



Thinking Schools Academy Trust
“Transforming Life Chances”

Recruitment & DBS Policy

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1.0 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*.

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

RECRUITMENT PROCESS

2.0 Key Points to 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, disability or any other protected characteristic and regardless of membership of a professional association or trade union.

All vacant posts will be appropriately advertised except in cases of redundancy, ill health, disability or maternity redeployment. Posts will be open to external candidates are appropriately advertised. Applications for externally advertised posts are also encouraged from internal candidates. Equal consideration is given to internal candidates when short-lists are drawn up.

All adverts throughout the Trust must have a Safeguarding paragraph, detailing the Academies commitment to safer recruitment. Example:

The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. DBS disclosures at enhanced levels and Children's Barred List check will be required prior to any offer of employment.

A copy of the successful applicant's job advert and supporting documents must go into their personnel file.

An Employee who is Safer Recruitment trained must be involved in key parts of the recruitment process including reviewing the application form, reviewing references and interviewing.

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

3.0 Pre-Interview: Employment History and References

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.

All external applicants for a post, or those working at the school who are not currently in regulated activity, are required to complete an application form, giving their previous employment history. This information is checked to ensure that it is not contradictory or incomplete.

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 the Trust of the referee. 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.

One of the 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.

On receipt of two references, references are checked to ensure that all specific questions have been answered satisfactorily. The referees are 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 are taken up 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.

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

4.0 Interview

The selection process and interview questions are structured around the job description and safeguarding.

An Employee who is Safer recruitment trained will be involved in the interview and will ask safeguarding questions to the interviewee.

Teaching posts: For all academic staff it would be usual for the Principal/Headteacher plus one other member of leadership staff or a Governor to be involved in the interview process. Interviewees should not be family members, co-habitees or engaged in commercial activity with candidates. In most cases candidates will be required to teach a sample lesson and will be informed in advance of what will be required and at what stage during the interview process this will take place.

In general, we will look for:

- Relevant qualifications at degree level from a reputable university or college
- The ability to teach at all levels appropriate to the post

- 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 one other management representative. Dependent on the post, there may be a separate assessment of ability/skills required for the role.

In general, we will look for:

- Relevant qualifications
- The ability to fulfil the job description
- A willingness to engage with continuous professional development
- Commitment to upholding safeguarding procedures

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 a successful appointment.

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.

All reasonable expenses for UK travel will be refunded for teaching interviewees up to a maximum amount of £100, unless previously agreed by the Principal/Headteacher. The Trust will not pay for travel to and from an interview from outside the UK unless express permission has been granted by the Principal/Headteacher before bookings are made.

5.0 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, as well as receipt of at least two satisfactory references. All support staff appointments are subject to a probationary period and this must be specified 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.

APPOINTMENT PROCESS

Checks for individuals working at or visiting the school

The Senior Management of each Academy and the Trust seek to 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.

6.0 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 must 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:** With at least two of the following: 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;
- **DBS check with a barred list information:** Gain certificate for every new Employee.
 - obtain a separate **barred list check** if an individual will start work in regulated activity before the DBS certificate is available;
- **Enhanced DBS certificate** must be obtained for volunteers involved in a regulated activity.
- **Prohibition Order Check.** For all employees involved in teaching (including Cover Supervisors and TAs), issued by the Secretary of State, using the Employer Access 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.
- **Disqualification by Association.** Verify that all staff working with or involved in the management of the provision for children under the age of 8 years are not disqualified from working with children or by association. This is conducted via a self-declaration form which is checked for compliance before the candidate commences employment. This check does not apply to Volunteers or Governors. If a candidate falls within the 'by association' rule, they may apply to Ofsted for a waiver of disqualification but candidates will not be employed unless and until such a waiver is confirmed.

All new Employee appointments will require a DBS check. The level of DBS check required, and whether a prohibition check is required, depends on the role and duties for which a prospective Employee is applying.

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

7.0 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.

8.0 Disqualification by Association

All roles within the Trust where staff are working with or involved in the management of the provision for children under the age of 8 years will be need a check to ensure they are not disqualified from working with children by association. This is conducted via a self-declaration form which is checked for compliance before the candidate commences employment. This check does not apply to Volunteers or Governors. If a candidate falls within the 'by association' rule, they may apply to Ofsted for a waiver of disqualification but candidates will not be employed unless and until such a waiver is confirmed.

Employees must inform the Headteacher/Principal if during their employment their circumstances change that may affect their disqualification by association status.

9.0 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.

10.0 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.

NON EMPLOYEE PRE COMMENCEMENT CHECKS:

11.0 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 a DBS check. The flow chart in Appendix 1 and the information below will determine if a Barred List check is required too.

Supervised volunteers who regularly teach or look after children are not in regulated activity so the school is not permitted to conduct an enhanced DBS check with barred list information (in accordance with the Protection of Freedoms Act 2012, which amended the Safeguarding Vulnerable Groups Act 2006). The school does, however, conduct an enhanced DBS check without barred list information. Such individuals will be supervised regularly and on a day to day basis, to ensure children's safety. The frequency and degree of supervision is determined by the type of activity and age of the children concerned and is determined by the Principal/Headteacher of the Academy.

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 obtains an enhanced DBS certificate with barred list check.

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

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

12.0 Academy Advisory Board Members, Regional Governors & Directors of TSAT

All Academies' Advisory Board Members, Regional Governors and Directors must have an enhanced DBS check with a barred list 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 Executive PA's 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.

13.0 Contractors

The appropriate level of DBS check, if required, is carried out on 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 are 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. They are supervised during their time at the school.

14.0 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 and a barred list 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.

15.0 DISCLOSURE & BARRING SERVICE (DBS)

The DBS is responsible for administering three types of checks;

- **Standard:** a check of the Police National Computer (PNC) records of convictions, cautions, reprimands and warnings;
- **Enhanced:** a check of the PNC records as above, plus other information held by the police that is considered relevant by the police; and
- **Enhanced with barred list information:** for people working in regulated activity with children. This adds checks of the DBS Children's Barred List to the enhanced check.

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 applicant must bring the DBS certificate to the TAST Academy before they take up a post.

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

16.0 Convictions/Disclosures highlighted on a DBS check or application form

All roles within the Trust have "access to children" therefore these roles are exempt under the provisions of the Rehabilitation of Offenders Act 1974. Therefore applicants MUST disclose details of any caution or criminal offence. If an applicant has a spent or unspent criminal conviction we will look at it in relation to the job applied for before making a decision. We will treat it in the strictest confidence

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 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. Where necessary, further information may be requested from 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 behavior or other relevant matters;
- whether the applicant's circumstances have changed since the offending behavior or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

17.0 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 individuals suitability to work with children, it will carry out all relevant checks as if the person were a new member of staff.
- If a person working at a 'TSAT' Academy moves from a post that is not regulated activity, into work which is regulated activity, the relevant checks for the regulated activity are carried out.
- 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).

18.0 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.

18.1 Information to appear on the Single Central Record

The following information must appear on the Single Central Record:

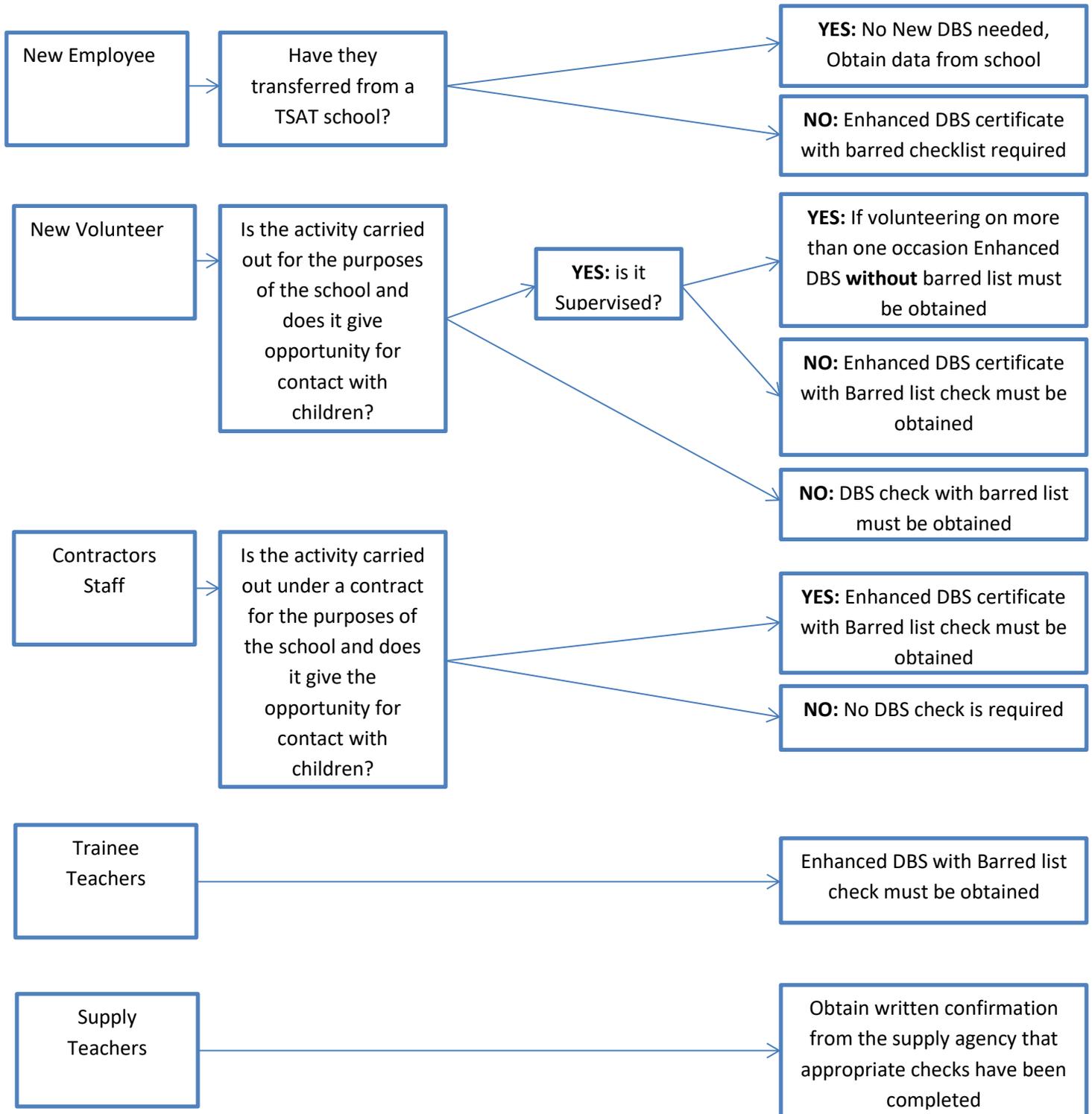
- Full Name
- Address
- Date of Birth
- Job Title

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;
- a barred list (also known as List 99 check or part or Enhanced DBS 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)

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. Please see Trust HR Procedures for further information on the contents of a TSAT Personnel File.

DBS and Barred list checks required Flowchart



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:		

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

	<p>If the individual is an existing Employee the following action should happen:</p> <p><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.</p>
Declaration:	
Signed:	
Print name:	
Date:	
TSAT HR Approval:	

APPENDIX 3

Pre-Employment Checklist	Begun	Completed	Initial
Task			
Copy of Application Form on File (with a Name & Signature from Safer Recruitment Trained Employee to verify application form checked)			
Reference 1 in File. Must be previous Employer and or work with children (With Name & Signature from Safer Recruitment Trained Employee to verify reference checked)			
Reference 2 in File. (With Name & Signature from Safer Recruitment Trained Employee to verify reference checked)			
Copy of Interview Notes in File. (With Name & Signature from Safer Recruitment Trained Employee. Verify Safeguarding question asked)			
Medical Questionnaire in File			
Prohibition from Teaching check on Secure Access For all staff teaching incl, TAs & Cover Supervisors			
If SLT check NCTL for Section128 barring directions			
Right to work in the UK checked and evidence on file			
Copy of Verification of identity checked and in file			
Copy of Verification of address checked and in file			
Disqualification by Association form (if applicable)			
Overseas Candidate (if applicable): Police Check/Certificate of good conduct in file Copy of Visa in file Copy of additional T&C is applicable in file			
New Enhanced DBS Completed (Verify if internal transfer from TSAT school)			
Separate Vetting & Barring (if applicable)			
Added all relevant information to Single Central Record			
Headteacher/Principal checked all the above – agreement for new starter to begin Risk Assessment required YES / NO	Signed: Date:		
Qualifications Checked online & Copy in file			
Copy of Advert in File. Advert must have Safeguarding Statement:			
Offer Letter In File			
Copy of Job Description on file			
Signed acceptance of Offer Letter in File			
Copy of Contract in File			
Personal Data Form in File			
Ethnicity Form in File			
CMIS/Sims added			
New starter form sent to SPS			
Headteacher/Principal checked all the above – File complete	Signed: Date:		
Are there any gaps in this file: YES / NO Details:	Signed: Date:		

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 or Medway 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.

Whist 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:

Time elapsed between actual date of taking up appointment and last day of service	Percentage of all sums paid under the scheme which have to be repaid
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.

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-expert-training/safer-recruitment-education-course/>

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>

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 <i>(Please add comments and indicate whether the role and circumstances are high or low risk)</i>	High Risk	Low Risk
Does this employee work in “Regulated Activity”?*		<i>Please give details of the current role, responsibilities and location/ setting.</i> <i>If No or unsure please answer next two questions</i>		
Does this employee have direct and regular contact with children (or vulnerable adults)?				
Would the employee be working independently (unsupervised) with direct charge over these people?				

Was this employee recommended by an existing member of staff or member of the school community?		<i>Please provide details;</i>		
Do you have any employment history on file for this employee?		<i>If yes, please provide details of any known employment history;</i> <i>If no, please document the reasons why;</i>		
Did they provide details of referees?		<i>Please provide details of any referees;</i>		
Has a DBS (or CRB) check been undertaken?		<i>If yes, did it contain any information?</i> <i>If yes, was a risk assessment carried out?</i> <i>If yes; is this on the employees file? If no; why?</i>		
Have there been issues with their conduct in their current role or setting?		<i>Please provide details of issues and how they were addressed;</i>		

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: