Example copy of Single Central Record Entry**

Identity						Position Held	
Mandatory					Mandatory	Mandatory	
Name	Address	DOB	Date Address ID Seen and Type	Date Photo ID seen and Type of ID	Date Started	Job Title (e.g. Teacher/ Parent Helper/ Admin)	
Joe Bloggs	Address	01/01/1980	09/06/2021 DL	09/06/2021 PP	01/09/2021	KS2 Teacher	
Qualifications and Registration				Prohibition Check			
Mandatory				Mandatory for teachers			Management
Teaching Qualifications Required (Yes/No)	If Required, Teaching Qualifications Evidenced	If Required, Date Teaching Qualifications Seen	If Required, Qualified Teacher Status Number	Check Required Yes or No	Date Check completed	Check completed by	S128 Check completed Y/N
Yes	Yes	09/06/2021	1234567	Yes	09/06/2021	HR staff Member Name	28/07/2021

Vetting Checks						Right to work in the UK				Mandatory
Mandatory						Mandatory				
Date List 99 (Barred List) Checked	Date DBS Evidenced and Checked	DBS Disclosure Number	Date of DBS issued	Overseas Police Check/ Certificate of Good Conduct Required (Yes/No Only)	If Require DBS Oversea Checks Complete (Yes/No Only)	Date passport/Visa/ Work Permit evidenced for Right to Work in the UK	If Required, Date Visa or Work Permit Expires (Earliest Date)	If Required, Most Recent Date Work Permit or Visa Evidenced	EEA Sanctions and prohibition check	Evidence Checked By
10/06/2021	10/06/2021	123456789	10/06/2021	No	No	09/06/2021 Passport	N/A	N/A	N/A	HR Staff Member Name

## Appendix 9- Safeguarding pro forma for contractors

Safeguarding Pro forma for Contractors

Name of Company:

Address:

Contract start date:

TSAT Academy working in:

DSL contact details:

Written confirmation that all Safer Recruitment checks have been undertaken (KCSIE 2021 part 3 KCSIE 21 ) : (employer signature):

Disclosure Y/N:

Any disclosures on DBS must be shared with the Head teacher together with a completed risk assessment. The persons ID should not be shared with the Head just the nature of the disclosure.

TSAT safeguarding processes seen and understood by contracted staff (employer signature):

Copy of this pro forma provided to:

Academy PA: *name*

*date*

By: (*name of TSAT organiser*)

*date*

Child protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Welfare of the child is paramount.

### Taking action

**Any child, in any family in any school could become a victim of abuse. Staff should always maintain an attitude of "it could happen here".**

Key points for staff to remember for taking action are:

- in an emergency take the action necessary to help the child, if necessary call 999
- report your concern as soon as possible to the DSL. The timing of such referrals should reflect the level of perceived risk of harm, not longer than **within one working day** of identification or disclosure of harm or risk of harm.
- do not start your own investigation

- share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family
- complete a TSAT record of concern
- seek support for yourself if you are distressed.

### **If a pupil discloses to you**

If a pupil talks to a member of staff about any risks to their safety or wellbeing, the staff member will, at the appropriate time, let the pupil know that in order to help them they must pass the information on to the DSL. All staff must be aware that they cannot promise a child to keep secrets, which might compromise the child's safety or wellbeing, staff will:

allow them to speak freely, remain calm and do not overreact

give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to

**Do not promise to keep secrets** –find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others.

Underage sexual activity should always be seen as a possible indicator of child sexual exploitation. Sexual activity with a child under 13 is a criminal offence and should always result in a child protection referral.

**Only ask questions for clarification purposes:** use *who, when, where, how, what* –at all times avoid asking questions that suggest a particular answer

not automatically offer any physical touch as comfort

avoid admonishing the child for not disclosing earlier. Saying things such as 'I do wish you had told me about this when it started' may be interpreted by the child to mean that they have done something wrong

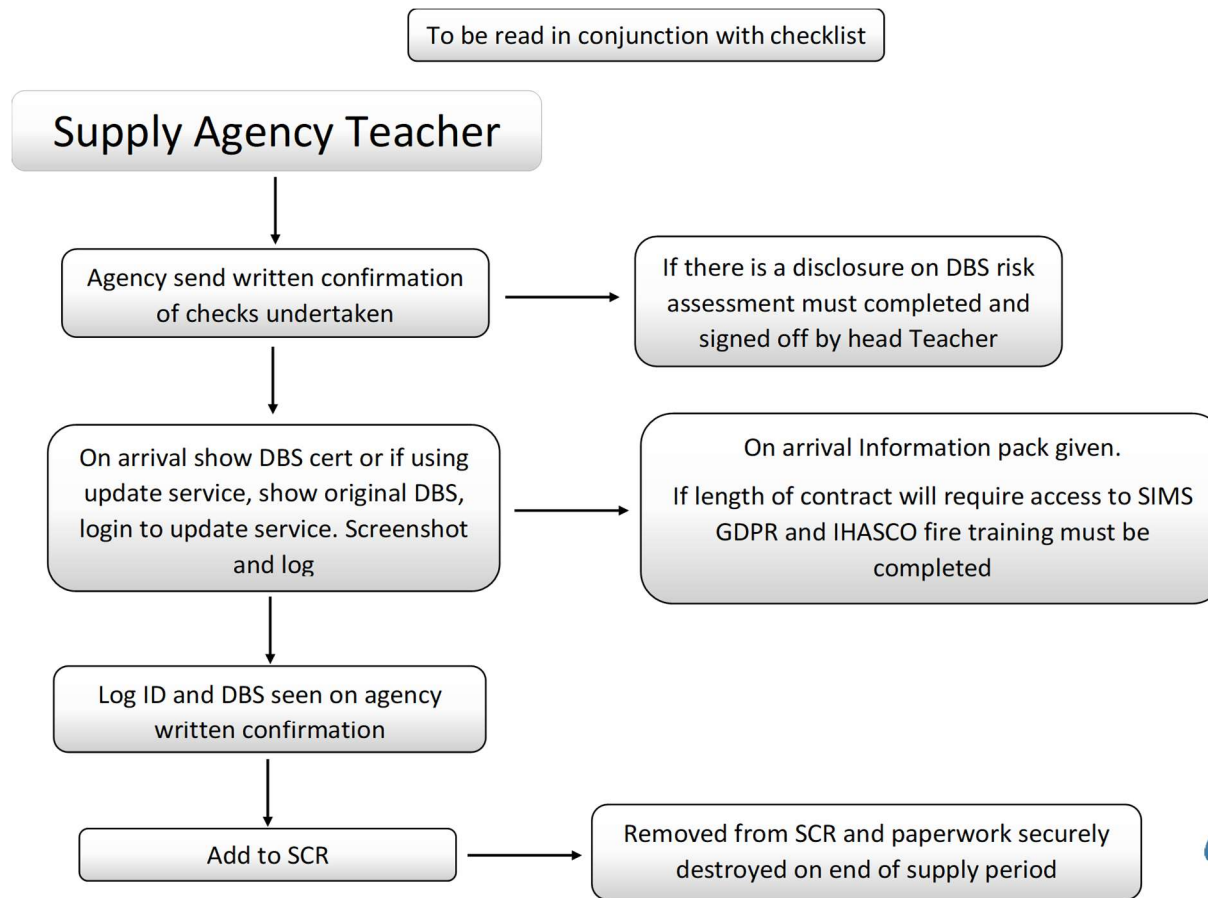
tell the pupil what will happen next

report verbally to the DSL even if the child has promised to do it by themselves

complete the **record of concern form** and send to the DSL without delay

***Following completion of a record of concern, staff will be provided with a feedback of action taken by the DSL. Staff have a duty to challenge this action with the DSL if they disagree and retain a duty to refer to social care themselves if they believe this to be the correct course of action.***

## Appendix 10 – Supply Agency Teacher Checklist Workflow



**Appendix 11 – Safer Recruitment Checklist for Third Party Employers, Agency Workers and Self-Employed Workers**

<b>Employed (third party employer)</b>	
<b>Has the service required been agreed with Head Teacher?</b>	
<i>The below requirements <u>must</u> be completed before they commence service</i>	
Written assurances/contract of service received in regard to all safer Recruitment compliant with KCSIE 21 within contract with Employing Company	Yes/No
Is a Risk Assessment needed? (disclosures / medical) * <i>retention advice below</i>	Yes / No
Copy of safeguarding policy approved by TSAT safeguarding	Yes / No
DPIA if required completed and signed off <a href="mailto:privacy@tsatrust.org.uk">privacy@tsatrust.org.uk</a>	Yes / No
ID checked and logged on first day of arrival (state where this has been logged/recorded)	Yes / No
***Added to SCR by staff:	Yes / No

**Safer Recruitment External Checklist**

\*6 years

\*\*SCR threshold regular visitor is 3 days in a 30 day period

<b>Self Employed (Registered Professional Body not required)</b>	
<b>Has the service required been agreed with Head Teacher?</b>	
<i>The below requirements <u>must</u> be completed before they commence service</i>	
Completion of Contract of Service process including references * <i>See retention advice below</i>	Yes/No
Risk Assessment needed? (disclosures / medical) * <i>See retention advice below</i>	Yes / No
Enhanced DBS with Barred List check ( <i>this will have to be sourced by the school</i> )	Yes / No

<b>Self Employed (Registered Professional Body e.g therapists, counsellors etc)</b>	
<b>Has the service required been agreed with Head Teacher?</b>	
<i>The below requirements <b>must</b> be completed before they commence service</i>	
Check on Registered Body <a href="http://hcpc-uk.com">hcpc-uk.</a> <a href="http://bacp.co.uk">bacp.co.uk</a> <u>Log/record and state where this is.</u>	Yes/No
If registered with update service, you must have sight of original DBS and login details for update service to take screen shot and log stating where logged.	Yes/No
Risk Assessment needed? (disclosures / medical) *See retention advice below	Yes / No
DPIA if required completed and signed off <a href="mailto:privacy@tsatrust.org.uk">privacy@tsatrust.org.uk</a>	Yes / No
Signed to say they have read and understood TSAT Safeguarding Policy or copy of their Safeguarding Policy – state where this is logged.	Yes/No
ID checked and logged on first day of arrival – state where this is logged.	Yes / No
**Added to SCR by staff:	Yes / No
*** Employment status	
DPIA if required completed and signed off <a href="mailto:privacy@tsatrust.org.uk">privacy@tsatrust.org.uk</a>	Yes / No
Signed to say they have read and understood TSAT Safeguarding Policy	Yes/No
ID checked and logged on first day of arrival (state where this has been logged/recorded)	Yes / No
**Added to SCR by staff:	Yes / No
***Employment Status	

\*6 years

\*\*SCR threshold regular visitor is 3 days in a 30 day period

\*\*\* Check employment status – do they meet self-employment criteria under the IR35 -

\*6years

\*\* SCR threshold regular visitor is 3 days in a 30 day period



\*\*\* Check employment status – do they meet self employment criteria under the IR35

<b>Agency Supply Teacher</b>	
<b>Has the service required been agreed with Head Teacher?</b>	
<i>The below requirements <u>must</u> be completed before they commence service</i>	
Receipt of details from Supply Agency – risk assessment completed if Disclosure on DBS and signed off by Head Teacher	Yes/No
Sight of DBS and if registered with the Update Service sight of original DBS, login provided and screen shot taken and logged with Agency paperwork.	Yes/No
ID checked and logged on first day of arrival – this should be logged on Agency paperwork already sent through.	Yes / No
Induction pack contains Safeguarding information, GDPR and confidentiality, Fire Safety, Health and Safety information.  If length of supply contract will mean access to SIMS is required, they must complete GDPR and IHASCO fire safety training.	Yes/No  Yes/No required and completed.
Added to SCR from first day: Removed at end of final day:	Yes / No
Information destroyed when Agency teacher leaves, as no retention of this data is required	Date completed:

**Contractors supplied through Central Services will have the necessary checks/receive confirmation in writing and provide the schools SCR holder of a TSAT proforma containing information required for SCR.**

**All schools must inform TSAT Safeguarding of external services that need to be on SCR**

**Zero Hours Contract Staff, who have not claimed for 14 months, will be ended on the system and the school informed.**

**Appendix 12 – Online Search Form for Shortlisted Candidates**

**Evidence of an Online Search taking place**

<u>Evidence of Online Search</u>	
Name of applicant	
Name of person undertaking check	
Online search taken place. Searching the following: <ul style="list-style-type: none"> <li>• Name + Teacher</li> <li>• Name + Location</li> <li>• Name + previous work place(s)</li> <li>• Name + Job title</li> <li>• Name + the word 'banned'</li> <li>• Name + the words 'crown court'</li> <li>• Name + the words, magistrates court'</li> <li>• Name + the word 'convicted'</li> </ul>	<b>Date check completed:</b>
Did any information on this person appear in search results	<b>Yes/no</b>
<i>If information came back on search results- Was this information of concern</i>	
<i>If information is of concern, date contacted HR and Safeguarding team</i>	
Results passed on to interview panel	<b>Date:</b>
Signature	