



Policy: Safer Recruitment Policy

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1. Introduction

- 1.1. The Corinium Education Trust has implemented this policy to assist with recruitment and employee selection in all of our schools. It outlines The Corinium Education Trust's recruitment procedure and how the Trust and our schools ensure safer recruitment is considered at all levels of the recruitment process.
- 1.2. The safety and protection of all pupils attending The Corinium Education Trust's schools is always at the forefront of our concerns, which is why this policy aims to embed a robust safeguarding culture into recruitment practices across all of our schools.

2. Legal framework

- 2.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Rehabilitation of Offenders Act 1974
- Amendments to the Exceptions Order 1975, 2013 and 2020
- Children Acts 1989 and 2004
- Education Act 2002
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Education and Skills Act 2008
- The School Staffing (England) Regulations 2009
- Equality Act 2010
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR).

- 2.2. This policy has due regard to guidance including, but not limited to, the following:

- DfE (2018) 'Staffing and employment advice for schools'
- DfE (2020) 'Governance handbook'
- DfE (2020) 'Schools COVID-19 operational guidance'
- DfE (2020) 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'
- DfE (2021) 'Basic check ID checking guidelines from 1 July 2021'
- DfE (2021) 'Recruit teachers from overseas'
- DfE (2021) 'Right to work checks: employing EU, EEA and Swiss citizens'
- DfE (2021) 'Right to work checks: an employer's guide'
- DfE (2023) 'Keeping children safe in education 2023' (KCSIE).

- 2.3. This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- CET Complaints Procedures Policy
- CET Disciplinary Policy and Procedure
- CET Appraisal and Capability Policy
- CET Records Management Policy
- CET Data Protection Policy
- CET ICT Acceptable Use for Staff Policy
- CET Privacy Notice for Applicants.

3. Definitions

- 3.1. For the purposes of this policy regulated activity includes:
- Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
 - Working for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work undertaken by supervised volunteers.
 - Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once.
- 3.2. Regulated activities do not include:
- Paid work in specified places which is occasional and temporary and does not involve teaching or training;
 - Supervised activities which are paid in non-specified settings;
 - A supervised volunteer who regularly teaches or looks after children.
- 3.3. **Teaching role** – refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of KCSIE if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.
- 3.4. **Standard DBS** – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether or not they are spent under the Rehabilitation of Offenders Act 1974.
- 3.5. **Enhanced DBS** – this provides the same information as the standard DBS, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.
- 3.6. **Enhanced DBS with barred list check** – this check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children's barred list
- 3.7. **Children's barred list** – the DBS maintains a 'barred list' of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the candidate is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.
- 3.8. **Section 128 check** – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.
- 3.9. The DfE's [DBS Workforce Guides](#) will be consulted when determining whether a position fits the child workforce criteria.

4. Roles and responsibilities

- 4.1. The Board of Trustees and our schools' local governing bodies are responsible for:
- Agreeing and monitoring effective policies to ensure all recruitment in The Corinium Education Trust's schools is in accordance with the legislation;
 - Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation;
 - Ensuring appropriate checks have been carried out, including online searches, on staff, volunteers, contractors and agency workers working within one or more of The Corinium Education Trust's schools;
 - Ensuring that all recruitment panel members have undertaken unconscious bias training before the selection process begins;
 - Ensuring that at least one member of the recruitment panel has undergone safer recruitment training within the last 5 years;
 - Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making;
 - Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates;
 - Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process;
 - Ensuring a trustee and a member of a school's Local Governing Body are on the recruitment panel for a new headteacher;
 - Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE;
 - Monitoring The Corinium Education Trust's schools' SCRs to ensure that the necessary vetting checks for employees are carried out;
 - Ensuring that equal opportunities are established and implemented throughout the recruitment process;
 - Ensuring that the salary of the successful candidate is determined;
 - Accommodating the needs of new employees and making reasonable adjustments when necessary;
 - Ensuring that the DPO reviews this section of the Safeguarding and Child Protection policy and that any recruitment data that is kept is in accordance with the Records Management Policy;
 - Ensuring that they have the skills to carry out effective selection processes, including knowing when and how to request references.
- 4.2. The recruitment panel is responsible for:
- Ensuring the advert meets all the necessary requirements;
 - Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role;
 - Setting appropriate recruitment procedures, as per The Corinium Education Trust's scheme of delegation;
 - Ensuring that the interview addresses leadership ability, team working skills, reasons for interest in joining The Corinium Education Trust's school, integrity, understanding of the school's ethos and vision, and why the candidate believes they would be a good fit for the school;
 - Ensuring that the interview addresses safeguarding practices;
 - Appointing an appointing officer who will be responsible for the entire management of the recruitment process;
 - Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff members and parents;
 - Ensuring that references have been received where requested;

- Ensuring that all references for a shortlisted candidate are properly scrutinised and that information is not contradictory, unclear, or incomplete, with clarification requested when appropriate;
- Asking previous employers of new staff members whether the individual has been subject to capability procedures in the previous two years.

4.3. The appointing officer, alongside senior administrative staff, is responsible for:

- Managing the entire recruitment process;
- Sourcing suitable candidates;
- Acting as a point of contact between candidates and the The Corinium Education Trust's school;
- Reviewing candidates' applications;
- Preparing the recruitment panel to conduct interviews;
- Organising interviews with shortlisted candidates;
- Ensuring the recruitment process is carried out in line with the relevant Trust and school policies;
- Ensuring that the candidate chosen to fill a vacancy is suitable for the role.

4.4. Headteachers are responsible for:

- Ensuring appropriate checks, including online searches, have been carried out on prospective staff, volunteers, contractors and agency workers working within the The Corinium Education Trust's schools;
- Ensuring that appropriate supervision of employees and volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process;
- Leading the interview except when the interview is for the Headteacher position and they are on the interview panel;
- Delegating the responsibility to lead the interview process to another member of SLT unless the role is for a Head of Faculty position;
- Ensuring that all relevant staff members are familiarised with this section of the Safeguarding and Child Protection policy.

4.5. During the recruitment process in a school, and especially during the initial stages, the recruitment panel and the headteacher will be watchful of candidates displaying the following characteristics:

- No understanding or appreciation of children's needs
- Expressing that they want the role to meet their needs at the expense of children
- Using inappropriate language in relation to children
- Expressing extreme views or views that do not support safeguarding practices
- Displaying unclear boundaries with children
- Providing vague answers when asked about their experience and being unable to explain gaps in their employment.

4.6. The Data Protection Officer (DPO) is responsible for ensuring that all references are handled in line with the Data Protection Policy and relevant legislation.

4.7. The Designated Safeguarding Lead (DSL) in a Corinium Education Trust school is responsible for:

- Deciding when it is appropriate or necessary to disclose any safeguarding concerns or allegations as part of a reference;
- Discussing with the headteacher the suitability of a candidate when a reference has disclosed safeguarding concerns or prior allegations.

5. Planning, advertising and shortlisting

- 5.1. Across The Corinium Education Trust job information and associated documents regarding vacancies will be published online. The full requirements of individual roles will be clearly explained, including any employment vetting requirements such as a DBS check and online searches. The Trust will share its Privacy Notice for Applicants.
- 5.2. The recruitment panel will comprise an appointing officer, who is responsible for the management of the entire recruitment process, and at least two other members of staff, with the headteacher usually being one of these.
- 5.3. The recruitment panel will be an odd number so majority votes can be cast. At least one member of the recruitment panel will have successfully completed safer recruitment training within the last 5 years.
- 5.4. Once a vacancy has been identified in a Corinium Education Trust school, an appropriate amount of time will be allowed for planning and structuring the recruitment process.
- 5.5. Headteachers will:
 - Decide on the recruitment timeframe;
 - Decide who will be involved in the process and what their roles will be, e.g. who forms the recruitment panel and who will lead interviewing.;
 - Prepare the documents that will be provided to candidates, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought;
 - Ensure that application packs, where relevant, state that candidates must be willing to sign the staff disqualification declaration.
- 5.6. The Corinium Education Trust's schools will consider the following information when advertising for a role within a school:
 - The skills, abilities, experience, attitude and behaviours required for the post
 - The safeguarding requirements, including to what extent the role will involve contact with children and young people and whether the appointed staff member will be engaging in regulated activity.
- 5.7. Advertisements will include:
 - A statement of the Trust's and school's commitment to safeguarding and promoting the welfare of pupils whilst making clear that safeguarding checks will be undertaken.
 - The safeguarding responsibilities of the post as per the job description and person specification.
 - Information surrounding whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.
 - The Trust's Privacy Notice for Applicants.
 - A statement of commitment to ensuring equal rights.
 - A job description, person specification and detail the closing date.
- 5.8. Application forms will be accessible on The Corinium Education Trust's and the recruiting school's website.
- 5.9. The Corinium Education Trust's schools may utilise social media for recruitment, and if doing so, will create a social media recruitment strategy to ensure that the advertisement is reaching the right people and is communicating the ethos of a school effectively.
- 5.10. When an advert receives a response, The Corinium Education Trust and/or the recruiting school will ensure that candidates receive the application pack.

- 5.11. Applicants will be reminded in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.
- 5.12. The Corinium Education Trust's schools will signpost to the Safeguarding and Child Protection Policy and information on employment of ex-offenders in the application pack. Appendix C - Policy Statement on the Recruitment of Ex-Offenders.
- 5.13. Applicants will be required to provide the following:
- Personal details, e.g. their current and former names, current address and national insurance number
 - Details of their current or most recent employment, including the reason for leaving
 - Full employment history, including explanations for any gaps in their employment
 - Qualifications, the awarding body and the date of the award
 - Details of references
 - A statement of their personal qualities and an explanation of why they meet the person specification to be a suitable candidate for the role
- 5.14. The Corinium Education Trust's schools will never accept a CV alone, only completed application forms. When shortlisting candidates for an interview, all application forms will be considered.
- 5.15. Candidates who are shortlisted will meet all the essential aspects of the person specification requirements.
- 5.16. The Corinium Education Trust's schools ensure that the shortlisting process is as systematic as possible, and that the recruitment panel reads through all applications. Each member of the panel will create their own shortlist which will then be collated and discussed. Candidates will be assessed against the same shortlisting criteria to ensure a fair process.
- 5.17. Shortlisted candidates will be asked to complete a self-declaration of their criminal record or disclosure of any information making them unsuitable to work with children.
- 5.18. Only those candidates who have been shortlisted will be asked to disclose any relevant information including:
- Whether they are included on the barred list.
 - Whether they are barred from teaching.
 - Information of any criminal offences committed.
 - If they are known to the police and children's social care services.
 - Whether they have been disqualified from providing childcare.
 - Any relevant overseas information.
- 5.19. Applicants will need to sign a declaration which confirms that the information they have provided is true.
- 5.20. When shortlisting candidates, The Corinium Education Trust's schools will:
- Ensure that at least two people carry out the shortlisting proceedings (these two people will ideally also conduct the interview).
 - Assess whether there are any inconsistencies or gaps in the candidate's employment and consider the reasons given for them.
 - Consider carrying out an online search as part of our due diligence. This may help identify any incidents or issues that have happened, and are publicly available online, which a school might want to explore with the applicant at interview
 - Explore any further potential concerns.
 - Requests for further information from candidates will be replied to promptly.

6. Invitation to interview

- 6.1. Once a shortlist has been confirmed, the candidates to be invited for interviews will be contacted by the recruiting school's headteacher or senior administrative assistant with a date of the interview.
- 6.2. The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.

7. Pre-interview checks

- 7.1. Pre-interview checks will include the following:
 - Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children;
 - Verifying that the candidate has qualifications or experience relevant to the post;
 - Checking references against application forms and noting down discrepancies or concerns, and following up these concerns with referees;
 - Checking and, where necessary, following up candidates' self-declaration forms.
 - Conducting online searches as a part of our due diligence.

8. Requesting references

- 8.1. Once a candidate, including an internal candidate, has been shortlisted for a position, references will be requested and scrutinised by the recruitment panel. Any concerns will be resolved satisfactorily prior to confirming an appointment. References will always be requested directly from the referee and from a senior person with appropriate authority, rather than a colleague.
- 8.2. References will be requested in written form from the candidate's current employer – if they are unemployed, verification of their most recent period of employment and reasons for leaving will be obtained from their previous employer. Wherever possible, at least one reference will be from employment through which the candidate worked with children.
- 8.3. If the applicant has never worked with children, ensure that a reference from their current employer is received.
- 8.4. If the candidate is a school leaver or has not been in work for over two years, a character reference will be requested.
- 8.5. When a candidate is applying for a teaching role (including the role of headteacher), information about the details of any capability procedures in the previous two years that they may have been subject to, and the reasons for these, will be requested from their current or former employer.
- 8.6. Concerns raised following a candidate's reference(s) will be explored further with the referee where appropriate and discussed with the candidate at interview.
- 8.7. Open references, e.g. 'to whom it may concern' testimonials, and unverified information provided by the candidate as part of the application process, will not be relied upon. Electronic references will be checked to ensure that they originate from a legitimate source.

9. Checking references

- 9.1. References will be checked upon receipt to ensure that all questions have been answered satisfactorily and that information is not contradictory or incomplete. The referee will be contacted to provide further clarification where appropriate, e.g. if some answers are vague or insufficient, or contradictory information has been provided. The reference will be compared for consistency with the information on the candidate's application form. Discrepancies between the reference and the application form will be discussed with the candidate at interview.
- 9.2. The recruitment panel will ensure that any past disciplinary action or allegations disclosed as part of a reference are considered carefully when assessing the candidate's suitability for the role. If this involves safeguarding or potential safeguarding concerns, the DSL will be consulted to help assess the candidate's suitability.
- 9.3. Before deciding not to appoint a candidate based on an unsatisfactory reference, the recruitment panel will consider if HR advice is necessary. Once the decision is made, the headteacher will record this on the recruitment file as the reason for non-appointment.
- 9.4. All members of staff who provide a reference will be responsible themselves for checking the content to ensure that it only contains factual and verifiable statements. If there is any doubt about whether to include information, caution will be exercised and it will be omitted. Alternatively, advice will be sought from a senior figure, e.g. the headteacher or the chair of governors.

10. Providing references

- 10.1. References will only be provided once written consent has been obtained from the person requesting a reference.
- 10.2. The member of staff providing a reference will follow this policy's procedures and the prospective employer's requests as much as is reasonably possible, e.g. if a pro-forma is provided, they will complete the form. If the reference is not requested in a specific format, the member of staff will decide the most appropriate method, e.g. a pro-forma or a letter-formatted reference.
- 10.3. The headteacher will decide in exceptional circumstances if a reference cannot be provided or if certain questions asked by the prospective employer cannot be answered, with HR advice sought when appropriate.
- 10.4. Staff members will make the headteacher aware when they have been asked to provide a personal reference, e.g. for a current or former colleague. The staff member will make it clear within the reference that it is a personal one and is not written for or on behalf of the school. The staff member will use their own paper or an email address unaffiliated with the The Corinium Education Trust's school and ensure that the reference is not linked to the school in any way.
- 10.5. Details of any capability procedures in the previous two years for a teacher (including headteacher) or former teacher at the school, and the reasons for these, will be provided if requested.
- 10.6. If, as part of a settlement agreement, a school, or The Corinium Education Trust, has agreed to provide a reference for a member of staff, the headteacher or Trust Lead will ensure it is provided in line with the agreement and this policy. In circumstances where new evidence emerges that indicates information provided in the reference is incorrect, the headteacher or Trust Lead will decide if the reference is changed or withdrawn, with legal advice sought where necessary, and will notify the employee of any decision first.
- 10.7. Any repeated concerns or allegations which do not meet the harm threshold which have been found to be false, unfounded, unsubstantiated, or malicious will not be included in any reference.

- 10.8. The Corinium Education Trust and recruiting school will ensure that any information provided confirms whether they are satisfied with the applicant's suitability to work with children, and only provide the facts of any substantiated safeguarding concerns or allegations, including a group of low-level concerns about the same individual, that meet the harm threshold within any employment references.

11. Content of references

- 11.1. Basic information will always be expected in references received and provided, e.g. skills, knowledge, duties undertaken, experience working with children, and personal characteristics, in addition to any information relating to safeguarding. Further relevant comments will be made as much as is reasonably possible in line with the employer's requests, provided they are verifiable and objective, e.g. through appraisals or attendance records.
- 11.2. References will contain only factual and verifiable information and will not include speculation, e.g. about a former employee's suitability for a job, or hearsay. The person providing the reference will ensure all comments have a factual basis and that an impression is not given which is misleadingly positive or negative. Performance issues or concerns which have not been discussed or raised with the employee beforehand will not be mentioned.
- 11.3. All members of staff providing references will be made aware that information provided verbally to the prospective employer is subject to the same duties as written information and will avoid making verbal statements. Where it is necessary or appropriate, verbal information will be provided only in line with this policy's procedures, e.g. all statements must be verifiable and objective.

12. Previous disciplinary action

- 12.1. The recruitment panel will ensure that any references requested by the school include a section asking for any past disciplinary action or allegations to be disclosed. Any disclosures will be carefully considered when assessing the candidate's suitability for the role.
- 12.2. Information from DBS checks will not be included in references provided by the school or The Corinium Education Trust. Information regarding criminal offences from other sources will not be included, unless the headteacher deems it appropriate and HR advice has been sought.
- 12.3. When providing references, the disclosure of information about past disciplinary action or allegations not relating to safeguarding will be provided where it is deemed appropriate, e.g. it is relevant to the staff member or former staff member's suitability for the role. Information relating to disciplinary action will generally only be disclosed if penalties or sanctions remain in place for the employee.
- 12.4. Allegations which were proven to be false, unsubstantiated or malicious, e.g. relating to misconduct, will not be included in a reference – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.
- 12.5. If an allegation exists which has yet to be investigated or an investigation is incomplete, the headteacher or Trust Lead will seek HR advice, and legal advice where necessary, on what information, if any, should be provided to the prospective employer.

13. Confidentiality

- 13.1. Personal data relating to references will be handled in line with the Data Protection Policy. All references will be properly addressed and marked private and confidential.
- 13.2. In accordance with the Data Protection Act (2018) and the UK GDPR any personal information will be processed fairly and lawfully, and will be kept safe and secure e.g. in locked, non-portable containers or, for electronic information, password protected. Access will be strictly controlled and limited to those who are entitled to see it as part of their duties.
- 13.3. Information relating to an individual's health and sensitive personal data, e.g. information relating to the individual's ethnicity, religion or trade union membership, will not be disclosed as part of a reference unless 'express consent' has been received from the individual for this purpose.
- 13.4. The person requesting a reference will be offered the opportunity to see it before it is sent, unless the headteacher or Trust Lead decides this is not appropriate; however, The Corinium Education Trust's schools are aware that ultimately, they cannot prevent the person receiving a copy in line with the Data Protection Act. If the person raises comments about the reference before it is sent, the member of staff responsible for the reference will consider the comments and, if they decide to leave it unchanged, record the reason(s) behind their non-agreement.

14. Digital footprints

- 14.1. The Corinium Education Trust's schools are committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the Trust Lead or Headteacher may undertake online searches and check shortlisted candidates' social media or other online activity prior to interview. All checks will be consistent for all shortlisted candidates.
- 14.2. This process may include, but is not limited to, a search for the candidate via:
 - Google
 - Facebook
 - LinkedIn
 - Twitter
- 14.3. Any concerns will be addressed during the interview process.

15. The interview

- 15.1. During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison. Any concerns raised through contact with referees will be discussed with the candidate at this stage. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children.
- 15.2. The Corinium Education Trust's schools use a range of selection techniques to identify the most suitable person for the post.
- 15.3. Interview questions seek to:
 - Find out what attracted the candidate to the post being applied for and their motivation for working with children;
 - Exploring their skills and asking for examples of experience of working with children;
 - Looking at any gaps in employment or where the candidate has changed employment or location frequently and asking about the reasons for this.
- 15.4. Interviews will also be used to explore the potential areas of concern to determine the applicant's suitability to work with children.

- 15.5. Areas that may raise concerns and lead to further enquiry include:
- Implication that adults and children are equal;
 - Lack of recognition or understanding of the vulnerability of children;
 - Inappropriate idealisation of children;
 - Inadequate understanding of appropriate boundaries between adults and children;
 - Indicators of negative safeguarding behaviours.
- 15.6. Candidates shortlisted for interview will be given the opportunity to complete a self-disclosure form upon arrival for their interview. The form is given to the appointing officer in a sealed envelope prior to the candidate entering their interview. The candidate will be given the opportunity to discuss any concerns or ask any questions.
- 15.7. The candidate will be given the opportunity to discuss any concerns or ask any questions. The process will always comprise a face-to-face interview; however, the recruitment panel may also request that candidates complete one or more of the following tasks:
- Teach a lesson
 - Data analysis task
 - Chair a pupil voice group
 - Chair a staff voice group
 - Tour of the school

16. After the interview

- 16.1. After the interviews have been completed, the recruitment panel will:
- Assess all candidates' performance using the same agreed criteria.
 - Ask the successful candidate to provide proof of identification and qualifications, and to complete the DBS check as soon as possible.
 - Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.
- 16.2. Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in case any aspect of the recruitment process is challenged.
- 16.3. After choosing a successful candidate, The Corinium Education Trust or the recruiting school will:
- Make a conditional offer of employment to the candidate.
 - Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
 - Complete the relevant pre-employment checks.
- 16.4. Once an offer of employment has been made, the candidate's self-declaration form will be reviewed. If a conviction has been declared, and it is spent or filtered, the offer of employment will not be retracted based on this; however, The Corinium Education Trust and recruiting school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.

17. Remote recruitment

- 17.1. The Corinium Education Trust's schools will follow all the requirements set out in this section of the Safeguarding and Child Protection Policy when recruiting remotely, changing only the in-person nature of the interview, and implementing the necessary additional steps to support this. A suitable online platform through which online interviews may take place will be identified, considering ease of use, privacy measures and suitability for the purposes of online interviews.

- 17.2. Staff members conducting an online interview will ensure they understand how to operate the various relevant functionalities of the online interview platform, e.g. how to share their screen, prior to the interview commencing. Staff members conducting an online interview will ensure privacy settings are adjusted appropriately on the provider's site or application.
- 17.3. The Corinium Education Trust's schools are aware of, and have due regard for, the potential risks associated with online communication, e.g. ease of anonymity, and will ensure it takes suitable precautions, e.g. encrypting data where possible.
- 17.4. The Corinium Education Trust's schools will ensure that any tasks set for candidates during the interview are compatible with the online nature of the interview, e.g. they do not require the exchange of physical paper resources.
- 17.5. The Corinium Education Trust's schools will communicate our expectations to candidates regarding the use of the online platform in good time prior to the interview. These expectations will include, but will not be limited to, the following:
- The candidate will participate in the interview with both the video camera and microphone features enabled at all required times
 - The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background
 - The candidate will keep personal information which is not relevant to the recruitment process private, e.g. their email password, and will not ask the staff members conducting the interview to share any such private information
 - Where necessary, the candidate will be aware that the school will record the online interview, and that they will be required to consent to this in order for the interview process to continue.
- 17.6. When recording an online interview, prior permission will be acquired from the candidate in writing via email and all members of the interview will be notified before the interview commences via email, and again once they have joined the interview before recording commences. If the candidate does not provide consent to recording the interview, the school will consider whether the online interview can still take place.
- 17.7. The Corinium Education Trust's schools will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.
- 17.8. If a candidate refuses to interview remotely, The Corinium Education Trust and the recruiting school will consider whether alternative arrangements for an in-person interview are possible, having due regard to the school's equality duties at all times. If this is not possible, then the school will sensitively inform the candidate that the remote interview process is a requirement of the application process, and have a considerate and good-natured discussion with the candidate as to whether they can continue with the recruitment process at this time. The school can direct candidates towards the DfE's advice on '[Attending your first remote interview](#)' prior to the interview.

18. Pre-employment checks

- 18.1. All appointments will be conditional on satisfactory completion of the necessary pre-employment checks. These checks seek to identify whether there is anything that would make the candidate an unsuitable appointment for working with children or as a teacher.
- 18.2. The Local Governing Body will ensure the appropriate pre-employment checks for all prospective employees, including internal candidates and candidates who have lived or worked outside the UK are carried out as outlined below.
- 18.3. The appropriate DBS and suitability checks will be carried out for all governors, volunteers, and contractors.

- 18.4. The Local Governing Body will ensure the suitability of prospective employees is checked by:
- Verifying the candidate's identity, preferably from the most current photographic ID and proof of address except where, for exceptional reasons, none is available;
 - Obtaining a certificate for an enhanced DBS check with barred list information where the person will be engaged in regulated activity;
 - Obtaining a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
 - Checking that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the [TRA Teacher Services' System](#);
 - Verifying a candidate's ability to carry out the role;
 - Verifying the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, the advice set out on the [Gov.UK](#) website will be followed;
 - Making any further checks that The Corinium Education Trust's school considers appropriate, if the person has lived or worked outside the UK; this includes checking for any teacher sanctions or restrictions that an EEA professional regulating authority has imposed;
 - Checking professional experience, QTS and qualifications as appropriate using Teacher Services;
 - Confirming that an individual taking up a management position, trustee or governor role is not subject to a section 128 direction.
- 18.5. An enhanced DBS certificate will be obtained from candidates before or as soon as practicable after appointment. An online update check may be undertaken through the DBS update service if an applicant has subscribed to it and gives their permission
- 18.6. The Corinium Education Trust's schools will only obtain a separate barred list check if a newly appointed staff member is engaging in regulated activity before the receipt of an enhanced DBS certificate; or if the individual has worked in a school where they were in regular contact with children and young people in the three months prior to the new staff member's appointment to a school.
- 18.7. The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.
- 18.8. The recruitment panel will assess all cases fairly and on an individual basis. Where a decision has been made not to appoint somebody because of their conviction(s), it will be clearly documented to enable the school a chance to defend its decision if challenged.
- 18.9. The Corinium Education Trust's schools will consider the following when assessing any disclosure information on a DBS certificate:
- The seriousness and relevance to the post which they have applied to;
 - How long ago the offence occurred;
 - Whether it was a one-off incident or a history of incidents;
 - The circumstances around and at the time of the incident;
 - Whether the individual accepted responsibility for what happened.
- 18.10. If The Corinium Education Trust or recruiting school has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the school to allow the individual to carry out any form of regulated activity.
- 18.11. Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' [web page](#).

- 18.12. There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the candidate has worked:
- In a school in England in a post which brought them into regular contact with children or young people; or
 - In any post in a school since 12 May 2006 which did not bring the person into regular contact with children or young persons.
- 18.13. All staff members are required to sign the declaration form provided in the appendices of this policy confirming that they are not disqualified from working in a schooling environment. A disqualified person will not be permitted to continue working at the school, unless they apply for and are granted a waiver from Ofsted. The Corinium Education Trust's schools will provide support with this process.
- 18.14. References from **internal candidates** will always be scrutinised before appointment.
- 18.15. If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.
- 18.16. The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children. An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation. The employer of the school will ensure they have sufficient information to meet the referral duty criteria.
- 18.17. The Corinium Education Trust's schools will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried candidates for initial teacher training who are in regulated activity.
- 18.18. Where **trainee teachers** are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The school will obtain written confirmation from the agency that the checks have been carried out.
- 18.19. The Corinium Education Trust requires enhanced DBS checks on all **members of the academy trust**, individual trustees, and the chair of the board of trustees. Before an individual becomes a trustee, the school will carry out an enhanced DBS check and confirm their identity.
- 18.20. The Trustees and Local Governing Bodies may request an enhanced DBS certificate without a barred list check on an individual as part of the appointment process for governors. An enhanced DBS certificate (which will include a barred list check) will only be requested if the governor will be engaging in regulated activity; this also applies to volunteer governors.
- 18.21. Where a trustee also engages in regulated activity, a barred list check will also be requested.
- 18.22. An additional check is required for those in management positions, to ensure that they are not prohibited under section 128 provisions. Where a barred list check has been performed, the section 128 direction will also be shown and will not require a separate check.
- 18.23. If the individual lives or has lived outside of the UK, consideration will be given as to further checks that may be necessary.
- 18.24. The chair of trustees will complete a suitability check with the ESFA as soon as they are appointed.

- 18.25. To process a suitability check, the chair of Trustees will provide the EFSA with:
- Information about their identity verified by a recognised professional, using the EFSA's [verification form](#);
 - Information confirming their right to work in the UK;
 - The outcome of an enhanced DBS check;
 - An overseas criminal records check or certificate of good character if they have lived outside of the UK.

Those who have lived outside of the UK

The Teaching Regulation Agency no longer maintains a list of EEA teachers with sanctions.

- 18.26. For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary, including an enhanced DBS certificate with barred list information for those engaging in regulated activity, even if they have never been to the UK before. This includes the safer recruitment checks outlined in the KCSIE statutory guidance.
- 18.27. For candidates who have lived or worked outside the UK, The Corinium Education Trust's schools will make further checks where necessary, including, but not limited to:
- For teaching staff, obtaining proof of their past conduct as a teacher from the professional regulating authority in the country in which they worked, where available.
 - Since 1 July 2021, new rules for right to work checks apply. EU, EEA, or Swiss citizens need to provide evidence of lawful immigration status in the UK. Individuals from these areas will no longer be able to use their passport or national ID as proof of right to work. The Corinium Education Trust's schools will need to check candidate's right to work online.] Obtaining evidence that candidates have the right to work in the UK through the government's online portal, using a share code, or the candidate's date of birth.
 - The UK introduced a points-based immigration system on 1 January 2021. This affects how The Corinium Education Trust's schools employ teachers who are not UK or Irish nationals. All overseas nationals arriving in the UK from 1 January 2021, including those from the EEA and Switzerland, come under the new system. Obtaining proof of candidates' immigration status in the UK.
- 18.28. Following the UK's exit from the EU, schools and colleges should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.
- 18.29. If a candidate is unable to provide the correct documentation, they cannot submit a DBS check. This is because the right to work in the UK cannot be established.
- 18.30. An enhanced DBS check may be requested for anyone working in school that is not in regulated activity but does not have a **barred list check**.
- 18.31. If there are concerns about an applicant, an enhanced DBS check with barred list information may be requested, even if they have worked in regulated activity in the three months prior to appointment.
- 18.32. Written information about their previous employment history will be obtained from candidates and the appropriate checks undertaken to ensure information is not contradictory or incomplete.
- 18.33. No **volunteer** will be left unsupervised with a pupil or allowed to work in regulated activity until the necessary checks have been obtained.

- 18.34. An enhanced DBS certificate with barred list check will be obtained for all new volunteers in regulated activity that will regularly teach or look after children on an unsupervised basis or provide personal care on a one-off basis.
- 18.35. The Corinium Education Trust's schools reserve the right to request barred list information for all volunteers, regardless of whether they are supervised or not.
- 18.36. Personal care includes helping a child with eating and drinking for reasons of illness, or care in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
- 18.37. A supervised volunteer who regularly teaches or looks after children is not in regulated activity.
- 18.38. Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, The Corinium Education Trust's schools may decide to conduct a repeat DBS check.
- 18.39. The Corinium Education Trust's schools will obtain an enhanced DBS certificate with barred list check for existing volunteers that provide pastoral care.
- 18.40. Unless there is cause for concern, The Corinium Education Trust's schools will not request any new DBS certificates with barred list check for existing volunteers that have already been checked.
- 18.41. For all volunteers, The Corinium Education Trust's schools will undertake a written risk assessment and use professional judgement and experience when deciding what checks, if any, will be required.
- 18.42. Associate members (i.e. individuals that are appointed by the governing board to serve on one or more committees) will not be required to obtain enhanced DBS checks.

Agency and third party staff

- 18.43. In the case of any employee working at a school within The Corinium Education Trust who is sourced from an agency or third-party organisation, the school will obtain written notification from the organisation confirming that they have carried out the same checks as the school would otherwise perform on any individual who will be working at the school, or who will be providing education on the school's behalf, including through online delivery. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.
- 18.44. The Corinium Education Trust's schools will obtain a copy of the enhanced DBS certificate from the agency or third-party organisation where it has been obtained before the person is due to commence work and has disclosed any matter or information.
- 18.45. The Corinium Education Trust's schools will ensure that any contractor or employee of the contractor working on the premises has been subject to the appropriate level of DBS check.

Adults who supervise children on work experience

- 18.46. When a school within The Corinium Education Trust is organising work experience placements, the school will ensure that the placement provider has policies and procedures in place to protect children from harm.
- 18.47. Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. In such cases, The Corinium Education Trust's schools will consider the specific circumstances of the work experience.

- 18.48. Consideration will be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:
- Unsupervised themselves.
 - Providing the teaching/training/instruction/supervision frequently (more than three days in a 30-day period or overnight).
- 18.49. If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. In this case, The Corinium Education Trust's schools will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.
- 18.50. If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school, and gives the opportunity for contact with children, this may itself be considered regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider will consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

Children staying with host families

- 18.51. The school may make arrangements for a child to have learning experiences where, for short periods, the child may be provided with care and accommodation by a host family to whom they are not related. In these circumstances, the LA will be consulted

Contractors

- 18.52. The Corinium Education Trust's schools will ensure that any contractor or employee of the contractor working on the premises has been subject to the appropriate level of DBS check
- 18.53. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.
- 18.54. Checks will be conducted to ensure that the contractor presenting themselves for work is the same person on whom the checks have been made.
- 18.55. Contractors without a DBS check will be supervised if they will have contact with children. The identity of the contractor will be checked upon their arrival at the school within The Corinium Education Trust.
- 18.56. If a contractor is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.
- 18.57. The Corinium Education Trust's schools will set out our safeguarding requirements in the contract between the contractor's organisation and the school.

Data retention

- 18.58. DBS certificates will be securely destroyed as soon as practicable, but not retained for longer than six months from receipt.
- 18.59. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file. The personnel file will be held for the duration of the employee's employment plus six years.

Referral to the DBS

- 18.60. The Corinium Education Trust's schools will refer to the DBS anyone who has harmed a child or poses a risk of harm to a child, or if there is reason to believe the member of staff has committed an offence and has been removed from working in regulated activity. The duty will also apply in circumstances where an individual is deployed to another area of work that is not in regulated activity or they are suspended.
- 18.61. The Corinium Education Trust's schools will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
- The harm test is satisfied in respect of that harm.
 - The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
 - The individual is deployed to another area of work not in regulated activity, or where they have been suspended.
- 18.62. Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity. Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member

19. Right to work checks

- 19.1. The Corinium Education Trust's schools will obtain evidence that all candidates for a position have the right to work in the UK by either conducting a manual document-based check, or by using the government's [online portal](#). This will be done before a candidate is offered a position.
- 19.2. When conducting a manual, document-based check, The Corinium Education Trust's schools will ensure that the documents received from candidates are acceptable in line with government guidance, and from the appropriate list: [List A](#) for candidates with a permanent right to work in the UK, or [List B](#) for candidates with a temporary right to work in the UK. Checks on documents will be conducted in line with section 19 of this policy.
- 19.3. The Corinium Education Trust's schools will obtain proof of candidates' immigration status in the UK.
- 19.4. The Corinium Education Trust's schools will contact the Home Office in the event that a statutory excuse must be established in the following circumstances:
- The candidate provides a document confirming receipt of an application to EUSS on or before 30 June 2021
 - The candidate provides a non-digital certificate of application confirming receipt of an application to the EUSS on or after 1 July 2021
 - The school has checked a digital certificate of application and has been directed to the Home Office's Employer Checking Service
 - The candidate provides an Application Registration Card stating the holder is permitted to undertake the work in question

- The school is satisfied it has not been provided with any acceptable documents because the candidate has an outstanding application with the Home Office made before their previous permission expired, or has an appeal or review pending against the Home Office's decision and cannot provide evidence of their right to work as a result
- The school considers that it has not been provided with any acceptable documents, but the person presents other information indicating they are a long-term resident of the UK, i.e. having arrived before 1988.

19.5. The Corinium Education Trust's schools will not make assumptions about a person's right to work in the UK, or their immigration status, on the basis of their race, ethnicity, nationality, length of residence in the UK or background. All candidates, including British citizens, will have their right to work in the UK checked.

19.6. Where a candidate's right to work is time-limited, The Corinium Education Trust's schools will conduct a follow-up check in advance of its expiry.

20. Identification checking process

20.1. When checking the validity of identifying documents, The Corinium Education Trust's schools will ensure that this is done in the presence of the holder, e.g. in person or via a live video link. In both cases, the school will be in physical possession of the original documents. The school will only accept valid, current and original documentation in its physical form. The school will not accept photocopies or documentation printed from the internet e.g. internet bank statement.

20.2. The Corinium Education Trust's schools will request documents with photographic identity, such as a passport, and compare this against the candidate's likeness. The school will not accept documents that are not in the candidate's current name as recorded on the application form.

20.3. The Corinium Education Trust's schools will ensure that the candidate declares all previous name changes and provides documentary evidence to support the name change. If the candidate is unable to provide evidence to support the name change, the school will hold a discussion with the candidate about the reasons why, before validating their identity.

20.4. The Corinium Education Trust's schools will compare the candidate's address history with any other information the candidate has provided.

20.5. The Corinium Education Trust's schools will ensure that all letters and statements provided by the candidate are recent e.g. within a three-month period.

20.6. The Corinium Education Trust's schools will keep a dated record of every document that has been checked for the duration of the candidate's employment and for a further two years after they have left the school. This will be either as a hard copy or in a scanned format which cannot be manually altered, e.g. JPEG or PDF document, and will be made available to the appropriate authorities if and when requested.

21. After the pre-appointment checks

21.1. Once the pre-employment checks have been completed, the recruitment panel, Senior Administrative Assistant, will:

- Agree a start date with the candidate.
- Destroy the completed self-declaration forms.
- Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.
- Add the required details of the checks carried out to the school's SCR.

Ongoing suitability

21.2. Following appointment, consideration will be given to staff and volunteers' ongoing suitability – to prevent the opportunity for harm to children or placing children at risk.

22. Single central record (SCR)

22.1. The Corinium Education Trust's schools keep an SCR which records all staff, including supply staff, teacher trainees on salaried routes and all others who work in regular contact with children in the school, including volunteers who work at the school.

22.2. All members of the proprietor body are also recorded on the SCR.

22.3. The following information is recorded on the SCR:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- A section 128 check for those in management, trustee or governor positions
- A check of professional qualifications
- A check to determine the individual's right to work in the UK
- Additional checks for those who have lived or worked outside of the UK

22.4. For agency and third-party supply staff, The Corinium Education Trust's schools will also record whether written confirmation from the employment business supplying the member of staff has been received which indicates that all the necessary checks have been conducted and the date that confirmation was received. Written confirmation that supply agencies have completed all relevant checks will also be included.

22.5. If any checks have been conducted for volunteers, this will also be recorded on the SCR.

22.6. If risk assessments are conducted to assess whether a volunteer should be subject to an enhanced DBS check, the risk assessment will be recorded.

22.7. The details of an individual will be removed from the SCR once they no longer work at the school within The Corinium Education Trust.

22.8. The Corinium Education Trust will not keep separate SCRs for each academy.

22.9. The Corinium Education Trust's schools are free to record any other information they deem relevant.

23. Safer Recruitment Training

23.1. At least one member of the recruitment panel will have completed formal safer recruitment training.

23.2. As a measure of good practice, The Corinium Education Trust's schools will ensure that this training is renewed every five years.

23.3. Staff, trustees and governors involved in the recruitment process will have an awareness of information regarding the following:

- The recruitment and selection process
- Pre-appointment and vetting checks, regulated activity and recording of information
- Other checks that may be necessary for, staff, volunteers and others
- How to ensure the ongoing safeguarding of children and legal reporting duties on employers

24. Safeguarding

- 24.1. For references provided to The Corinium Education Trust's schools, the candidate's suitability will always be assessed with particular regard paid to their suitability to work with children. The DSL will be consulted where appropriate.
- 24.2. A school's DSL will recognise the school's duty to disclose safeguarding concerns overrides any other duties to an employee, and ensure the school complies with its safeguarding obligations. The DSL will ensure records are kept of all allegations against staff in line with the most up-to-date version of KCSIE.
- 24.3. For all safeguarding allegations, excluding those proven to be malicious, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken, and decisions reached, will be kept on the confidential personnel file of the accused member of staff. Accurate information based on these records will be given in response to future requests for a reference, where appropriate.
- 24.4. Safeguarding information will not be given in circumstances where the allegation was found to be false, unsubstantiated or malicious – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.

25. Monitoring and review

- 25.1. This policy is reviewed annually by the Board of Trustees. This policy will be updated as needed to ensure it is up-to-date with safeguarding issues as they emerge and evolve, including any lessons learnt.
- 25.2. Any changes made to this policy by the Trust lead and DSLs will be communicated to all members of staff.
- 25.3. All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.
- 25.4. The next scheduled review date for this policy is October 2023.

Appendix A: Staff Disqualification Declaration

Name of school:	
Name of staff member:	Position:
Orders and other restrictions	Yes/No
Have any orders or other determinations related to childcare been made in respect of you?	
Have any orders or other determinations related to childcare been made in respect of a child in your care?	
Have any orders or other determinations been made which prevent you from being registered in relation to childcare, children's homes or fostering?	
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in Schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018?	
Are you barred from working with children by the DBS?	
Are you prohibited from teaching?	
Specified and statutory offences	
Have you ever been cautioned, reprimanded, given a warning for or convicted of:	
• Any offence against or involving a child?	
• Any violent or sexual offence against an adult?	
• Any offence under The Sexual Offences Act 2003?	
• Any other relevant offence?	
Have you ever been cautioned, reprimanded for or convicted of a similar offence in another country?	
Provision of information	
If you have answered yes to any of the questions above, provide details below. You may provide this information separately, but you must do so without delay.	
Details of the order restriction, conviction or caution:	
The date(s) of the above:	
The relevant court(s) or body/bodies:	
You should also provide a copy of the relevant order, caution, conviction, etc. In relation to cautions and/or convictions, a DBS certificate may be provided.	
Declaration	
In signing this form, I confirm that the information provided is true to the best of my knowledge and that:	
<ul style="list-style-type: none"> • I understand my responsibilities to safeguard children. • I understand that I must notify the headteacher immediately of anything that affects my suitability to work within the school. This includes any cautions, warnings, convictions, orders or other determinations made in respect of me that would render me disqualified from working with children. 	
Signed:	
Print name:	
Date:	

Appendix B: Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks

Appendix C: Policy Statement on the Recruitment of Ex-Offenders

1. Exemption from the Rehabilitation of Offenders Act 1974

- 1.1. Ex-offenders have to disclose information about spent, as well as unspent convictions if the job for which they are applying is exempted from the Rehabilitation of Offenders Act 1974.

2. How this affects school based jobs

- 2.1. All school based jobs are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group.

3. Applicants for school based jobs must, therefore, disclose all spent and unspent convictions.

- 3.1. All applicants who are offered employment in a Corinium Education Trust's school will be subject to a criminal record check from the Disclosure and Barring Service before an appointment is confirmed.

- 3.2. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions.

- 3.3. An enhanced DBS (check) may also contain non-conviction information from local police records which a chief police officer thinks may be relevant.

- 3.4. Having a criminal record will not necessarily bar someone from working for The Corinium Education Trust or in one of its schools.

- 3.5. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

- 3.6. Any DBS that contains information (caution, reprimand, conviction, soft information) will be referred to Gloucestershire County Council DBS Panel for consideration.

- 3.7. The Corinium Education Trust's schools undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

- 3.8. When reaching a recruitment decision GCC DBS Panel will take the following factors into account:

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

- 3.9. There are, however, particular offences that would automatically prevent an offer of employment in The Corinium Education Trust's schools being confirmed. These include:

- Rape
- Incest
- Unlawful sexual intercourse
- Indecent assault
- Gross indecency
- Taking or distributing indecent photographs

- 3.10. Other offences which make it unlikely (although not automatic) for an offer of employment in The Corinium Education Trust's schools to be confirmed include the following:
- Violent behaviour towards children or young people
 - A sexual, or otherwise inappropriate relationship with a pupil (regardless of whether the pupil is over the legal age of consent)
 - A sexual offence against someone over the age of 16
 - Any offence involving serious violence
 - Drug trafficking and other drug related offences
 - Stealing school property or monies
 - Deception in relation to employment as a teacher or at a school, for example false claims about qualifications, or failure to disclose past convictions
 - Any conviction which results in a sentence of more than 12 months imprisonment
 - Repeated misconduct or multiple convictions unless of a very minor nature.
- 3.11. If appropriate, applicants will be invited to discuss disclosure information before a final recruitment decision is made.
- 3.12. It may be necessary at times to update the records of existing employees. Existing employees who are found to have criminal records will not be dismissed as a matter of course. Each case will be considered on its merits, and an assessment of risk and relevance will be involved.

Document History

Creation Date	September 2021 (CDPS)
Trust Lead	Trust Lead (CEO) and Designated Safeguarding Leads
Approved by	Board of Trustees
First approval date	October 2021 (CDPS)
Review frequency	Annually

Review date	Significant amendments	Made by	Next review
Oct 2021	New Policy for Cirencester Deer Park School – completely redrafted to reflect latest government guidance and KCSIE 2021; based on review of our procedures and model template from The School Bus	HLC	Oct 2022
Nov 2022	5.12: reference to Appendix C added. 10.7 and 10.8: new 12.2: new 14.1: 'shortlisted' added before candidates. Clarification that it would be the headteacher who did any online checks and there would be consistency over what online media was checked for all shortlisted candidates. 18.43: updated in line with KCSIE 2022 New: Section 19 - Right to work checks. 20.6: New. Revised for The Corinium Education Trust as MAT-wide policy to ensure best safeguarding practice is embedded across all schools.	HLC/CXH	Nov 2023
Nov 2023	Checked against 'Keeping Children Safe in Education 2023': Online searches added in 4.1, 4.4, 5.1, 5.20, 7.1 and 14.1. Lists re-ordered into date order. Ref. to Privacy Notice for Applicants added and included in 5.1 and 5.7.	CXH	Nov 2024