Recruitment and Selection Policy

Ref: HR03

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Prospere Learning Trust is a Multi Academy Trust	

Registered in England and Wales number 10872612
Registered Office: Firbank Road, Manchester, M23 2YS

The Prospere Learning Trust has a number of Trust-wide policies which are adopted by all schools/academies in the Trust to ensure an equitable and consistent delivery of provision.

The Trust Board has responsibility for the operational of all schools/academies and the outcomes of all students however responsibility is delegated to the Local Board of Trustees of each school via the Scheme of Delegation.

Within our policies reference to:

- Board of Trustees / Governors relates to the members of the Local Board of Trustees representing the Trust Board.
- School includes a reference to school, academy or free school unless otherwise stated.
- Headteacher includes a reference to Headteacher, Principal or Head of School of a school, academy or free school.

1. Introduction

This Recruitment and Selection Policy has been developed to embed safer recruitment practices and procedures throughout Prospere Learning Trust and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. Our safeguarding culture permeates all that we do and we actively promote the welfare of children in our schools. As part of this culture, we employ robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying or securing employment, or volunteering within our schools.

1.1 We believe our recruitment policy and practice is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within our schools and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies,
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates those candidates/volunteers who are unsuitable to work with children and young people

The Trust is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the Trust's/School's safeguarding and child protection procedures and practices. We will adhere to the advice regarding all aspects of safer recruitment, including pre-employment checks and DBS checks as detailed in KCSiE Part 3 and the DFE definitions of regulated activity.

1.2 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they would pose a risk of harm if they work regularly or closely with children
- conducted an act which is deemed inappropriate and may impact on the school's reputation or confidence in staff's ability to safely work with children.

1.3 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

2. Scope

2.1 This policy applies to all recruitment, including internal vacancies, for teaching and non-teaching posts. Where there is a specific requirement for one type of post (e.g. teachers), this will be stipulated.

2.2 The safer recruitment measures described in these guidelines should be applied in relation to everyone who works in an education setting (where there are children under 18 years of age) who are likely to be perceived by the children as safe and trustworthy adults. Those are not only people who regularly come

into contact with children, or who will be responsible for children, as a result of their work. They are also people who regularly work in school when the pupils are present, who may not have direct contact with children as a result of their job, but nevertheless will be seen as safe and trustworthy because of their regular presence in the school. This includes workers not on payroll e.g. staff employed by contractors, including supply teachers employed by agencies and unpaid volunteers.

3. Principles

3.1 The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All vacancies advertised will contain a statement of Trust's commitment to ensuring the safety and wellbeing of pupils and detailing the pre-employment checks required (Appendix A).

3.2 The appointment and promotion of excellent staff is also integral to the continued success and progress of our schools. Exemplary recruitment and selection practice is essential to ensure that staff roles and structures are up to date, support our school development plans, and that the people appointed to carry out these roles have the skills, experience and understanding of the demands of the job to provide excellent performance in their roles.

3.3 Those involved in managing the recruitment process should be mindful that this process requires careful planning and that they are ambassadors for the Trust/School in their interactions with candidates. Our professionalism and conduct throughout the process is vital not only to encourage candidates to perform at their best during the selection process, but also to ensure that candidates have a positive experience and will accept the post if successful.

3.4 The Trust will be mindful of its obligations and duties under the Equality Act 2010 and will be mindful of the protected characteristics in the Equality Act (i.e. age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership) in the application of this procedure.

4. Roles and responsibilities

4.1 **The Trust Board will:**

- ensure the Trust has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education (DfE) guidance and legal requirements
- monitor the schools' compliance with them
- ensure that appropriate staff and Trustees / Governors have completed safer recruitment training, including a minimum one Trustee / Governor to have undertaken safer recruitment training (as per Regulation 9 of the School Staffing (England) Regulations 2009) and refresher training ideally every 3 years.

4.2 **The Headteacher will:**

- ensure that the school consistently implements the procedures agreed by the Trust Board
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies compliance with this document

- promote the safety and well-being of children and young people at every stage of this process

5. Identifying a recruitment need

5.1 In reaching a decision to recruit, the following factors will be considered:

- The need to create or maintain the role within the current staffing structure
- Developments in relation to student numbers and other school organisational factors
- Developments in relation to workforce reform and best education practice

5.2 In the normal course of events, these decisions will be taken by the Headteacher and Deputy Headteachers, after consultation with the Senior Leadership Team.

5.3 In the event of any proposed appointment falling outside of the normal staffing structure or where there are any contentious or potentially problematic issues the matter will be referred for further consideration as per the scheme of delegation. Where appropriate, the Resources Subcommittee will consider school-based roles and the Trust Board will consider central MAT roles.

6. Planning

6.1 Where a recruitment need has been identified, the senior member of staff with delegated responsibility for the vacancy (the Recruitment Lead) will refer to the **Standard Operating Procedure** published by the HR team and use the standard templates provided for each stage of the process.

6.2 Vacancies are advertised by the HR team once approval has been confirmed (Headteacher, Executive Headteacher, Head of HR and Finance Business Partner). Following discussion with the Recruitment Lead, the HR Business Partner will:

- ensure that the appropriate job description and person specification are used; it is good practice to review existing job descriptions every time a vacant post is advertised, should significant amendments be made, the post may need to be re-evaluated
- confirm the appropriate grade, referring to the appropriate national guidance (School Teachers' Pay and Conditions Document; NJC (Green Book) for Local Government Services) or submitting the job description for evaluation if necessary
- check the appropriate supporting documentation for candidates is up-to-date and ready to be issued
- liaise with the Recruitment Lead to decide upon the wording for the advertisement, its location and duration
- provide guidance on scheduling the key stages of the selection process

6.3 Consideration will be given to the benefits of diversity when identifying the panel members and at least one panel member will have completed Safer Recruitment training. The panel will include a Governor/Trustee for senior staff roles (SLT or above).

Our training will keep us alert to any implication that adults and children are equal (in feelings and friendships), a lack of understanding about the vulnerability of children, inappropriate idealisation of

children, inadequate understanding of appropriate boundaries between adults and children and indicators of negative safeguarding behaviours.

7. Application stage

7.1 The HR Business Partner will discuss recruitment channels with the Headteacher of Head of Service and determine the appropriate advertising approach, this may vary depending on the specific post and length of vacancy (internal/external, media outlets) etc.

7.2 We will make the safeguarding requirements for the post clear in our adverts, such as to what extent there will be contact with children and whether the postholder will be engaging in regulated activity relevant to children.

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement:

Prospere Learning Trust is committed to safeguarding children and young people and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

7.3 All applicants will be encouraged to access the recruitment pack online. The recruitment pack will contain:

- a statement of the school's/Trust's commitment to ensuring the safety and wellbeing of the pupils (see Appendix A)
- job description and person specification
- an application form
- Trust/School information pack
- Information about whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974, protected and filtered offences awareness and how to find information about this
- Where a role involves engaging in regulated activity relevant to children, we will include a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relating to children
- A link to or attached copy of the Child Protection Policy.

7.4 The Trust is committed to allocating the necessary resources to support an advertising strategy that maximises the chances of attracting the best quality candidates possible. In so doing, we will ensure that all publications and communications present the school and the Trust in the best possible light. The duration and exposure of any advertising campaign may vary depending on market factors (e.g. shortage subjects may be given greater exposure).

7.5 The timing of adverts for the Headteacher and other teaching vacancies will also take account of the relevant resignation dates for these staff (support staff are not limited by these deadlines). Headteachers

need to resign by 30 September for a January start, 31 January for a summer term start and 30 April for a September start. Other teachers need to resign by 31 October for a January start, 28 February for a summer term start and 31 May for a September start.

7.6 In order to monitor the effectiveness of an advertisement, the HR team will track website views of advertisements, number of applications, and any other relevant information. The Trust encourages candidates to submit applications as soon as possible and reserves the right to close an advertisement early to enable us to proceed with the selection process. This is stipulated on all vacancy adverts.

7.7 Prospective applicants must complete an application form in full. Incomplete application forms may be returned to the applicant where the deadline for completed forms has not passed. Staff applying for vacancies within the Trust must complete the Internal Application Form and are required to inform their Headteacher / Head of Service that they are applying for another role.

7.8 Applicants will be asked to declare whether they have an unspent or spent convictions or cautions on the Self Disclosure Declaration Form which is provided to candidates who are shortlisted for interview. Administrative arrangements are in place to confidentially share this information with the relevant HR Business Partner who can take it into account when determining a candidate's suitability for interview.

In some situations, it will be obvious that a conviction makes it impossible for the candidate to be appointed, therefore interviewing will not be contemplated and the applicant will be advised to that effect. However, there may be some types of conviction which fall into a 'grey area' and in this event, it would be acceptable to interview the candidate if they fit the shortlisting requirements and discuss the conviction with them at the end of the interview. If the candidate turns out to be the most suitable for the post and we are satisfied that the conviction would not affect their appointment, then an offer of employment may be made.

Although the candidate has disclosed their conviction, this will also be verified by obtaining a DBS check in the normal way and the offer of employment will state that it is subject to DBS check and confirmation of the details disclosed through that process. In the event of any uncertainty about the correct course of action in these circumstances, advice will be sought from the school's HR Business Partner.

8. Longlisting and Shortlisting

8.1 The school's recruitment administrator (i.e. School Operations Manager, School Administrator, Head's PA) will redact the front page of the application form containing identifying information and will remove the Equality Monitoring Form to ensure that candidates are scored based on the qualifications, skills, knowledge and experience detailed in their application.

8.2 Where a high volume of applications has been received, the HR Business Partner or HR Administrators may conduct an initial review the applications (sifting) and remove any applications which do not meet the essential criteria listed in the Person Specification.

8.3 Candidates will then be shortlisted against the Person Specification for the post by two panel members, scored using the standard scoring criteria and notes kept documenting the reasons behind recruitment decisions. It is recommended that no more than 6 candidates are interviewed for any single post. If a higher number of candidates remains after shortlisting, the Recruitment Lead will discuss further shortlisting options with the HR Business Partner such as telephone screening or online assessments.

8.4 All applications will be scrutinised to ensure that they have been completed fully, that the information provided is consistent, there are no discrepancies and any gaps in education or employment are identified. Any anomalies identified by the scrutiny will be noted so that they can be taken up as part of the consideration of whether to shortlist the applicant.

8.5 It is essential that shortlisting is an objective procedure. It may be necessary to demonstrate such objectivity retrospectively. All documentation related to recruitment and selection procedures will be kept for six months after the appointment has been made, filed securely at the school.

8.6 No person will be called to interview for a teaching position unless they have Qualified Teacher Status (QTS) or fall within one of the special categories specified in the Education (Specified Work and Registration) (England) Regulations 2003 (as amended in 2008).

Those special categories are as follows:

- Trainee teachers on mainstream or employment-based routes to QTS (this includes routes into
- teaching such as School Direct, Overseas Trained Teacher Programme and Teach First);
- Overseas Trained Teachers (OTTs) who have worked in the UK for less than 4 years since the first date they did so;
- Instructors (these are 'unqualified teachers' who the law allows to carry out the same duties as qualified teachers e.g. music tutors);
- Staff employed to assist or support the work of anyone falling within one of the above categories subject to them having the necessary skills and being supervised and directed by a qualified teacher e.g. Teaching Assistants.

We are also conscious that a candidate may have a DfE reference number without necessarily holding QTS.

8.7 An email or letter will be sent to all unsuccessful candidates thanking them for their application and notifying them that their application will not be progressed to the next stage. Feedback is not offered as standard at the shortlisting stage.

8.8 Having shortlisted, a panel may decide that no applicant meets the essential requirements for the post. In this situation the job description, person specification and advert should be reviewed before a decision is made to re-advertise.

9. Interview/Assessment stage

9.1 Selection methods will be determined by the nature and duties of the post, but all vacancies will require an interview of shortlisted candidates. Interviews will always be face-to-face, but technology will be used to support this in extenuating circumstances. Ideally, the panel will consist of three members. In cases where shortlisted candidates have declared disabilities and/or the need for special arrangements to enable them to access the interview/assessment fully, adjustments will be put in place and the candidate consulted / informed of these adjustments ahead of the day of the interview.

Candidates called to interview will receive:

- A letter confirming the interview and details of the panel members
- An outline of the selection process
- Details of the documents they are required to bring with them (see 10.2)
- Notification that an online search will now be carried out, as required by Keeping Children Safe in Education (this requirement has been in place since 2022)

Candidates will be required to:

- Explain any gaps in employment
- Discuss any concerns identified in the online search
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people
- Physically sign application forms when they attend interviews to confirm the information provided is complete and accurate.

9.2 Part of the interview will focus upon the candidate's attitude toward children and young people and their ability to support the school's commitment to safeguarding and promoting the welfare of children.

9.3 Panel members should record all relevant information provided by applicants, as this information will be needed to assess each applicant against the requirement of the job. Notes should be written up during or immediately after the interview – recording relevant answers and detail, bearing in mind the provisions of the Data Protection Act (2018) which will enable the candidates to ask to see interview notes where they form part of a 'set' of information about the candidate.

9.4 Pupils will be involved in the recruitment process in a meaningful way, observing shortlisted candidates' interaction with pupils, is common and recognised good practice i.e., asking candidates to teach a lesson or through a student interview panel (accompanied).

9.5 All assessment tasks will be scored using objective criteria. When all the interviews and assessment tasks have concluded, the panel will meet to review their scores and to determine whether they will appoint any of the candidates. In some cases, the selection process will be managed in stages and candidates

may not participate in all tasks if they are not appointable in a preliminary stage. Candidates will be advised of the selection process in advance.

9.6 We seek to achieve unanimous agreement of the panel for all appointments. Where this is not achieved, the decision is delayed, and the discussion revisited. If unanimity is still not possible, the final decision rests with the Recruitment Lead (in consultation with the Headteacher if they are not present).

9.7 All interviewed candidates will receive appropriate feedback, whether they are successful or not.

All information considered in decision making will be clearly recorded along with the decisions made. Any questions or concerns raised by candidates should be documented, as well as the responses provided to them.

10. Pre-employment Checks

10.1 As a Trust, we are committed to thorough and robust pre-employment checks that ensure that successful candidates are fully qualified and fit to work in a school environment. Our schools will follow DfE guidance when implementing appropriate pre-employment checks. The application form is the first stage of this checking process, followed by reference checking when candidates are selected for interview.

All offers are conditional, and a job offer can be withdrawn if the results of DBS checks/and or other pre-employment checks show anything that would make the individual unsuitable for the post that they have been offered.

10.2 All shortlisted applicants are asked to bring proof of identity, qualifications and eligibility to work in the UK to interview. This allows us to check their professional status and to complete the necessary DBS checks should they be selected for appointment. These purposes are made clear in the letter inviting candidates to interview. The checks are then completed and recorded on the day of the selection process. Documents confirming education and professional qualifications must be either:

- The original;
- A certified copy of the certificate/diploma etc.;
- A letter of confirmation from the awarding body.

10.2.1 As a result of the coronavirus outbreak, DBS made some temporary changes to the ID checking guidelines for standard and enhanced checks - and basic checks, when submitted through a Responsible Organisation. Guidance can be found here https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021

The guidance provides for identity checking to be carried out via video call and should only be implemented for urgent cases where it is not possible to follow the normal identity checking guidelines. The applicant must present the original versions of these documents when they first attend their employment or volunteering role.

Any risks identified when using live video must be assessed and mitigated if implementing this practice. It is not acceptable to rely on the inspection of the documents via a live video link, or by checking a faxed or scanned copy of the document.

10.3 All appointments are subject to satisfactory references, vetting procedures and DBS clearance. Two references will normally be obtained for all shortlisted candidates prior to interview so that any issues of concern can be explored further with the referee and taken up with the candidate at interview. One reference should be from the applicant's most recent or current employer. A standard reference request form will be used for teaching or non-teaching positions as appropriate.

10.4 In exceptional circumstances, it might not be possible to obtain references prior to interview, either because of a delay on the part of the referee or because a candidate strongly objects to their current employer being approached at this stage. In the latter scenario, an especially strong case would need to be made to delay our request for a reference from the appropriate employer until after the interview process. The Trust acknowledges that outside of the education sector, the practice of providing a reference prior to a firm job offer being made is rare, therefore more flexibility may be allowed for support staff positions. In any case, where a reference has not been obtained on the preferred candidate before interview, we will ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

10.5 The purpose of seeking references is to obtain objective information to support appointment decisions. A copy of the job description and person specification for the post for which the person is applying will be included with all references. They will always be sought and obtained directly from the referee.

We do not use testimonials provided by the candidate. Neither do we accept references addressed "To Whom It May Concern", as they might be the result of a "settlement agreement" and are unlikely to include any adverse comments.

10.6 References will be sought directly from the referee, and where necessary, referees will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

We will ensure we receive a reference from the candidate's current employer that has been completed by a senior person with appropriate authority. If the referee is school or college based, the reference will be confirmed with the headteacher/principal as accurate in respect of any disciplinary investigations.

We will secure a reference from a relevant employer from the last time the applicant worked with children if they are not currently working with children or from a current employer if the applicant has never worked with children.

We will establish the reason for the candidate leaving their current or most recent post.

10.7 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges. All requests for references will be based upon objective data rather than subjective opinion. Our reference forms have been designed to meet these requirements and to ensure that essential information relating to salary, duration or employment, attendance, disciplinary record etc. are received.

10.8 Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Details of substantiated concerns/allegations that meet the harm threshold
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- Any formal capability procedures for teaching staff within the past two years
- The candidate's suitability for the post

We do not gather information about sickness absences and health on reference requests, this information will be picked up for the successful candidate at the pre-employment health screening stage.

10.9 For a headship, if the applicant is from a maintained school one of the references must be from the appropriate LA contact. If the Headteacher applicant is employed in an Academy or the private education sector, a reference will be obtained from the Chair of Trust Board or the person in the most senior managerial position. For existing staff working within schools, one of the references must be from the applicant's current or latest Headteacher. Support staff references will be sought from the appropriate senior line manager.

10.10 On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. This will normally be undertaken by the Headteacher in consultation with the HR Business Partner. If all questions have not been answered or the reference is vague or unspecific, the referee will be telephoned and asked to provide supplementary written answers or amplification as appropriate. The information given will also be compared with the application form to ensure that the information provided about the candidate and their previous employment by the referee is consistent with the information provided by the applicant.

Any discrepancy in the information will be taken up with the applicant, either by telephone or at the interview itself. Where there are serious concerns about the content of the references, further advice will be sought from the Head of HR. We will ensure any concerns raised in the references are resolved satisfactorily before appointment is confirmed.

10.11 All staff working in the school will require a satisfactory, enhanced DBS certificate, which includes barred list information, as they are all deemed to be engaging in regulated activity. The school will follow relevant DBS guidance if a disclosure reveals information that a candidate has not disclosed during the selection process.

Where:

- The candidate is found to be on DBS barred lists, or the DBS check shows they have been disqualified from working with children by a Court; or,
- An applicant has provided false information in, or in support of their application; or,
- There are serious concerns about an applicant's suitability to work with children

advice will be sought, and the facts reported to the police and the DBS.

10.12 Any offer of appointment is subject to:

- Verification of identity (candidates provide copies of documents at the interview stage as outlined in 10.2 and these should include a birth certificate).
- An enhanced DBS check including the children's barred list for those employed in regulated activity and adults barred list for those in relevant roles within specialist post-16 provision.
- Further checks on those who have lived and worked outside the UK, where these are not available after making attempts to obtain them, we will seek any alternative methods of checking suitability and/or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.
- Verification of physical and mental fitness to carry out the role.
- Verification of qualifications and professional status e.g. NCTL registration, QTS, NPQH must be provided prior to confirmation of appointment.
- Verification of successful completion of statutory induction period is required for all those appointed to teaching positions who obtained QTS after 7 May 1999.
- Verification that anyone appointed to carry out teaching work is not prohibited from teaching, using the Teacher Regulation Authority system.
- For management/governance roles only: Verification that the individual is not prohibited under Section 128 provisions. This can be done via the Teacher Services system but for any regulated roles undergoing a DBS barred list check, this will also identify any section 128 direction.
- Satisfactory completion of the probationary period (for support staff posts).

10.13 All checks will be:

- Confirmed in writing.
- Documented and retained on the personnel file and Single Central Record (subject to certain
- restrictions on the retention of information imposed by DBS regulations); and
- Followed up where they are unsatisfactory or there are discrepancies in the information provided.

11. Checks on staff who have lived outside the United Kingdom

11.1 Newly appointed staff that have lived outside the United Kingdom must undergo the same checks as all other staff. However, DBS Disclosures will not normally show offences committed by individuals whilst living abroad. Therefore, in addition to a DBS check, we will undertake additional checks such as obtaining certificates of good conduct from relevant embassies or police forces. Where possible, these checks will be completed prior to the individual starting work or volunteering.

11.2 Where an applicant is from, or has lived in, a country where checks cannot be made for child protection purposes, or is a refugee with leave to remain in the UK but with no means of obtaining relevant information, we will take extra care in taking up references and carrying out other identity checks. Additional references will be sought, and references followed up by phone as well as in written form. Appointments will be subject to additional advice being sought from our HR advisory service and relevant agencies.

12. Starting work pending a DBS Disclosure

12.1 We will ensure that an enhanced DBS check is obtained before an individual begins work at the school. The request for the DBS check will be submitted as soon as practicable after the individual's appointment and the final disclosure must be obtained before the person starts work.

12.2 In a small minority of cases the Headteacher may use their discretion to allow an individual to start work with the school pending receipt of a DBS check but will ensure that the individual is properly supervised and that all other checks, including DBS barred lists, have been completed. This option will be given due consideration if the person is transferring from a similar position without a break in service of more than three months and has an enhanced DBS check from the past twelve months, or is signed up to the DBS update service. Before finalising their decision, the Headteacher will complete an appropriate risk assessment to support their decision-making process.

13. Single Central Record (SCR)

13.1 Each School within the Trust will maintain a Single Central Record (SCR) of vetting checks carried out on all adults who work with, or in the company of, our students. This includes, but is not limited to:

- All appointments made to the school's staff body
- Supply staff (both our own and agency)
- Invigilators
- Instrumental teachers
- Instructors used in the Performing Arts department
- PE coaches and volunteers
- SEN support and volunteers
- Medical professionals including school nurses, CAMHS professionals, and Speech and Language Therapists
- Support and volunteers to other departments
- Governors / Trustees
- ITT and other university students
- Cleaning staff
- Other contract staff

The SCR indicates that the following checks have been completed, including the date when this was done and who undertook the checks:

- Personal details (name, address, telephone number, date of birth)
- Identity
- Qualifications and professional status (as appropriate)

- List 99 checks for all staff appointed before October 2009 or check of the DBS-barred lists for those appointed after.
- Enhanced DBS numbers
- Right to work in the UK
- Any other check or information we deem relevant

The accuracy of this record is a high priority for the school. It is maintained to be available for inspection at any point in time with no notice. We will remove details from the SCR once the individual no longer works at the Trust.

We do not routinely keep copies of DBS certificates but if we choose to retain a copy, with good reason, this will not be for longer than six months. When information is destroyed, we may keep a record that the vetting was carried out, the result and the recruitment decision taken.

We will keep a copy of other documents used to verify the candidate's identity, right to work and required qualifications in their personnel file.

13.2 Refer to Appendix C for guidance on vetting procedures for non-employees.

14. Maintaining a Safe Culture

14.1 We are conscious of the need to continue awareness of safeguarding issues beyond the recruitment process and this is covered within our Safeguarding Policy. Please refer to our Safeguarding Policy for more details.

14.2 Our Trust Board, governing bodies and all staff demonstrate a continuing commitment to the safety and welfare of our children beyond the recruitment process and this is embedded in all of our processes and procedures therefore ensuring safety and welfare are enshrined in our ethos.

We have processes in place for continuous vigilance which deters and prevents abuse and challenges inappropriate behaviour. We have created a culture and environment where staff feel comfortable to discuss matters which may have implications for the safeguarding of our children.

All our staff understand the process and procedures to follow if they have a safeguarding concern about another staff member

We will carry out new checks on existing staff in certain circumstances:

- Where an individual moves from an activity that was not regulated into a post which is considered to be regulated activity with children. In colleges this is where an individual moves from a post that did not involve the provision of education to one that does.
- Where there has been a break in service of 12 weeks or more.
- Where there are concerns about an individual's suitability to work with children.

14.3 **Duty to report to the Disclosure and Barring Service**

If an allegation is made and investigated, and has foundation, we will ensure we have consulted the referral duty criteria in the DBS referral guidance. We have a legal duty to make a referral to the DBS where we remove an individual from regulated activity and believe the individual has:

- Engaged in relevant conduct in relation to children and/or adults, and/or
- Satisfied the harm test in relation to children and/or vulnerable adults, and/or
- Been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.
- The DBS will consider whether to bar the individual.

14.4 Duty to consider referral to the TRA

If a teacher is dismissed or we cease to use their services, because of serious misconduct, or might have dismissed them had they not left first, we will consider whether to refer the case to the Secretary of State as required by sections 141D and 141E of the Education Act 2002.

The Secretary of State will investigate and make the decision.

APPENDIX A – Safeguarding of Children Statement

Our commitment:

We put children and learners' wellbeing at the heart of everything that we do and, therefore, do all that we can to ensure those who work for us share our commitment. This is reflected in our rigorous recruitment processes and pre-employment checks.

We select the best candidates through good, thorough recruitment practice, ensuring equality of opportunity, and deterring, or rejecting, those who may not be suitable to work for our Trust.

All roles require the following:

- Your identity must be confirmed by sight of original official documents such as a Birth Certificate and photo identification such as a Passport.
- We will reasonably require you to attend one of schools, in advance of the commencement of your employment, with original documentation (in accordance with the statutory guidance provided by the UK Government and as amended from time to time) that verifies the identity and proves your right to live and work in the UK.
- We realise that the majority of school appointments is for personnel who will be responsible for the care and supervision of children on a regular basis (regulated activity) and as part of the process of safe recruitment all of our prospective employees will need to have an enhanced DBS check with barred list information.
- We will ask you to provide details of any criminal history as appropriate. Guidance will always be provided in your application to help you understand what you must declare and when.
- We are required to check that those to whom teaching positions are offered whether on a qualified or unqualified basis:
    - Have not failed induction or probation; and
    - Have no Teacher Regulation Authority (TRA) sanctions; and
    - Are not prohibited from the teaching profession; and
    - If they have lived overseas, have not been sanctioned in their capacity as a teacher
    - Suitability (Section 128) to own and or manage a School/Trust checks will be undertaken for those in positions of ownership, directorship, governance, leadership and management within the Trust and its schools.
    - Original documents relating to all professional qualifications required to fulfil the post must be supplied.
    - Full employment and education history since leaving secondary education must be provided. All gaps in employment and education history will be scrutinised by the selection panel to ensure there are no causes for concern.
    - We will request a minimum of two references covering at least the last three years; it is our policy that one of the references must be from your most recent or current employer. We will also seek a reference from your most recent employer where your role involved working with children.
    - The identity of all referees will be verified, and they will be asked to comment on your suitability for the role you are applying for. We will aim to obtain references prior to interview so that any issues of concern raised can be explored further with the referee and taken up with you at interview.
    - If we are seeking a reference from a school, this will be sought from the Headteacher.

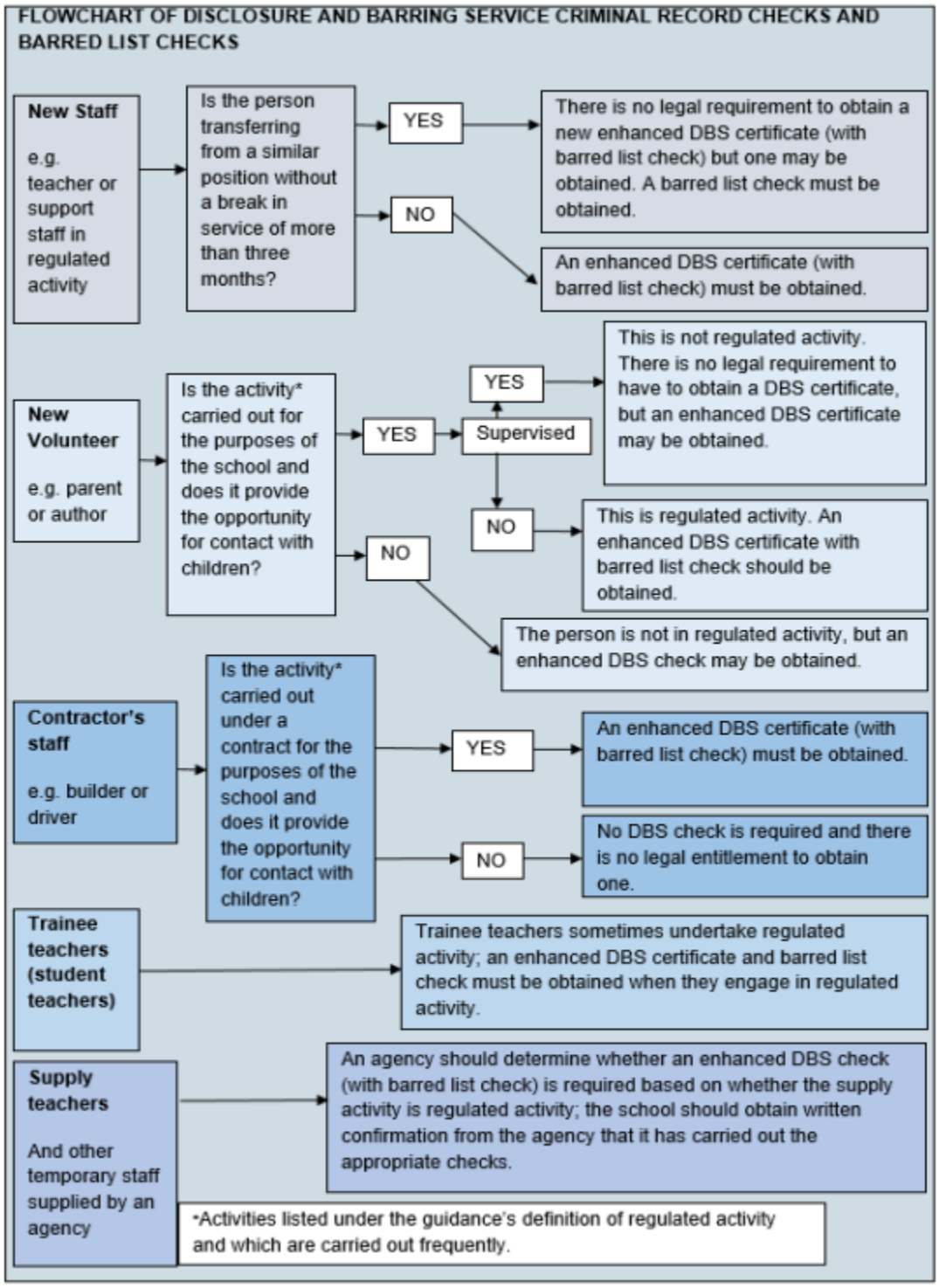
- If you have worked or been resident overseas in the previous 5 years, we will ask you to obtain a 'Certificate of Good Conduct' or equivalent from the relevant authority in that country.
- It is our policy to ensure that any employee offered a post be confirmed as Fit to Work.
- We will consult any relevant records we hold which may provide additional information on your suitability.
- We reserve the right to take account of your presence in both public and social media in our selection decisions.
- Throughout selection, including at interview, the panel will probe your values and motivation for working with our Trust and our students.

You do not have to consent to these checks. However, if consent is withheld or revoked at any stage, we will be unable to proceed with your application. At all stages, information you provide us with will be treated in confidence and in full accordance with legal requirements.

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

APPENDIX B – Flowchart of DBS criminal record checks and barred list checks

(Page 66, Keeping Children Safe in Education, September 2023)



APPENDIX C – Guidance for Non-Employees

Our processes for vetting adults who may be in regulated activity with children will adhere to Keeping Children Safe in Education guidance.

Non-employees

A wide range of adults work with our students who are not directly employed by us. These can be broadly categorised as follows:

- Governors / Trustees
- Initial Teacher Training students / Student Associates
- Visitors and volunteers
- Professional services engaged by us for various purposes

Any person in these categories who is not already known to us will be asked to verify their identity and will be accompanied as appropriate.

We also ensure that all such adults are appropriately vetted, with the outcomes of this process recorded in our Single Central Record as appropriate. The level of vetting required will be dependent upon whether the individual will be engaging in regulated activity. In summary, a person will be considered to be engaging in regulated activity if as a result of their work they:

- Will be responsible, on a regular basis within the school, for teaching, training, instructing, caring for or supervising children; or
- Will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engage in intimate or personal care or overnight activity, even if this happens only once.
- Guidance for 'regular' is determined as more than three days in a period of 30 days.

Trustees and Governors

Our governors are required to have an enhanced DBS check. Governance is not a regulated activity relating to children so governors do not need a children's barred list check unless they also engage in regulated activity in addition to governance duties.

Verification that the individual is not prohibited under Section 128 provisions. This can be done via the Teacher Services system but for any regulated roles undergoing a DBS barred list check, this will also identify any section 128 direction. These checks are mandatory (as outlined in The School Governance Regulations 2016).

We will also carry out a s128 check for governors because a person prevented from participating in the management of an independent school by a s128 direction is also disqualified from being a governor. We will record this check in our single central record.

Initial Teacher Training (ITT) Students

The Initial Teacher Training (ITT) provider should ensure that an enhanced DBS certificate and barred list check is applied for when a place at a teacher training institution has been accepted by the student, so that disclosures are received prior to the trainee commencing the school-based elements of their training. We will request and record these DBS disclosure numbers before the trainees start to work within Trust schools.

Where applicants for initial teacher training are salaried by school/college, we will ensure all necessary checks are carried out and obtain an enhanced DBS check with children's barred list information.

Where trainee teachers are fee funded, the training provider will carry out the necessary checks and we will obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school/college would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children. We may choose to record this information under non-statutory information.

In extenuating circumstances, the Headteacher may exercise their discretion to allow a trainee teacher to begin to work in school pending receipt of their DBS disclosure, provided that a check of the DBS barred lists has been completed. Where this is necessary, an appropriate risk assessment will be undertaken, and the individual will be appropriately supervised.

Visitors and Volunteers

We welcome visitors and volunteers to our schools and wish to create an atmosphere that is both welcoming and safe. Adults who come into school to meet staff and not to work with students will be asked to sign in at Reception and wear appropriate identification badges. They will not, however, be asked to go through any vetting or checking processes.

For the purpose of this document, 'Visitors and Volunteers' will henceforth refer to adults who come to work with or alongside our students, but who are not paid to provide any specific service. In such circumstances, the following questions need to be asked:

1. Is the activity a regulated activity?
2. Is the activity carried out for the purposes of the school and does it give the opportunity for contact with children?

If the answer to either of these questions is no, then there is no requirement to complete additional checks.

If the answer to **both questions** is 'yes' we will ask:

3. Will the person be supervised?

If the answer is yes, there is no requirement to initiate an enhanced DBS check. If the person will not be supervised, then we will enquire an enhanced DBS check. The person can only start work with us pending the arrival of their DBS disclosure if:

- They hold a recent DBS disclosure from another service provider (normally less than 3 months) and they have had continuity of service since this process was completed.

All staff must notify an appropriate member of SLT if they wish to bring a visitor or volunteer into school to work with our students. Authorisation must be received before arrangements can be formalised. All visitors and volunteers are expected to sign in at Reception through the appropriate signing in system and wear identification.

Professional Services

We will from time to time invite adults to work in our schools to provide a specific service (e.g. music tuition, sports coaching, invigilation, cleaning etc.). In such circumstances, the same processes will be applied as for visitors and volunteers.

Where these arrangements are predictable or longstanding, specific arrangements are made well in advance and recorded on the SCR. Some examples are explained below.

Agency Supply Staff / invigilators

The agency should determine whether an enhanced DBS check (with barred list check) is required based on whether the supply activity is regulated activity; the school should obtain written confirmation from the agency that it has carried out the appropriate checks.

We will undertake written notification from any agency, or third party organisation, that they have carried out the same checks as the Trust would otherwise perform on any individual who will be working at the school. In respect of the enhanced DBS check, we will ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.

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

Where the position requires a children's and/or adults barred list check, this will be obtained by the agency or third party by obtaining an enhanced DBS certificate with relevant barred list information prior to appointing the individual.

We will check that the person presenting themselves for work at school is the same person on whom the checks have been made.

Outsourced Services

This includes but is not limited to Cleaning Staff, Music Peri, Sports Coaches, Tutors, One Education Support, NHS services, Careers Advice.

We receive written confirmation, including disclosure numbers, from our contractors that the appropriate checks have been carried out and record these details on the SCR. If for example a tutor is self-employed and unable to obtain their own DBS check, we will initiate this prior to them starting work within the school.

Maintenance/Repair Workers

We have classified four situations in which maintenance or repair workers may need to come on site, as described below:

Regular Maintenance or repair:

If the worker is known to us and returns on repeated occasions to carry out work for us, a DBS check will be obtained on the assumption that the regularity and timings that they are on site will give opportunity for contact with children. This will allow them to carry out their work without direct supervision (although the usual signing in processes will still apply).

One-off tasks that will be completed quickly:

In these circumstances, the worker is unlikely to be known to us and a DBS check is not consequently viable. We will ensure that they are supervised by the Estates staff while on site.

One-off tasks that will take several hours to complete:

These will be scheduled after school hours or outside of normal term time to avoid the need for DBS clearance. If the work must take place in the vicinity of any after-school clubs, appropriate briefings will be given to the workers by the Facilities Manager about appropriate conduct etc. while on site. As appropriate we will ensure that they are supervised by the Estates staff while on site.

Long-term building work taking place over days/weeks:

These workers will be fully briefed by the Facilities Manager about appropriate conduct while on site. They will be allocated a zoned area (for health and safety reasons) that will be kept separate from the student body. We receive written confirmation, including disclosure numbers, from our contractors that the appropriate checks have been carried out.