



POLICY AND PROCEDURE RECRUITMENT AND SELECTION

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Approval required by (please tick):	A&R	F&R √	Trust √	Rem
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Equality Impact Assessment	This Policy has been reviewed against equal opportunities legislation with regard to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity and has no identified adverse impact (direct or indirect) on minority groups			

1. INTRODUCTION

The Pinnacle Learning Trust believes that having a robust recruitment and selection process is crucial to the successful operation of our organisation and enables us to attract and retain excellent people and fulfil our safeguarding obligations. Through the application of this policy, we can be sure that our recruitment and selection process is effective, consistent and transparent and complies with current legislation and best practice.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues and volunteers to share this commitment

The purpose of the Recruitment and Selection procedure is to effectively carry out the recruitment of colleagues in a fair and consistent manner, in accordance with the Trust and Academies' Equality and Diversity Policies and Procedures and legislative requirements.

The procedures will ensure that selection for employment is based solely on the basis of the applicant's ability and individual merit assessed against the criteria for the job.

The Policy will apply to everyone involved in the recruitment and selection process.

2. POLICY STATEMENT

2.1 This Recruitment and Selection Policy is underpinned by:

Legislation specifying employment rights:

- Employment Rights Act 1996
- Employment Act 2002
- Fixed Term colleague Regulations 2002
- Part-time Workers Regulations 2000 (Amendment) 2002
- Education Act 2002
- Equality Act 2010

Legislation and guidance for the protection of children:

- Children Act 1989
- Education Act 2002
- Children Act 2004
- Rehabilitation of Offenders Act 1974
- Safeguarding Children and Safer Recruitment in Education

Legislation, policy and guidance giving rights of access to information at of all stages of the recruitment process:

- Data Protection Act 1998 GDPR 2018
- Freedom of Information Act 2004

2.2 Assessing the Need to Recruit

Any recruitment within the Trust should be budgeted. There may be occasions when due to unforeseen circumstances, ad-hoc recruitment is required. In all circumstances, before a vacancy is approved and advertised, the financial resources should be verified through completion of a 'Post Authorisation Form', which is an on-line process authorised by designated members of SLT and HR.

The senior leader with responsibility for the area concerned will consider the following prior to proposing a new appointment or changes to existing working arrangements:

1. Whether the position is necessary (either new or replacement)
2. Whether the tasks could be performed by restructuring or procedural change
3. Whether the position can be filled by internal promotion or transfer
4. Whether the vacancy requires redefining, considering changing work patterns, organisation, technology and the need for additional skills, etc.
5. Whether the appointment or change to contract is affordable within the existing staffing budget.

2.3 Preparing the Job Description

A Job Description and Person Specification are required for all posts, based upon agreed general templates for different types of roles within the Trust, adapted to reflect the specific requirements of the vacant post.

Job Descriptions are not intended to be exhaustive and requirements will change over time. On all occasions when a vacancy has been approved, the Job Description will be reviewed and updated as necessary to reflect the current requirements of the role.

The Job Description also contains the 'Person Specification' element for the role, detailing objective criteria in accordance with the Trust Equality and Diversity commitment, against which candidates will be assessed at all stages of the selection process. The criteria in terms of experience, skills, knowledge and personal attributes will be related to the duties and responsibilities outlined in the job description and will usually include:

- Experience
- Qualifications and training
- Knowledge and skills base
- Personal characteristics, which will be job and college related requirements
- Safeguarding requirement, due to working in regulated activity

In preparing the Person Specification, careful consideration will be given to the weighting of criteria to ensure the Trust's requirements are met in terms of candidates' skills and abilities and that barriers to application and employment are not imposed through inaccurate weighting of criteria. It is therefore imperative that criteria for each position are weighted in accordance with the following guidelines:

Essential - The successful candidate should meet the Essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which they have been appointed.

Desirable - The post holder should aim to meet the Desirable criteria to fulfil the role on a longer-term (permanent) basis. The successful candidate would be expected to develop their skills and knowledge within an agreed timescale (usually within six to twelve months of their start date) to meet the Desirable criteria in full. Desirable criteria not demonstrated at shortlisting should be evidenced at the interview stage to help differentiate candidates.

2.4 Advertising

The process for advertising within the Trust is as follows:

- Internal adverts will be shared across all academies in the Trust
- Supplementary roles will only be advertised in the relevant academy

All newly created posts and direct replacements will be advertised both internally and externally with the following exceptions:

- Where a temporary secondment or acting up arrangement is required, internal only advertising will be used;
- In organisational restructuring and/or redundancy situations where roles may be redundant, priority will be given to those colleagues at risk of losing their employment. In these circumstances, posts will be ring-fenced to those at risk and only be advertised more widely if they cannot be filled from the pool of staff, who have been identified as being 'at risk' of redundancy

- Where cover is required at short notice or where internal and external advertising have been unsuccessful in filling a vacancy, recruitment through employment agencies may be necessary

All SLT roles will be approved by the CEO before proceeding with the advertising process.

SLT has the discretion to decide whether a temporary post or a post which is judged to be supplementary to existing duties and responsibilities should be advertised internally only.

The aim is to select the best medium for recruitment to reach each 'target group' at minimum cost. Advertisements will be prepared with due regard to presenting the job requirements and will include an equality statement encouraging applications from all sections of the community.

Where to advertise

Consideration should be given to the most appropriate place to advertise the vacant post which may include professional journals, online recruitment agencies such as Greater Jobs, community centres etc. All posts will be advertised on The Pinnacle Learning Trust website with a link to the relevant academy.

Advertisements will be non-discriminatory, clear and will generally summarise:

- The requirements of each vacancy
- The main essential criteria for job applicants
- The hours of work, salary and job tenure (e.g. contract length)
- The application procedure

All external advertisements will include reference to safeguarding and a statement of commitment to safeguarding, promoting the welfare of children and the need for the successful applicant to have a DBS.

We are committed to attracting applicants from all sections of the community.

2.5 Information for the Candidates

The following information will be available to candidates through My New Term.:

- Trust Application Form (includes a statement that it is an offence to apply for the role of regulated activity if the applicant is barred from engaging in regulated activity relevant to children).
- Join Our Trust Document
- Academy Applicant Pack (Includes Job Description and Person Specification)
- DBS Code of Conduct (available on request)
- Trust Monitoring Sheet (Equal Opportunities)
- Trust Privacy Statement
- Recruitment and Selection Policy
- DBS and the Recruitment of Ex-Offenders Policy
- Academy Safeguarding Policy

The Trust does not accept copies of curriculum vitae in place of an application form.

Teaching posts will require candidates to provide at the application stage evidence of results and relevant lesson observations, where possible.

2.6 Short listing

All applicants are required to complete an application form and provide a written statement of application, plus providing evidence of results and relevant lesson observation for teaching staff.

All application forms should be scrutinised to ensure that they are fully completed, and that the information provided is consistent and does not contain any discrepancies. Any anomalies or gaps in employment should be noted and taken up as part of the consideration of whether to shortlist the candidate.

HR/Office Manager will prepare a shortlisting pack which will typically contain:

- The application form for each candidate
- A copy of the Job Description and Person Specification
- A shortlisting grid

Shortlisting will be undertaken by all the selection panel members, which will comprise a minimum of two people, one of whom will usually be the line manager responsible for the successful candidate upon appointment and a member of SLT. The panel will agree a final shortlist of applicants to invite to the selection process.

Late applications should not generally be considered and not once shortlisting has commenced, unless there are exceptional circumstances.

All candidates who have disclosed a disability and who meet the Essential criteria in full will be short-listed, in accordance to the 'guaranteed interview scheme' under the 'disability confident scheme'.

The shortlisting process should be completed within a week of the closing date for receipt of applications where possible.

Shortlisting must be made by reference to the essential, and if necessary, the desirable criteria detailed in the person specification. Internal candidates will only be shortlisted if they meet the criteria as outlined in the person specification.

It is unlawful to eliminate applicants from the shortlist on the grounds of:

- disability;
- gender reassignment;
- pregnancy and maternity;
- sex;
- sexual orientation;
- race;
- marriage and civil partnership;
- religion or belief;
- age; or
- 'spent convictions' unrelated to the job.

The 2010 Equality Act also limits the circumstances when an employer can ask general health-related questions before a job offer has been made. Prior to making an offer of employment to an applicant, health-related questions must only be asked to help the employer to:

- decide whether there is a duty to make any reasonable adjustments for the person to undertake any part of the assessment/selection process;

- decide whether an applicant can carry out a function that is essential (“intrinsic”) to the job once reasonable adjustments are in place;
- monitor diversity among people making applications for jobs;
- take positive action to assist people with disabilities;
- be assured that a candidate has the disability where the job genuinely requires the jobholder to have a disability.

A fitness to work health questionnaire will only be completed following an offer of employment and will be subject to the conditional terms and conditions of employment.

Following the short listing, the following information is sent to interviewees:

- An email to let the candidate know they have been shortlisted and ask them to complete their social media handles on a google form*
- Invitation to interview (email for internal and external candidates) (with information on any task to be completed during the interview)
- Employment Declaration and Disclosure Form**
- Further information, e.g., strategic plan summary, may be included if appropriate to the level of the post
- Some interviews may involve the candidate to present to the interview panel a short presentation, or mock lessons to students. For Support staff, some interviews may involve the use of administration tests deemed necessary for the post in question.
- If evidence of results and lesson observations are not available at the time of application, shortlisted applicants will be asked to provide this information at the interview stage (where appropriate).
- Candidates will be required to bring proof of identity and original qualifications on the day of their interview. The documents will be checked by HR/Office Manager and a copy kept.
- Successful candidates will be asked to complete a medical questionnaire and a Disclosure & Barring Service form as part of their pre-employment checks

*As part of the shortlisting process The Trust will carry out an online search as part of our due diligence on all shortlisted candidates. This may help identify any incidents or issues that have happened, and are publically available online, which the Trust might want to explore with the candidate at interview.

**Shortlisted candidates are asked to complete an Employment Declaration and Disclosure Form of their criminal record or information that would make them unsuitable to work with children. Further information can be found on [GOV.UK](https://www.gov.uk).

2.7 References

The purpose of seeking references is to obtain objective and factual information to support the selection panel’s decisions. They should always be sought and obtained directly from the referee, not via the candidate themselves. References from the candidate’s current employer will be checked to ensure they have been completed by a senior person with appropriate authority. Information supplied on a reference will be cross referenced to the application form and any discrepancies will be discussed with the candidate. Reference requests will ask specific questions about the suitability of the applicant to work with children and young people.

Contact will be made to referees to clarify the content of a reference where information is vague or insufficient information is provided.

For posts involving contact with children, young people or vulnerable adults, references covering the previous five years’ employment history should be taken up on all short-listed candidates, including internal ones. These references should be obtained before interviews take place so that any issues of concern they raise can be explored further with the referee, if appropriate, and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate objects to their current employer being approached at that stage, but that should be the aim in all cases. Where references are received after an offer of appointment has been made, the SLT member on the interview panel will be asked to review the reference before the appointment is confirmed.

At least one reference, usually current employer, should be received prior to employment starting. Electronic references

will be verified as being from a legitimate source.

References should not request details about the candidate's sickness record or disability, in order to ensure that they comply with The Equality Act 2010.

Further information regarding the candidate's sickness record should be obtained after interview, for the successful candidate only.

2.8 Interview Process

Interview questions should be submitted to HR/Office Manager not less than two working days before the interviews are scheduled. The panel will ask standard questions of all candidates to ensure fairness and consistency of measurement against defined criteria. Questions should aim to further explore and identify how candidates match the Person Specification element of the Job Description, including assessing suitability to work with young people and children and knowledge of protocol in relation to Safeguarding. Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.

Each member of the interview panel will be provided with an interview pack containing:

- Copy of application form and shortlisting scores for each candidate
- Job Description and Persons Specification
- Interview questions
- Details of any presentation/assessment/test, etc. required of candidates Interviews will be structured in a manner appropriate to the vacancy to be filled.

Where a job involves practical skills, the shortlisting panel should decide whether a selection assessment/test should be included as part of the interview process. Psychometric or other testing may be applied where deemed appropriate. Care should be taken to select techniques that are relevant to the job and the business objectives of the Trust. All tests used should be validated and constantly reviewed to ensure their fairness and reliability.

Selection decisions should be based on a range of tools such as application forms, interviews, classroom teaching, assessment testing, work sampling exercises and group discussions.

It is important that candidates have a positive experience of attending an interview with the Trust. In order to ensure good practice in the conduct of interviews, the chair of the interview panel will:

- Introduce the candidate to the panel members and thank the candidate for their application
- Explain the procedure and running order for the interview
- Explain that the candidate will have the opportunity to ask questions and make a final statement in support of their application at the end of the interview
- Ensure that each candidate is asked the same questions
- Allow the candidate time to set up any presentation (if applicable) before commencement

- Explain how and when the outcome of the interviews will be communicated to the candidates
- Clarify terms and conditions of the appointment, including salary range

Before the interview, panel members should meet to discuss approaches and guidelines and specific questions, particularly if there are inexperienced interviewers on the panel.

Candidates can request access to their own interview notes under the Data Protection Act.

Interview Panel

There will always be at least two members of staff on the interview panel, one of which will be a member of the Senior Leadership Team/Trust Head of HR, who is an experienced interviewer and has completed the Safer Recruitment Training. Safer Recruitment Training should be updated every 3 years. One interviewer will always have a role specifically relevant to the post. At least one member of the panel will have been involved in the shortlisting process.

For SLT level posts (which generally are roles that form part of the academy Senior Leadership Team), a Governor or Trustee where appropriate will be invited to attend the interview panel.

The Trust Board of Governors will appoint all Senior Post holders with assistance where appropriate from other relevant members of staff or external consultants. Senior Post holders are considered to be CEO, Principal and Senior Trust roles.

2.9 Decision making, feedback and offers of employment

Each member of the interview panel should score each candidate at the end of each interview privately before the overall scores are agreed collectively and the best candidate chosen. If additional selection methods are used these should be fed into the decision-making process at the end and the candidate who best meets the section criteria chosen.

The selection panel should agree feedback for each candidate and record whether or not each candidate is suitable for appointment, even if not the first-choice candidate.

Offers of employment should not be made at the interview.

All candidates should be notified of the outcome of the interview as soon as possible, however the selection panel should wait until the successful candidate has accepted the offer before informing unsuccessful candidates, unless they are clearly unsuitable for the post.

All candidates must be offered feedback on their performance during the selection process and an explanation of the decision, if requested.

2.9.1 Offer of Employment

All offers of employment are conditional subject to receipt of satisfactory references, medical clearance, an enhanced Disclosure and Barring Service check and all mandatory pre-employment checks. Verification will be required to confirm the candidate's identity, such as checking the name on their birth certificate.

HR/Office Manager or a member of SLT from the interview panel will contact successful candidates to discuss and finalise terms and conditions of employment.

All administrative requirements relating to the confirmation of starting date, issuing of offer letter and contract of employment and the commencement of any induction programme shall be the responsibility of the HR/Office Manager, following notification of the interview panel's decision.

The newly appointed colleague will be obliged to return all required documents to HR/Office Manager. If the colleague fails to provide all required information within a maximum period of three months from the start of their employment, their employment may be temporarily suspended or terminated.

HR/Office Manager will ensure that Payroll is provided with full details of all staff joining the academy.

2.9.2 Disclosure and Barring Service

All offers of employment are subject to a DBS Enhanced Disclosure obtained through the Disclosure and Barring Enhanced Disclosure Service.

Appropriate checks should be undertaken prior to an individual commencing employment to ensure their suitability to work with children and/or vulnerable adults. An initial check will be undertaken using the Gov.UK DfE portal to assess matches against the DBS Children's Barred List Information and the DBS Vulnerable Adults' Barred List Information (where allowed to do so). Apart from OSFC, due to being FE, the requirement for checks take place following the completion of the DBS form.

Where a colleague does not have a DBS Disclosure at the time of them starting their employment, they will not be left unsupervised with students under any circumstances. A risk assessment (where deemed appropriate in accordance with the role and academy) will be undertaken on the first day in post at the latest in conjunction with the colleague and their line manager/ HR to safeguard against any risk in the period until the DBS Disclosure is received. The Principal will be responsible for reviewing and either approving or declining the risk assessment before the arrangement starts. The risk assessment will be kept under review for an initial period of one month, during which time it is anticipated that a DBS Disclosure will have been applied for and obtained. In the event that a DBS Disclosure is not received within the first month of an individual's employment, this will then be kept under review for a maximum period of a further two months. At the end of this period if the DBS Disclosure is still pending the individual's employment may be temporarily suspended or terminated, depending on an assessment of potential safeguarding risks. Members of staff who do not have a DBS will be, where operationally feasible, chaperoned at all times.

Where an application for employment contains information regarding, for example, convictions/cautions/ reprimands, HR/Office Manager will conduct an initial risk assessment to establish further details of the offence(s) including evidence of rehabilitation. The decision regarding the colleague's suitability for employment or otherwise will be the Principal's. On receipt of the colleague's DBS Disclosure, the initial risk assessment will be reviewed to verify that all information on the disclosure certificate tallies with the information provided with the application for employment. Any discrepancies will be investigated and may be subject to further action, which could include formal action in line with the Disciplinary Procedure.

The cost of a DBS Enhanced Disclosure will be paid for by the Trust and DBS checks will be carried out every 3 years across the Trust.

Colleagues must present their DBS Disclosure Certificate to a member of the HR/Office Manager in a timely manner on receipt, in order to fulfil this condition of the offer of work/employment.

DBS checks are carried out every three years for appointed colleagues.

The DBS Code of Practice is available to all DBS applicants. A copy of this can be requested from HR.

ID checking guidelines for Enhanced DBS check applications can be found in appendix 1.

Section 128

A 'section 128' check is to see whether a person is banned from being involved in the management and governance of schools. If someone has been issued with a 'section 128 direction', they can't serve on the board, in academies or be on the senior management team.

Academies must carry out section 128 checks for:

- Trust members and trustees
- Governors who sit on committees or local governing bodies with delegated responsibilities
- Staff engaged in management positions (see below)

The following are 'management positions':

- Principal
- Teaching positions on the senior leadership team
- Teaching positions that carry a department headship

Other positions may also require a check, depending on the specific responsibilities the person holds.

HR must be informed by the appropriate academy designated person, i.e. Office Manager in order to carry out the check. The Lead Governance Professional, who is responsible for the management of all Governor DBS checks and compliance will inform HR of any new governors or trustees. HR will then conduct the check and record the information on the Central Record.

Prohibition Checks

Prohibition Order checks are carried out as part of the pre-employment checking process. A record must be kept on the single central record. A Prohibition Order check ensures the teacher is not prohibited from teaching.

Childcare Disqualification

The childcare disqualification arrangements apply to staff working with young children in childcare settings, including primary schools, nurseries and other registered settings, such as childcare provision on college sites. The arrangements predominantly apply to individuals working with children aged 5 and under, including reception classes, but also apply to those working in wraparound care for children up to the age of 8, such as breakfast clubs and after school care. For staff who work in childcare provision, or who are directly concerned with the management of such provision, appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification Regulations 2018.

Identification

The successful applicant is required to provide relevant documents as listed by the Disclosure and Barring Service to provide verification of their name, date of birth, address and photo identification.

2.9.3 Right to work in the UK

The Trust must prevent illegal working in the UK by carrying out document checks on people before employing them to make sure they are allowed to work. Checking a person's documents to determine if they have the right to carry out the type of work the Trust is offering comprises three key steps:

1. Obtain the person's original documents;
2. Check them in the presence of the holder; and
3. Make and retain a clear copy, and make a record of the date of the check

Applicant's 'right to work' documents

The Trust must check that a job applicant is allowed to work in the UK before the Trust can employ them.

1. HR/Office Manager must see the applicant's original documents.
2. HR/Office Manager must check that the documents are valid with the applicant present.
3. HR/Office Manager will make and keep copies of the documents and record the date the check was made.

Checking the documents

The HR/Office Manager will check that:

- the documents are genuine, original and unchanged and belong to the person
- the dates for the applicant's right to work in the UK haven't expired
- photos are the same across all documents and look like the applicant
- dates of birth are the same across all documents
- the applicant has permission to do the type of work the Trust is offering (including any limit on the number of hours they can work)
- if 2 documents give different names, the applicant has supporting documents showing why they're different, e.g. a marriage certificate or divorce decree

HR/Office Manager will complete the 'Right to Work Checklist' and keep a copy, securely on the individual's HR file for the duration of the individual's employment and for a further 2 years after their employment has ceased.

Taking a copy of the documents

The HR/Office Manager will:

- make a copy that can't be changed
- passports: any page with the document expiry date, the holder's nationality, date of birth, signature, immigration permission, expiry date, biometric details, photograph and any page containing information indicating the holder has an entitlement to enter or remain in the UK (visa or entry stamp) and undertake the work in question (the front cover no longer has to be copied).
- all other documents: the document in full, including both sides of an Immigration Status Document and an Application Registration Card.
- keep copies during the applicant's employment and for 2 years after they stop working for the Trust.
- record the date the check was made

Further checks

The Trust may need to make [further checks on the worker](#) if they have a limited right to work in the UK. An online check will be carried out to advise if the worker has the right to work in the UK.

If the job applicant can't show their documents

The Trust will ask the Home Office to check the colleague or potential colleague's [immigration employment status](#) if one of the following applies:

- The Trust are reasonably satisfied that they can't show you their documents because of an outstanding appeal, administrative review or application with the Home Office
- they have an Application Registration Card
- they have a Certificate of Application that is less than 6 months old

Application registration cards and certificates of application must state that the work the employer is offering is permitted. Many of these documents don't allow the person to work.

The Home Office will send the Trust a 'Positive Verification Notice' to confirm that the applicant has the right to work. The Trust must keep this document, which will be kept securely on the individual's HR file for the duration of the individual's employment and for a further 2 years after their employment has ceased.

Carrying out repeat checks

If a colleague presents a document from List B, the Trust will carry out follow-up checks by repeating the above steps 1 to 3 and will record the date on which the check was made.

The documents the Trust will have checked and copied are from:

1. List A the Trust has a continuous statutory excuse for the full duration of the person's employment with the Trust. The Trust is not required to carry out any repeat right to work checks on this person.
2. List B: Group 1 the Trust has a time-limited statutory excuse which expires when the person's permission to be in the UK expires. The Trust should carry out a follow-up check when the document evidencing their permission to work expires.
3. List B: Group 2 the Trust has a time-limited statutory excuse which expires 6 months from the date specified in our Positive Verification Notice. This means that the Trust should carry out a follow-up check when this notice expires.

For List A and B see appendix 2.

Further information

Contact the Home Office: Telephone: 300 123 4699

Not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country. Academies should also be mindful that the criteria for disclosing offences in other countries often have a different threshold than those in the UK. The Home Office provides guidance on criminal records checks for overseas applicants which can be found on GOV.UK.

Some overseas qualified teachers can apply to the Teaching Regulation Agency (TRA) for the award of qualified teacher status (QTS) in England. More information about this is available at www.gov.uk/guidance/qualified-teacher-status-qts. Please note that holding a teaching qualification (wherever it was obtained) does not provide suitable assurances for safeguarding purposes that an individual has not been found guilty of any wrongdoing or misconduct, and or is suitable to work with children.

2.10 Appointment of Volunteers

Individuals fulfilling a voluntary work placement will be subject to appropriate vetting checks, which may include a Barred List check and/or DBS Disclosure, depending on the duration of the placement. In all cases a risk assessment must be completed prior to commencement of the work placement to ensure adequate supervision arrangements are in place for the duration of the individual's time with the Trust. Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

2.11 Agency and third-party staff (supply staff)

Written notification will be obtained from any agency, or third-party organisation, that they have carried out the checks on an individual who will be working at the academy that the academy would otherwise perform. In respect of the enhanced DBS check, academies will ensure that written notification confirms the certificate has been obtained by either the employment business or another such business

Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the academy, which has disclosed any matter or information, or any information was provided to the employment business, the academy will obtain a copy of the certificate from the agency.

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

The academy will check that the person presenting themselves for work is the same person on whom the checks have been made and will check their identity.

2.12 Trainee/student teachers

Where applicants for initial teacher training are salaried by the Trust, necessary checks will be carried out. Trainee teachers who are engaging in regulated activity relating to children will have an enhanced DBS check including a children's barred list check. Where trainee teachers are fee-funded, the academy will ensure all pre-appointment checks are obtained. In some cases, written confirmation from the training provider will be sought to confirm that the necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children and young people.

2.13 Records

DBS Records

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, The Pinnacle Learning Trust complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Copies of documents relating to identity and safeguarding checks will be retained in HR in accordance with the guidelines. In the event of a candidate holding a conviction then procedures in accordance with the Trust Ex-Offenders policy will be followed. Certificate information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it. Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, by shredding. While awaiting destruction, certificate information will not be kept in any insecure receptacle.

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Records of interview

The Trust has a responsibility to maintain a record of the complete recruitment process for a minimum of 6 months. The following should be recorded:

- assessment and selection criteria used (person specification and application form)
- interview and selection method note
- online search checks
- reasons for decisions made
- any additional information such as scopes of qualifications etc

All recruitment paperwork relating to the successful candidate must be retained and placed on their HR file and kept for the duration of their employment.

Individuals are able to access all paperwork relating to their recruitment process in accordance with GDPR.

2.14 Induction

On the first day of employment an online induction will be arranged for all new colleagues regarding the arrangements during the first few days of employment and the necessary training that's required. HR/Office Manager will ensure this information is sent to new colleagues. As part of the induction colleagues will be made aware of systems within the academies which support safeguarding. Key policies will be identified and new colleagues will be given access to policies such as whistle blowing, code of conduct, safeguarding and child protection and keeping children safe in education.

All new colleagues will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify young people at risk of being drawn into terrorism and to challenge extremist ideas.

All new colleagues will be expected to complete relevant online safeguarding, health and safety, GDPR and copyright training within the first four weeks of employment and to adhere to Trust and Academy policies and procedures.

2.15 Probationary Period

Probationary periods for colleagues are outlined in the contract of employment.

3 RESPONSIBILITIES AND COMPLIANCE

Trust Board Responsibilities:

- To ensure effective, fair, and legally compliant policies are in place, with the ultimate responsibility for the safeguarding and welfare of children during the recruitment process.

The Chief Executive Officer Responsibilities:

- To have overall responsibility for maintaining fair, consistent and objective procedures for matters relating to attendance.

The Academy Principals Responsibilities:

- To have overall organisation, control and management within their Academy. They are responsible for ensuring that staff well-being is supported and the recruitment and selection of colleagues are dealt with in a consistent and fair manner.

The Trust Head of HR Responsibilities:

- To review the policy annually, unless legislation or Trust/Academy practice requires changes to be made sooner. They are responsible for ensuring that all staff are aware of their responsibilities under this policy and advising Academy Managers as necessary. They will carry out the reviews as per the procedures laid out in this policy.

Office Managers, Line Managers and SLT and HR are responsible for the implementation of this policy.

General data protection regulations (GDPR)

Information provided to the Trust in relation to this policy is processed for the purpose of performance of the employment contract, to enable us to comply with our obligations and exercise our rights as an employer and to enable our colleagues to exercise their rights as colleagues. The information will be accessed by HR/Office/Business Manager for the purposes of managing and monitoring colleagues.

4 COMPLAINTS AND APPEALS

Complaints in relation to the policy should follow the Trust Complaints Policy.

Appendix 1

ID Checking Guidelines for Enhanced DBS Check Applications.

Identity verification is an important part of the DBS process. The identity information provided is used to search for any relevant police records and entries from barred lists where relevant. Without accurate identity information DBS may not be able to provide full and accurate information which will impact on the safeguarding of vulnerable groups. Providing as much detail as possible on the application form and as part of the identity verification process makes it easier and quicker for DBS to accurately process applications.

You must use route 1 where possible. You can only move onto route 2 if the applicant is unable to present the documents needed in route 1.

Route 1

The applicant must show:

- One document from Group 1, below
- Two further documents from either Group 1, or Group 2a, or 2b, below

The combination of documents presented must confirm the applicant's name and date of birth

Route 2

Route 2 can only be used if it is impossible to process the application through Route 1. The organisation must then also use an appropriate external ID verification service to check the application. If the applicant does not have any of the documents in Group 1 they must be able to show:

- One document from Group 2a
- Two further documents from either Group 2a or 2b

The combination of documents presented must confirm the applicant's name and date of birth.

Route 3

Route 3 can only be used if it is impossible to process the application through Routes 1 or 2. For Route 3, the applicant must be able to show:

- A birth certificate issued more than 12 months after the time of birth (UK, Isle of Man and Channel Islands)
- One document from Group 2aq or 2b

The combination of documents presented must confirm the applicant's name and date of birth.

If the applicant can not provide these documents, they may need to be fingerprinted.

Document Lists

You should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.

Group 1: Primary Identity Documents

1. Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
2. An e-Visa accessed via the 'View and Prove' service. The share code requested by the applicant should be an 'immigration status' share code. If you do not have a UKVI account to access your e-Visa you can create one online.
3. A UK Biometric Residence Permit (BRP) showing Indefinite Leave to Remain, Indefinite Leave to enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their e-Visa.
4. An Application Registration Card (ARC) issued by the Home Office.
5. A current and valid photocard driving licence issued by the UK, Isle of Man, and Channel Islands. From 8 June 2025, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by the DVLA.
6. A birth certificate issued within 12 months of birth - UK, Isle of Man, and Channel Islands, including those issued by UK authorities overseas. For example embassies, High Commissions and HM Forces. Must be the original birth certificate. Certified copies are a Group 2a document.
7. Adoption certificate - UK and Channel Islands.

Group 2a: Trusted Government Documents

1. Current driving licence photocard (full or provisional). All countries outside the UK (excluding Isle of Man and Channel Islands)
2. Current driving licence (full or provisional) - paper version (if issued before March 2000). UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information including name and address, must be up to date.
3. Birth certificate issued more than 12 months after time of birth. UK, Isle of Man, and Channel Islands.
4. Marriage/ civil partnership certificate. UK and Channel Islands.
5. Immigration document, visa, or work permit issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/ permit must relate to the non-UK country in which the role is based.
6. HM Forces ID card or HM Armed Forces Veteran Card, UK.
7. Firearms licence, UK, Isle of Man and Channel Islands.

Group 2b: Financial and Social History Documents

- Mortgage Statement, UK, issued in the last 12 months .
- Bank or building society statement, UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you. Issued in the last 3 months.
- Bank or building society statement, countries outside the UK. Issued in the last 3 months - branch must be in the country where the applicant lives and works.
- Bank or building society account opening confirmation letter, UK, issued in the last 3 months.
- Credit card statement, UK, issued in the last 3 months.
- Financial statement, for example pension or endowment, UK, issued in the last 12 months.
- P45 or P60 statement, UK and Channel Islands. Original only. Cannot be an online document or printed from an online account/ PDF. Issued in the last 12 months.
- Council Tax statement, UK and Channel Islands, issued in last 12 months.
- Letter of sponsorship from future UK employment provider. Valid only for applicants residing outside the UK at the time of application. Must still be valid.
- Utility bill. UK - not mobile telephone bill. Cannot be printed from an online account. Issued in last 3 months.
- Benefit statement, for example Child Benefit, State Pension, UK, issued in last 12 months.
- Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority. UK and Channel Islands, a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc. Issued in last 12 months.
- HMRC self-assessment letters or tax demanded letter, UK, issued in last 12 months.
- European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC), UK, must still be valid.
- EEA National ID card, must still be valid.
- Irish Passport Card (cannot be used with an Irish passport), must still be valid.
- Cards carrying the PASS accreditation logo. UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details. Must still be valid.
- Letter from head teacher, college principal, apprenticeship provider, UK. For 16 to 19 year olds in full time education or on an apprenticeship. Only in exceptional circumstances if other documents cannot be provided. Issued in the last month.

Appendix 2

Eligibility to work in the UK

You must provide evidence of your right to work in the UK if invited for an interview or assessment. Any one of the documents included in List A or List B will provide defence if checked and copied:

List A – Acceptable Documents which show an ongoing right to work

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1 – Documents which show a right to work for a limited period of time Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

* A 'Positive Verification Notice' is official correspondence from the Home Office Employer Checking Service which confirms that a named person has permission to undertake the work in question.