



**Wessex**  
Learning Trust  
We Learn Together!

# Safer Recruitment Policy

**Date approved by Trust Board: - September 2024**

**Review Date: September 2025**

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## **Wessex Learning Trust Safer Recruitment Policy**

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This policy will be reviewed by the Board of Trustees annually.

A handwritten signature in black ink that reads "Gavin Ball". The signature is written in a cursive style with a large, looped initial 'G'.

Signature:

Name: Mr Gavin Ball

Position: Chief Executive

Date: 01 September 2024

A handwritten signature in black ink that reads "Paul Jacobs". The signature is written in a cursive style with a large, looped initial 'P'.

Signature:

Name: Mr Paul Jacobs

Position: Chair of the Board

Date: 01 September 2024

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## 1. Introduction

**1.1** The Wessex Learning Trust ('the Trust') is committed to recruiting the best people to support its aim to provide high quality education and personal development for all learners and young people within the Trust. This policy outlines the consistent selection process to ensure colleagues are selected based solely on their abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the role.

**1.2** The safe recruitment of staff in the Trust is the first step to safeguarding and promoting the welfare of learners in education. The Trust is committed to safeguarding and promoting the welfare of all learners in its care through following this thorough and consistent Safer Recruitment Policy. As an employer, the Trust expects all staff and volunteers to share this commitment.

**1.3** The Trust is also committed to ensuring that no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation, throughout the recruitment and selection process. If an applicant makes the Trust aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.

## 2.0 Definitions

For the purposes of this policy the following definitions apply:

**Setting Lead:** the most senior leader in each setting (school/academy/central team departments) i.e. (Executive) Headteacher, Manager, Director, Central Team Executive leadership team members.

**Employees:** anyone employed by the Trust on either a permanent, fixed term or casual basis.

**Third Parties:** anyone instructed to work on behalf of the Trust either contracted, self-employed or a volunteer basis. This could include Trustees, Local Partners, contractors, therapists, peripatetic teachers, agency workers, trainees, work-experience and/or volunteers/visitors.

**Regulated Activity:** Any position undertaken at, or on behalf of any Trust school/academy will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

Roles that are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

Schools/academies are not permitted to check the Children's Barred List (which lists people who are not allowed to work with children) unless an individual will be engaging in "regulated activity".

**My Wessex:** the Trust internal Microsoft SharePoint platform that all Trust staff can access.

## 3.0 Scope and Purpose

### 3.1 Scope

This policy covers recruitment and/or selection practices for all positions (outlined in 2.0) involving working within regulated activity.

Staff involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

### **3.2 Purpose**

The purpose of this safer recruitment policy is to ensure:-

- any person who works within our settings are safe to work with children and young people.
- that all job applicants are considered equally and consistently.
- that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, gender, or sexual orientation, marital or civil partner status, disability or age.
- compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE), the Prevent Duty Guidance for England and Wales (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- that the Trust meets its commitment to safeguarding and promoting the welfare of learners by carrying out all necessary pre-employment checks.
- that the Trust seeks to recruit the best applicant for the job with the principle of open competition in its approach to recruitment. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's, based on their merits, abilities and suitability for the position as measured against the job description and personnel specification.

## **4. Roles and Responsibilities**

### **4.1 Local Partnership Board**

It is the responsibility of the school/academy's Local Partnership Body (LPB) to ensure that this safer recruitment policy is implemented in their setting and recruitment practices are in accordance with all relevant legislation, recommendations and statutory guidance. It is also the responsibility of the LGB to ensure any governors involved in recruitment are safer recruitment trained.

### **4.2 Setting Leads**

It is the responsibility of the setting lead to ensure: -

- that the setting operates all safer recruitment procedures in accordance with this policy, relevant legislation, recommendations and statutory guidance.
- all appropriate vetting checks are carried out on all staff, volunteers, third parties and visitors who work within their setting.
- all recruitment processes are clear, fair and consistent to ensure the best candidates are secured, supporting the aims and objectives of the Trust, ensuring that no applicant is disadvantaged or discriminated against and to promote welfare of children and young people at every stage of the procedure.
- recruitment is conducted in a professional, timely and responsive manner in order to ensure the best candidates are secured.
- themselves, all recruitment administrators and at least one colleague involved in recruitment and selection process have undergone safer recruitment training.
- all applicant information is handled, processed and stored in line with GDPR requirements.

Each school/academy/setting is required to carry out an enhanced DBS check for all staff, supply staff, volunteers and Local Partners who will be engaging in regulated activity using UK CRB online. Schools/academies may also use the DBS update service for new staff/volunteers that have registered with this service.

### **4.3 Central Team**

The Trust has delegated responsibility to its setting lead in all appointments except for Senior Leadership positions. Members of the Local Governing Body may be involved in school/academy staff appointments, but the final decision will rest with the (Executive) Headteacher. The appointment of (Executive) Headteachers and Senior Leaders is the responsibility of the Trust Board and/or Executive Leadership Team.

### **4.4 Personnel involved in recruitment process**

Any member of staff involved in the recruitment process who has a close personal or family relationship with an applicant must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

## **5. Recruitment and Selection Procedure**

### **5.1 Advertising**

#### **5.1.1 Advertising Internally**

To ensure equality of opportunity and ensure the best candidates are secured for roles, schools/academies and central will need to advertise all vacant positions.

The Trust is committed to developing and promoting colleagues within the organisation and recognise the valuable benefits of promoting internally and retaining an already engaged workforce who are already bought into the Trust's values and commitments. Therefore, selective vacancies will be 'internal only' and, to ensure equal opportunity, will be posted on the internal vacancy page on 'My Wessex', for colleagues in Trust settings to access and be made aware of.

If a member of staff is absent for a period of time, such as maternity or sick leave, it is important that the setting communicates to the employee about any current vacancies within the Trust.

In exceptional circumstance it may be deemed necessary to only open/ringfence internal vacancies to one setting or to one department within a setting, particularly where the financial implication of recruiting from outside this would have a detrimental impact. In such circumstances authorisation will be sought by the setting lead from the Central HR team to ensure no colleagues are unfairly disadvantaged.

#### **5.1.2 Advertising externally**

Standard practice will be to advertise all positions externally as well as internally, doing so will ensure the recruitment process is timely and ensure the right person is recruited for the position based on merit. In exceptional circumstance it may be deemed necessary to only advertise internally (see 5.1.1).

### **5.2 The Job Pack**

All advertisements will make clear the Wessex Learning Trust's commitment to safeguarding learners, promoting the welfare of learners, and the requirement to undertake an enhanced DBS check by including the following statement:

*The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check.*

All job packs must follow the Trust templates and include the advert and job description and person specification. Templates are available in the Operations Leads area of My Wessex.

#### **5.2.1 Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role and who it will report into. The personnel specification is of equal importance and informs the selection decision. It details the skills, experience, abilities, and expertise that are required to do the job.

Trust template job descriptions and person specifications should be utilised wherever possible to ensure consistency in expectations of roles throughout the Trust.

### **5.3 Where to advertise**

Vacancies being advertised externally will be posted on the following platforms as a minimum in order to generate interest in the roles and ensure a large enough pool of applicants:

- Wessex Learning Trust website.
- School website.
- Social media platforms (for example: Facebook, LinkedIn, Twitter).
- DfE jobs website.

Where vacancies are struggling to attract enough interest, the pool of applicants is small, there is an urgency to fill the position and/or the position is niche, the following platforms can be used to advertise:

- Eteach (if applicable).
- TES (if applicable).
- LinkedIn.
- Industry specific webpages and networks.
- Local magazines/ newspapers/ shops.
- Indeed or other similar jobs boards.

The decision on where to advertise when there is a budgetary implication must be made in collaboration with the setting leader and budget holder, ensuring the relevant purchasing process is completed. Refer to the Wessex Learning Trust Finance Policy for more information.

**5.4** All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

### **5.5 Application Forms**

All applicants will be required to complete a Wessex Learning Trust application form<sup>1</sup> containing questions about their academic and full employment history and their suitability for the role. In addition, all applicants are required to account for any gaps or discrepancies in their employment history and periods of time spend overseas.

Curriculum Vieta's (CV's) will not be accepted.

Incomplete application forms should be returned to the applicant to fully complete the form before the deadline. Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

### **5.6 The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to learners. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared by all colleagues who have been shortlisted for interview.

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<sup>1</sup> Some Trust settings who use an applicant tracking system via a third party will not be required to use the Trust application form, but will still need to ensure all safer recruitment criteria is met through the application process,

It is unlawful for the Trust to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at a school/academy. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the Police and/or the DBS.

## **5.7 Shortlisting**

Shortlisting is a key next step in the recruitment process following advertising. At least two people are required to carry out the shortlisting exercise independently. The Trust promotes the best practice of anonymising applications prior to shortlisting by removing Personal information such as Date of Birth, Name, Disability information and equal opportunities recruitment monitoring information, to ensure a fair approach is taken.

After shortlisting, candidates will be asked to complete a self-declaration (See [Appendix 1](#)) of their criminal record or information that would make them unsuitable to work with children. This information should only be requested from applicants who have been shortlisted and will be invited to interview. This form will be attached to the shortlisted candidates invite to interview letter and must be returned ahead of the interview taking place. The information should not be requested in the application form to decide who should be shortlisted. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information to be discussed and considered in the circumstance of the individual case and allow this to be discussed and considered at interview before the DBS certificate is received.

All applicants who are not shortlisted for the position should be informed in a timely manner.

## **5.8 Online checks**

In addition, as part of the shortlisting process and part of our due diligence, an online search should be carried out on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the setting might want to explore with the applicant at interview. Candidates are informed that online searches will be done as part of due diligence checks on the Trust template job adverts, application forms and in the invite to interview.

## **5.9 References**

Permission to seek references is sought in the application. Where applicants have given permission to seek references prior to interview, references should be sought. Where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage, references will be sought immediately after interview when a conditional offer of employment is made. A candidate who has not consented to seeking references prior to interview should not be disadvantaged in the recruitment decision making process.

References should be sought using the template form available on 'My Wessex'.

**5.9.1** All offers of employment will be subject to the receipt of a minimum of two references that are considered satisfactory by the (Executive) Headteacher/setting leader. Candidates must not start their post prior to the setting receiving two satisfactory references.

When seeking references the setting should:

- not accept open references e.g. to whom it may concern.
- not rely on applicants to obtain their reference.
- ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the Headteacher/Principal/equivalent as accurate in respect of any disciplinary investigations and safeguarding information).
- obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.



- secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then a reference from their current employer should be obtained.
- always verify any information with the person who provided the reference.
- ensure any electronic references originate from a legitimate source, references should not be accepted from a personal email address expect in the case of this being a character reference.
- contact referees to clarify content where information is vague or insufficient information is provided.
- compare the information on the application form with that in the reference and establish any discrepancies with the candidate.
- establish the reason for the candidate leaving their current or most recent post.
- ensure any concerns are resolved satisfactorily before appointment is confirmed.

**5.9.2** All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children and provide the facts (not opinions) of any substantiated safeguarding allegations. They should not include information about allegations which are unsubstantiated, unfounded, false, or malicious. References are an important part of the recruitment process and should be provided in a timely manner and not hold up proceedings.

**5.9.3** For Trust internal moves/promotions, an internal reference must be obtained from the current setting lead using the internal reference form template available on My Wessex.

**5.9.4** If the setting lead has any concerns over whether a reference is satisfactory, advice can be sought from Central HR or The Trust HR Advisory service.

## **5.11 Interviews and selection process**

Shortlisted colleagues should be officially invited to interview using the Trust 'invite to interview' template, available on My Wessex. The invite should include information regarding online checks and a self-declaration form for the applicant to complete prior to interview.

A face-to-face interview must take place with a minimum of two interviewers. In exceptional circumstances where a face-to-face interview may not be possible, online interviewing can be undertaken only when advice has been sought from Central HR or the Trust HR Advisory service.

Interviews will often include various panels, tasks and a formal interview. Each of these activities will focus on drawing out the skills and experience of the candidates and establish the motivations of the candidate for wanting to work with children. This is also the opportunity to question any anomalies or gaps in employment that have been identified in the application form, in order to satisfy that the chosen applicant can meet the safeguarding criteria and the job description and personnel specification criteria.

At least one question during the interview must be asked in relation to the safeguarding of children/young people.

The Trust encourages schools to involve learners in the recruitment process in a safe and meaningful way, where appropriate.

The interviewing panel will probe the reasons for any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

**5.11.1** At least one member of any interviewing panel must have undertaken safer recruitment training. The central HR team holds a central database of safer recruitment trained colleagues.

The setting lead is responsible for requesting safer recruitment training for the relevant staff including (Executive) Headteachers, senior staff and staff involved in recruitment administration via the central HR team.

## 5.12 Retention of Documents

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA). Please refer to the Date Protection Policy (Section 10) for further information.

Hiring decisions should be made within two days of the interview. The successful candidate should receive a verbal offer from the lead panellist and unsuccessful candidates should be informed verbally of the outcome of the interview in a timely manner by the lead panellist. In the spirit of our Trust values, the unsuccessful candidate should receive verbal communication from the lead panellist.

## 6. Offer of Appointment, vetting checks and new employee process

6.1 If it is decided to make an offer of employment following an interview, any such offer will be conditional based on the following:

- the agreement of a mutually acceptable start date and the signing of a Trust statement of main terms and conditions of employment.
- verification of the applicant's identity.
- the receipt of two references which the setting lead considers to be satisfactory.
- for positions which involve "teaching work" that the setting lead is satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teacher Registration Agency (TRA), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working for the Trust or which, in the setting lead's opinion, renders the applicant unsuitable to work for the Trust; and the setting lead being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the Trust.
- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the setting lead considers to be satisfactory.
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List<sup>2</sup>.
- confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies, or restricts them from providing education at a school/academy, taking part in the management of a school/academy, or working in a position which involves regular contact with children.
- verification of the applicant's medical fitness for the role. Under no circumstances should a new member of staff be allowed to commence employment in a setting until they have been deemed medically fit for post.
- verification of the applicant's right to work in the UK.
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and when an overseas check cannot be obtained references from previous overseas employers are recommend as an alternative.
- verification of qualifications which the Trust school/academy deems a requirement for the post, or which the applicant otherwise cites in support of their application.
- section 128 check where applicable<sup>3</sup>
- online checks (as part of the shortlisting process Trust schools/academies/central should carry out an online search as part of their due diligence on the shortlisted candidates).

6.2 All candidates should receive a conditional offer of employment letter and 'Statement of Main Terms and Conditions' within ten working days of making the verbal offer, using Trust templates, available on My Wessex.

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<sup>2</sup> The school/academy is not permitted to check the Children's Barred List unless an individual will be engaging in 'regulated activity'

<sup>3</sup> A section 128 direction prohibits or restricts an unsuitable individual from participating in the management of an independent school, including academies and free schools

**6.3** The Wessex Learning Trust New Appointment Checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment. The checklist will be retained on the personnel file.

#### **6.4 DBS Update Service**

Before using the Update Service, schools/academies/central must:

- obtain consent from the individual to carry out an online check to view the status of an existing standard or enhanced DBS check.
- confirm the DBS certificate matches the individual's identity.
- examine the original certificate to ensure that it is valid for employment with the children's workforce and ensure that the level of the check is appropriate to the job they are applying for, e.g., enhanced DBS check/enhanced DBS check including with barred list information.

#### **6.5 DBS Checks**

##### **6.5.1 Current Staff**

It is the Trust's policy to carry out new DBS checks on existing Wessex Learning Trust staff, when:

- an individual working at a Trust setting moves from a post that was not regulated activity with learners into work which is considered to be regulated activity with learners. In such circumstances, the relevant checks for that regulated activity must be carried out.
- there has been a break in service of 12 weeks or more; or
- there are concerns about an individual's suitability to work with children.
- The Trust may request a new DBS for an employee/volunteer/third party at any time.

##### **6.5.2 New appointments:**

It is the Trust's policy to carry out new DBS checks on newly appointed staff from outside Wessex Learning Trust, prior to commencing employment

- regardless of whether they have an existing DBS from a previous organisation, with the exception of being on the update service in accordance with the conditions laid out in point 6.4.
- DBS checks must still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

##### **6.5.3 DBS certificate checks**

Once the checks are complete, the DBS will send a DBS certificate to the applicant. The applicant must show the original paper DBS certificate to their potential employer before they take up post, or as soon as practicable afterwards. The setting will need to compare any information disclosed on the certificate with any information shared by the applicant during the recruitment process. DBS guidance on how to check a DBS certificate can be found on GOV.UK.

##### **6.5.3 Employee starting where a DBS certificate is not yet returned**

A DBS check must be completed for all new staff prior to stating in any Trust setting. The Trust recognises there can be delays with DBS check certificates being returned. In exceptional circumstances where there is an organisational need for a colleague to start prior to a DBS certificate being returned, the setting lead must obtain advice from the Central HR team who will adhere to government guidance in Keeping Children Safe in Education (KCSiE).

This advice will ensure the following must be undertaken before considering if a member of staff working within regulated activity:

- a separate children's barred list check completed.
- all other vetting checks (as listed in 6.1) complete and deemed satisfactory by the setting lead.

- a risk assessment undertaken by the setting lead and mitigating factors considered and put in place.

## **6.6 DBS referral**

A referral to the DBS will be made if a school/academy removes an individual from regulated activity (or would have removed an individual had they not left), and they believe the individual has:

- engaged in relevant conduct in relation to children and/or adults.
- satisfied the harm test in relation to children and/or vulnerable adults; or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

## **6.7 Annual declarations**

Members of staff are obligated to inform their setting lead of any cautions or convictions that arise after any check has taken place. An annual declaration form will be sent to all current staff to complete, at the beginning of each academic year.

An annual declaration will also be completed by all newly appointed staff.

## **6.8 Retaining DBS Checks**

A printed copy of the Disclosure Certificate should not be retained on an individual's personnel file for longer than six months. However, confirmation of seeing the certificate and the certificate number must be recorded on the single central record (SCR).

## **6.9 Dealing with Convictions**

The Trust operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence.
- how long ago the offence occurred.
- one-off or history of offences.
- changes in circumstances.
- decriminalisation and remorse.

**6.10** A formal meeting will take place face-to-face to establish the facts with the applicant/employee and the setting lead. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the setting lead in liaison with Central HR will evaluate all of the risk factors above and complete a risk assessment form before a position is offered or confirmed.

**6.11** If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the setting lead may, where practicable and at their discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

## **6.12 Proof of identity, Right to Work in the UK and Verification of Qualifications and/or Professional Status**

All applicants invited to attend an interview at a Trust setting will be required to bring their identification documentation as proof of identity and eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006.

## **6.13 Medical Fitness**

Schools/academies in the Trust are required to verify the medical fitness of anyone to be appointed to a post, after an offer of employment has been made but before the appointment can be confirmed.

On appointment, candidates are requested to complete a Pre-Employment Health Questionnaire and where appropriate a referral to Occupational Health may be required. This information will be reviewed against the Job Description and the Personnel Specification for the particular role, together with details of any other physical or mental health requirements of the role.

The Trust is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

#### **6.14 Further Overseas Checks**

The Trust, in accordance with the UK Visas and Immigration (UKVI) will, if applicable, sponsor new foreign nationals.

**6.14.1** In addition, setting leaders must undertake further checks which they think are appropriate where applicants have lived/travelled/worked abroad for more than three months within the last 10 years. Applicants will need to obtain a criminal record check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the setting lead. It is the responsibility of the applicant to obtain and share this information.

#### **6.15 Induction Programme**

All new staff will be given an induction programme which will clearly identify the Trust values, commitments, expectations and Trust and school/academy policies and procedures, including the Child Protection and Safeguarding Policy, and the Code of Conduct, and make clear the expectations how staff carry out their roles and responsibilities.

### **7. Single Central Record (SCR)**

7.1 A single central record (SCR) of recruitment and vetting checks must be kept up to date and retained by each Trust setting. The Trust central team will also hold an SCR for central staff members. The SCR will contain details of the following: -

- the name of all employees who are employed to work at the school/academy/central team. Employee addresses and dates of birth can be included but not mandatory.
- the name of all employees who are employed as supply staff at the school/academy whether employed directly or through an agency. Addresses and dates of birth can be included but not mandatory.
- all others who have been chosen by the school/academy to work in regular contact with learners. This will cover volunteers, Trust Members and Trustees, Executive Leadership and central team members, Governors, peripatetic staff, and people brought into the school/academy to provide additional teaching or instruction for learners but who are not staff members e.g. sports coaches etc.
- an identity check including the date this was carried out and by whom.
- a check to establish the person's right to work in the United Kingdom including the date this was carried out and by whom.
- the date each individual's employment commenced.
- the DfE number of all teachers.
- confirmation that two satisfactory written references have been received and checked.
- confirmation that a satisfactory DBS check has been completed and the date of the certificate checked and by whom.
- confirmation that a satisfactory check has been undertaken of the Prohibited List and the date of the check and by whom for teachers and any member of support staff who takes part in formal teaching work.
- checks on people who have lived or worked outside the UK including the details of the check.
- a check of professional qualifications, where required and the date this was checked and by whom.

- a record of the dates of child protection training, prevent training, reading Keeping Children Safe in Education and the Trust Safeguarding and Child Protection Policy (this training does not have to be recorded on the SCR and can be recorded in a separate document)

7.2 A designated Governor will be responsible for auditing the Single Central Record and reporting their findings to the Local Governing Body three times per year (termly). The Single Central Record and Safer Recruitment Checklist should be used when auditing the SCR, a copy of this form can be found on My Wessex.

## **8. Record Retention / Data Protection**

8.1 Settings must retain on an employee's personnel file any relevant information provided as part of the application process. This will include the application forms, interview material, qualifications, documents used to verify identity, right to work in the UK, medical fitness, two references, offer of employment, Job Description, Statement of main terms and conditions, training records and pre-employment check information.

8.2 Colleagues personnel files will be retained by the setting duration indefinitely. All information retained on employees must be kept in a locked, metal, secure cabinet.

8.3 The same policy applies to any suitability information obtained about volunteers involved with school/academy activities.

8.4 DBS certificates should not be held on file. The setting will keep a record of the fact that vetting was carried out, the result and the recruitment decision taken.

8.5 Interview notes on all unsuccessful applicants should be retained for a period of six months, after which time the notes should be confidentially destroyed.

## **9. Contractors, Agency Staff and Trainee Teachers**

9.1 Contractors engaged in regulated activity at a setting must complete the same checks for their employees that the Trust is required to complete for its staff. The (setting lead) or their designate must obtain confirmation that these checks have been completed before employees of the Contractor can commence work at the Trust. A template third party letter of assurance can be found on My Wessex ([Appendix 2](#)). Where a contractor engaged in regulated activity is self-employed the setting must complete all checks themselves.

9.2 Agencies who supply staff to the schools/academies must also complete the pre-employment checks which the school/academy would otherwise complete for its staff. Again, the setting lead or their designate should require confirmation that these checks have been completed before an individual can commence work at the school/academy.

9.3 Self-employed instructors, tutors, peripatetic teachers, therapist or similar third parties engaged in regulated activity must undergo the same checks for their employees that the Trust is required to complete for its staff. The setting lead or their designate must complete these checks prior to these third parties starting in their setting. Such third parties must undergo a robust application and recruitment process.

9.4 The setting lead or their designate is required to independently verify the identity of staff supplied by contractors or an agency and will require the provision of the original DBS certificate before contractors or agency staff who will be working within regulated activity, can commence work at any Trust school/academy.

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

9.6 Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools/academies are advised to obtain written confirmation from the training

provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. It is not mandatory for the school to record details of fee-funded trainees on the single central record however it is deemed as Trust best practice.

9.7 Apprentices are employed members of staff and will undergo the same safer recruitment process and vetting checks as any other member of staff.

## **10. Volunteers**

10.1 Volunteers undertaking regulated activity with learners at or on behalf of a school/academy (the definition of regulated activity set out above will be applied to all volunteers) will be required to undergo a thorough recruitment and vetting process. Please refer to the Wessex Learning Trust Volunteer policy for further information.

Under no circumstances will the setting lead permit an unchecked volunteer to have unsupervised contact with learners.

## **11. Monitoring and Evaluation**

The Trust Executive Leadership Team are responsible for monitoring and evaluating this policy. The policy will be reviewed annually by the Wessex Learning Trust Board as part of its commitment to safeguarding children.

## **12. Transfer of an employee from one school within the Trust to another**

The school/academy where the employee is transferring from must send the transferring employee file to the new school/academy within the Trust. Files must be transferred securely. The file must be checked to ensure all checks have been completed to a satisfactory level. The file should then be stored in line with General Data Protection Regulation (GDPR) and the employee will need to be added to the new schools SCR.

## Self-Disclosure Form

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for.

Please complete the following form as accurately as possible.

**Note:** you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can [check here](#).

If you accidentally provide information about 'protected' convictions or cautions, we won't take this into account.

### How we'll use this information

We'll use the information in this form to:

- Identify whether you may be ineligible for a role based on barring, a section 128 direction or childcare disqualification requirements.
- Inform our conversations with you about any relevant details during the interview process.

We won't use this information to make decisions about job offers.

If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

Name	
Role	

### Self-declaration

	YES/NO
<b>Delete this row if the role you're recruiting for isn't in regulated activity</b>	
The role you've applied for is 'regulated activity', so is eligible for a barred list check.  Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children's Barred List)?	
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act	



	YES/NO
1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	
Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?	
<p>Delete this row if the role you're recruiting for isn't a <a href="#">management position</a></p> <p>Are you subject to a section 128 direction?</p>	
<p>Delete this row if the role you're recruiting for isn't in covered by <a href="#">childcare disqualification requirements</a></p> <p>Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>➤ Orders disqualifying you from caring for children</li> <li>➤ Orders disqualifying you from private fostering</li> <li>➤ Any refusal of an application for you to be registered in relation to a children's home</li> <li>➤ Care/child protection orders issued in respect of a child in your care</li> </ul>	
<p>Delete this row if the role you're recruiting for isn't in covered by <a href="#">childcare disqualification requirements</a></p> <p>Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>➤ Any offence against or involving a child</li> <li>➤ Any sexual offence</li> <li>➤ Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH)</li> </ul>	
Do the police or children's social care have your name and/or information on file for any reason?	
If you answered 'yes' to any of the questions above, please provide further information.	

	YES/NO

I confirm that the information above is accurate to the best of my knowledge, and that I will make the school/academy aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post.

Signed:

Date:

**PRIVATE & CONFIDENTIAL**

Dear **Name**

**Confirmation of Pre-Employment Checks on Behalf of the Employer**

**School/Academy** part of the Wessex Learning Trust follows safer recruitment practices in line with statutory requirements as set out in "Keeping Children Safe in Education" (KCSIE).

We are required to verify that all staff engaged in regulated activity at the school/academy, via a third party, have been subject to the appropriate clearances by the third-party employer.

**These clearances include:**

- All posts that fall within the definition of 'Regulated Activity' are subject to an Enhanced DBS Disclosure with Barred List Check.
- All posts/positions which fall within the pre-Oct 2012 wider definition of Regulated Activity are subject to an Enhanced DBS Disclosure only.
- Individuals engaged as a teacher are not subject to a prohibition order, issued by the Secretary of State.
- The individual has the right to work in the UK.
- Professional qualifications have been verified.
- Two satisfactory pre-employment references have been obtained.

As a third-party providing **agency staff/contractors** to **School/Academy**, please confirm the clearances, as set out above, have been undertaken by you prior to any **agency staff member/contractor** commencing their engagement with us.

Please ensure that the appropriate manager with safeguarding responsibilities completes, signs and returns the letter as confirmation.

As a third-party employer we require you to inform us immediately of any changes to clearances for any of your members of staff listed overleaf.

Yours sincerely,

**Name**

**Job Title**