



Anchorsholme Academy Safer Recruitment Policy



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Adopted by Governors/HT: Governors
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Person responsible for policy: Mrs D Bateson

Statement of Intent

Anchorsholme Academy has implemented this policy to assist with recruitment and employee/volunteer selection. It outlines the school's recruitment procedure and how the school ensures safer recruitment is considered at all levels of the recruitment process.

The safety and protection of the school's pupils is always at the forefront of the school's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the school.

1. Legal Framework

- 1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:
 - Children Act 1989
 - Children Act 2004
 - Safeguarding Vulnerable Groups Act 2006
 - The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
 - Sexual Offences Act 2003
 - The School Staffing (England) Regulations 2009
 - Rehabilitation of Offenders Act 1974
 - Education and Skills Act 2008
 - Data Protection Act 2018
 - The General Data Protection Regulation (GDPR)
 - Education Act 2002
 - Equality Act 2010
- 1.2. This policy has due regard to guidance including, but not limited to, the following:
 - DfE (2021) 'Keeping children safe in education'
 - DfE (2018) 'Staffing and employment advice for schools'
 - DfE (2020) 'Governance handbook'
 - DfE (2020) 'Guidance for full opening: schools'
 - DfE (2020) 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'
- 1.3. This policy operates in conjunction with the following school policies:
 - Safeguarding and Child Protection Policy
 - Single Central Record Policy
 - Record Management Policy
 - GDPR Data Protection Policy
 - Acceptable Use Policy/Agreement

2. Definitions

- 2.1. **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.
 - The above definitions are classified as regulated activity if they are undertaken regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes relevant personal care, or health care provided by, or under the supervision of, a health care professional. Personal care includes helping a child with eating or drinking for reasons of illness or disability, or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.
 - A supervised volunteer who regularly teaches or looks after children is **not** in regulated activity.
- 2.2. **Teaching role** – refers to a role involving planning and preparing lessons 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 ‘Keeping Children Safe in Education’ (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.
 - 2.3. **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.
 - 2.4. **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.
 - 2.5. **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.
 - 2.6. **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 applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.
 - 2.7. **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.
 - 2.8. **Safer recruitment** – this is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify

and deter or reject individuals who are deemed to be at risk of abusing children.

- 2.9. **Single Central Record (SCR)** - the central record detailing the safeguarding checks that have been carried out on all staff and other relevant people. This document must always be kept up to date with data that reflects the current situation within school.

3. Roles and Responsibilities

3.1. The governing board is responsible for:

- Agreeing and monitoring effective policies to ensure recruitment at the school is in accordance with the legislation outlined in section 1.
- Ensuring that staff/volunteer recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- 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 member of the governing board and the Trust board is on the recruitment panel for a new Headteacher.
- Monitoring the school's SCR to ensure that the necessary vetting checks for employees are carried out.
- Ensuring that the Office Manager reviews this policy and that any recruitment data that is kept is in accordance with the Record Management Policy.

3.2. The recruitment panel is responsible for:

- At least one member of the recruitment panel must have undertaken Safer Recruitment training in the previous five years.
- Appointing an appointing officer who will be responsible for the entire management of the recruitment process.
- Creating the advert, job description and person specification and ensuring they meet all the necessary requirements.
- Shortlisting the potential candidates by scoring against the person specification with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Ensuring that interview questions are open questions and written in conjunction with the person specification.
- Ensuring that the interview addresses safeguarding practices.
- Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff members and parents.

3.3. The Headteacher is responsible for:

- Appointing an appropriate recruitment panel with at least one member that has undertaken Safer Recruitment training in the previous five years.

- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
 - Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.
 - Leading the interview when the candidate is at a lower level than the Headteacher. The Headteacher may delegate this responsibility to another member of the SLT if appropriate.
 - Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.
 - Ensuring that appropriate supervision of employees/volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- 3.4. The Office Manager is responsible for:
- Assisting the Headteacher in appointing an appropriate recruitment panel with at least one member that has undertaken Safer Recruitment training in the previous five years.
 - 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 appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.
- 3.5. During the recruitment process, 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. Equal Opportunities

- 4.1. When recruiting, the school will ensure equal opportunities are established and implemented.
- 4.2. The school will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the school.
- 4.3. The school will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the school of any reasonable adjustments that they need when they receive the invitation for an interview.

- 4.4. The governing board will review recruitment procedures annually to ensure they are accessible and do not directly or indirectly discriminate against candidates.
- 4.5. Candidates will be asked to disclose any disabilities during the application process in order to:
 - Establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
 - Establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
 - Take positive action to recruit people with disabilities
 - Comply with equal opportunities monitoring
- 4.6. A candidate's disability status will not form part of the decision-making process.

5. Planning, Advertising and Shortlisting

- 5.1. Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process.
- 5.2. The Office Manager and Headteacher 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 applicants, 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.
- 5.3. The job information and associated documents will be published online.
- 5.4. The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.
- 5.5. 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.
- 5.6. At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training.
- 5.7. When the recruitment panel is made up of an odd number, majority votes can be cast.
- 5.8. The recruitment panel will create the advertisement.
- 5.9. The recruitment panel will ensure the advertisement includes the following requirements:
 - Information specific to the role on offer and the school as a whole
 - The benefits of the role are highlighted
 - The advertisement is relevant to the target audience
 - Applications can be submitted electronically
- 5.10. Vacancies will be advertised on the Blackpool Council Job Vacancies webpage and the school website. Advertisements through external media will be placed with due consideration to ensuring that the advertisement reaches a wide range of groups.

- 5.11. Advertisements will include a job description, person specification and detail the closing date.
- 5.12. The school will never accept a CV alone, only completed application forms.
- 5.13. When shortlisting candidates for an interview, all application forms will be considered.
- 5.14. Applicants will be assessed against the same shortlisting criteria to ensure a fair process
- 5.15. Candidates who are shortlisted will meet all of the essential aspects of the person specification requirements.
- 5.16. At least two members of the recruitment panel will be involved in the shortlisting process and at least one member will have received up-to-date Safer Recruitment training.
- 5.17. The school will 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.
- 5.18. Only successful applicants will be replied to with a letter notifying they have been shortlisted.
- 5.19. Requests for further information from applicants will be replied to promptly.

6. Invitation to Interview

- 6.1. Once a shortlist has been confirmed, the applicants to be invited for interview will be contacted by the Office Manager, who 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. The Office Manager will also ensure any necessary adjustments are organised in advance of the interview.
- 6.2. The Office Manager will send shortlisted candidates the self-declaration of criminal record form, alongside a copy of the school's disqualification form, where appropriate.
- 6.3. Upon inviting candidates to interview, the Office Manager will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out.
- 6.4. Permission will be sought from the candidates via the application process before the Office Manager contacts referees.
- 6.5. Where possible, the Office Manager will obtain two references before interviewing candidates to allow for any concerns to be explored with the referee and discussed with the candidate. One of the references will be from the candidate's most recent employer. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer.
- 6.6. References will be from a senior member of staff and not a colleague. Electronic references will be vetted to ensure they originate from a credible source; from a HR/Senior Management/neutral contact email that can be verified as such.

- 6.7. Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information.
- 6.8. References from internal candidates will also always be scrutinised before interview.
- 6.9. Structured questionnaires will be used to question referees.
- 6.10. Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.
- 6.11. The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.

7. Pre-Interview Checks

- 7.1. The recruitment panel will complete the necessary pre-interview checks.
- 7.2. 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.

8. Digital Footprints

- 8.1. The school is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the school may check candidates' social media or other online activity prior to interview.
- 8.2. This process may include a search for the candidate via:
 - Google
 - Facebook
 - Twitter
 - Instagram
 - LinkedIn
- 8.3. Any concerns will be addressed during the interview process.

9. The Interview

- 9.1. Candidates will be required to provide photographic ID and any qualification certificates listed on their application to office staff upon arrival to the school.
- 9.2. 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 recruitment officer in a sealed envelope prior to the candidate entering their interview.

- 9.3. During the interview process candidates will be asked set questions written in line with the person specification and agreed by the recruitment panel. Candidates' responses will be recorded for ease of comparison.
- 9.4. 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.
- 9.5. Any concerns raised through contact with referees will be discussed with the candidate at this stage.
- 9.6. The candidate will be given the opportunity to discuss any concerns or ask any questions.
- 9.7. The interview process will always comprise of a face-to-face interview.

10. Remote Recruitment (updated re Coronavirus)

- 10.1. The school will follow all the requirements set out in this policy when recruiting remotely, changing only the in-person nature of the interview, and implementing the necessary additional steps to support this.
- 10.2. The Network Manager will research and select a suitable online platform through which online interviews may take place, taking into account ease of use, privacy measures and suitability for the purposes of online interviews.
- 10.3. Online interviews will be conducted in line with the Acceptable Use policy and GDPR Data Protection Policy.
- 10.4. 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.
- 10.5. Staff members conducting an online interview will ensure privacy settings are adjusted appropriately on the provider's site or application.
- 10.6. The school will be 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.
- 10.7. The school 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.
- 10.8. The school will communicate its 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 – alone in 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.

- 10.9. The school will direct candidates towards the DfE's advice on 'Attending your first remote interview' prior to the interview.
- 10.10. 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 once they have joined the interview before recording commences.
- 10.11. If the candidate does not provide consent to recording the interview, the school will consider whether the online interview can still take place.
- 10.12. The school will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.
- 10.13. If a candidate refuses to interview remotely, the 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.

11. After the Interview

- 11.1. After the interview has been completed, the recruitment panel will:
 - Assess all candidates' performance using the same agreed criteria.
 - Contact the successful candidate to offer a conditional offer of employment.
 - 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.
- 11.2. 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 school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.
- 11.3. After the successful candidate has verbally accepted the job offer, the Office Manager will:
 - Write to the successful candidate to confirm their conditional offer of employment.
 - Ask the successful candidate to attend school at an agreed date/time with photographic identification to complete the DBS check and to complete the relevant pre-appointment checks and formalities.
- 11.4. Unsuccessful applications will be held securely for 6 months, in line with the Record Management policy.
- 11.5. Unsuccessful interview materials will be held securely for 6 months, in line with the Record Management policy.

12. Pre-Appointment Checks

- 12.1. All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks.

- 12.2. When appointing new staff, the school will complete the following checks (this is not an exhaustive list):
- Verify the candidate's identity;
 - Obtain an enhanced DBS certificate and, for candidates engaging in regulated activity, barred list information;
 - Complete a risk assessment if an individual will start work in regulated activity before the DBS certificate is available;
 - Verify a candidate's mental and physical fitness to carry out their role;
 - Verify the person's right to work in the UK;
 - Make further checks on any individual who has lived or worked outside the UK;
 - Verify professional qualifications, as appropriate;
 - For those in management, trustee or governor roles, a section 128 check will be carried out.
- 12.3. The DBS can only check applicants from the date they arrive in the UK, or the time the applicant has lived in the UK. The DBS cannot currently access overseas criminal records or other relevant information held overseas as part of its Disclosure service. Therefore, a DBS check will not, in most cases, reveal if an individual has a criminal record held in another country. If the recruitment panel wishes to appoint an individual from overseas, or an individual who has lived abroad in recent years prior to the appointment, and the post requires a DBS disclosure, the school will need to contact Disclosure Services who are able to undertake overseas Criminal Records Checks.
- 12.4. The Office Manager 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.
- 12.5. If the 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.
- 12.6. The school will use the Employer Secure Access sign-in portal via the Teaching Regulation Agency Teacher Services web page to check if a proposed governor is barred as a result of being subject to a section 128 direction.
- 12.7. Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' [web page](#).

13. After the Pre-Appointment Checks

- 13.1. Once the pre-employment checks have been completed, the Office Manager, under instruction from the recruitment panel where necessary, 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, bank details, application/equal opportunities and emergency contacts.

- Add the required details of the checks carried out to the SCR.

14. Disclosures Containing Criminal Information

- 14.1. A DBS check is considered to contain criminal information if it includes details of the following:
 - A police record of convictions, cautions, reprimands and final warnings
 - DBS barred list
 - Any other relevant criminal information obtained by the police
- 14.2. In the event of a disclosure containing criminal information, the Office Manager will check whether the individual has obtained any previous criminal convictions or cautions by instructing them to complete a disclosure review form, which will be followed by a meeting.
- 14.3. The Office Manager will discuss the disclosed information with the Headteacher immediately to agree a course of action regarding any prospective or existing employee.
- 14.4. The individual will be required to attend a meeting with the Headteacher and the Office Manager to confirm that the convictions are theirs. If the individual denies that the convictions relate to them, the Office Manager will contact the DBS to carry out an investigation. During the meeting a DBS Disclosure Risk Assessment Form will be completed and a copy retained.
- 14.5. If it is established by the DBS that the convictions do concern the individual, the Headteacher will explore the circumstances surrounding these and their suitability to work with children.
- 14.6. For prospective employees, all posts will remain pending whilst meetings and investigations take place.
- 14.7. For current employees, the Headteacher will consider and decide whether adjustments will need to be made whilst meetings and investigations take place, including:
 - Whether the employee can continue their practice.
 - Whether closer supervision is required of the employee.
 - Whether the employee should be temporarily transferred to other duties.
 - Whether the employee should be dealt with in accordance with disciplinary procedures and suspended with entitlement to full pay.
- 14.8. An exception is if the recruitment panel was already aware of the employee's convictions and had previously discussed that they were still suitable for their appointment, or, if it is revealed that the convictions do not relate to the individual concerned.

15. Recruitment of Ex-Offenders

- 15.1. The school is aware of its responsibility under the Police Act 1997 not to discriminate applicants based on their criminal record.
- 15.2. The school will only ask an individual to provide details of convictions and cautions that the school is legally entitled to consider when recruiting candidates.

- 15.3. The school selects all candidates for interview based on their skills, qualifications and experience.
- 15.4. All job application forms, job adverts and recruitment briefs that require a DBS check will outline that an application for a DBS certificate will be submitted for all candidates once they have been offered the position.
- 15.5. During the recruitment process, the school will ensure that a discussion between the recruitment panel takes place to evaluate any offences or other matters relevant to the position if indicated on the application form.
- 15.6. Candidates will be informed that failure to reveal any information which is directly related to the post could result in withdrawal of an offer of employment.
- 15.7. Any DBS certificates that reveal criminal information will be discussed with the individual, and their eligibility for the position will be reviewed.

16. Single Central Record (SCR)

- 16.1. The Office Manager is responsible for maintaining and regularly updating the SCR.
- 16.2. All new employees will be added to the record, which will include:
 - All staff (including supply staff) who work at the school.
 - All others who work in regular contact with children in the school or college, including volunteers.
- 16.3. The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:
 - An identity check
 - A barred list check
 - An enhanced DBS check
 - A prohibition from teaching check
 - A check to establish the person's right to work in the UK
 - Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
 - For those in management, trustee or governor roles, a section 128 check
- 16.4. For supply staff, the school will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.
- 16.5. If checks are carried out on volunteers, this will be recorded in the SCR.
- 16.6. The Sea View Trust will not keep separate SCRs for each academy; however, it will ensure that all those who need to see the central SCR can easily do so and that the SCR can easily be filtered by academy.
- 16.7.

17. Safer Recruitment Training

- 17.1. At least one member of the recruitment panel will have completed formal safer recruitment training.
- 17.2. As a measure of good practice, the school will ensure that this training is renewed every five years.

18. Volunteers

- 18.1. For volunteers, if they are not engaging in regulated activity, an enhanced DBS check will be obtained – a barred list check will not be required.
- 18.2. If volunteers are engaging in regulated activity and are new to the school, an enhanced DBS check with a barred list check will be required.
- 18.3. 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 school may decide to conduct a repeat DBS check.
- 18.4. If a volunteer is not in regulated activity, the school will use its professional judgement, after conducting a risk assessment, to determine whether to seek an enhanced DBS check, but no barred list check will be required.

19. Candidates who have Lived Outside the UK

- 19.1. 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.
- 19.2. For candidates who have lived or worked outside the UK, the school will make further checks where necessary, including, but not limited to:
 - Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before.
 - 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.
- 19.3. The DBS cannot obtain police records from overseas; however, a check will be conducted to establish whether the individual has disclosed any criminal convictions during their time in the UK.
- 19.4. As the DBS cannot provide details of police records for overseas applications, the school is aware that the DBS information may not provide a complete picture of a candidate's criminal record.
- 19.5. In relation to the above, the school will conduct additional recruitment checks such as obtaining a certificate of good conduct from relevant embassies or the police.
- 19.6. The school will be extra vigilant when considering an applicant from overseas and will obtain additional references where possible to ensure their suitability for the role.

20. Agency and Third-Party Staff

- 20.1. In the case of any employee working at the school who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed.
- 20.2. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A member of the office team must witness photographic identification and this will be evidenced in the SCR.

21. Placement Students

- 21.1. The school will ensure that enhanced DBS information is obtained on all salaried applicants for initial teacher training who are in regulated activity.
- 21.2. Where placement students are fee-funded, it is the responsibility of the initial training provider to carry out the necessary checks and communicate the details to school in advance of the student attending the setting.
- 21.3. Confirmation will also be obtained that the individual who presents is the person expected. A member of the office team must witness photographic identification and this will be evidenced in the SCR.

22. Existing Staff

- 22.1. 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.
- 22.2. The Office Manager will carry out further checks where there is a concern about a member of staff's suitability to work with children.
- 22.3. An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation.
- 22.4. The school 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.
- 22.5. Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity.
- 22.6. Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

23. Contractors

- 23.1. The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors

- engaging in regulated activity will require an enhanced DBS certificate (including barred list information).
- 23.2. 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.
 - 23.3. If not provided by the contractor, DBS confirmation must be obtained from the employee of the contractor, in writing, that all necessary checks have been completed.
 - 23.4. Confirmation will also be obtained that the individual who presents is the same person expected. The Site Supervisor is responsible for witnessing photographic identification.
 - 23.5. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.
 - 23.6. 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.

24. Adults who Supervise Children on Work Experience

- 24.1. If the school is accommodating work experience placements, the school will ensure that the host school has policies and procedures in place to protect children from harm.
- 24.2. 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 school will consider the specific circumstances of the work experience. 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).
- 24.3. 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 school will ask the host school to ensure that the person providing the instruction or training is not a barred person.
- 24.4. If the activity undertaken by the child on work experience takes place in a 'specified place', such as the 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.

25. Procedures for Alternative Provision

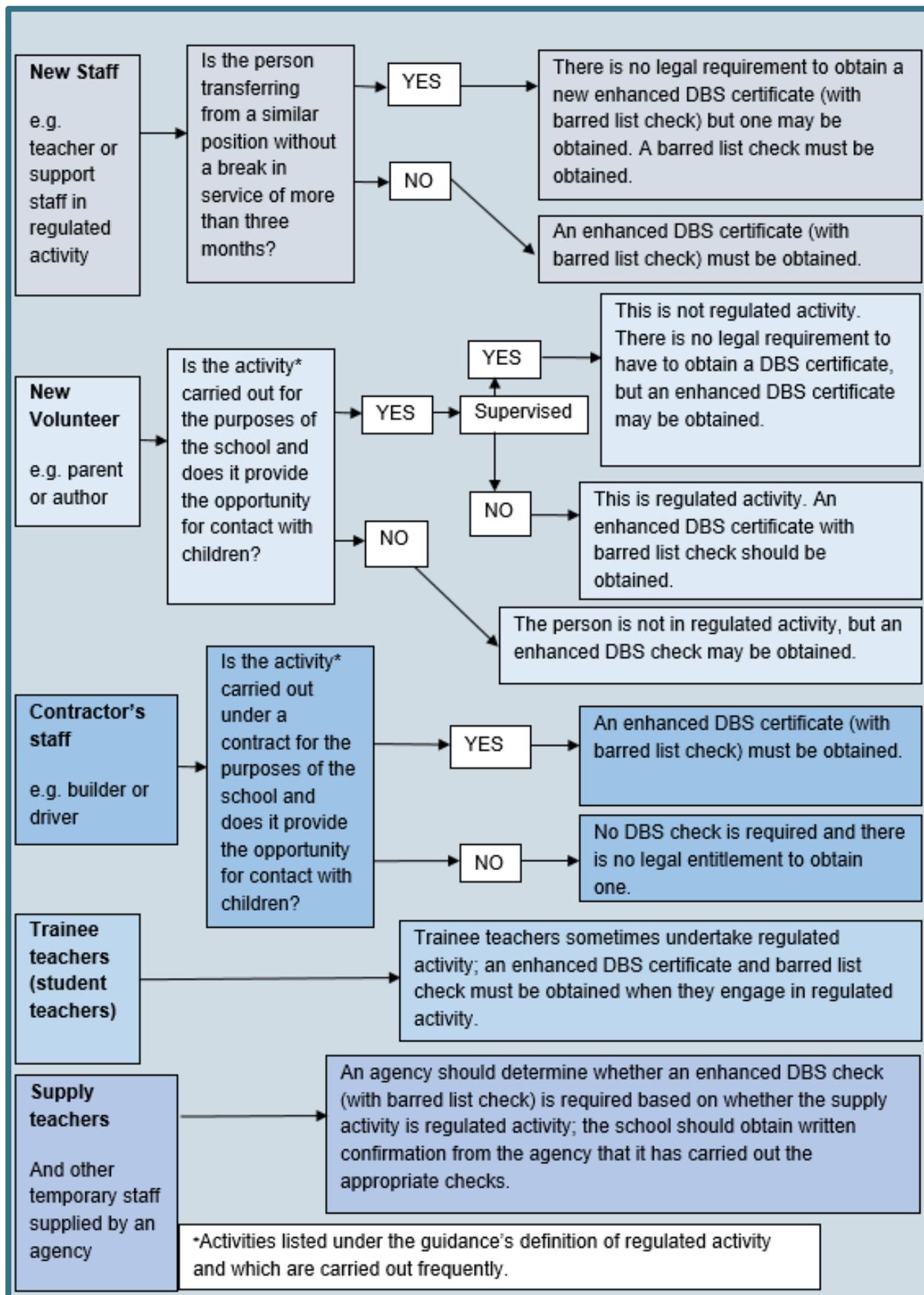
- 25.1. Where a student is placed in alternative provision, the Office Manager will be notified and will obtain written confirmation from the provider that the appropriate DBS checks have been carried out on the provider's staff.

26. Governors

- 26.1. Governors will have an enhanced criminal records certificate from the DBS. Governance is not a regulated activity and so governors will not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.
- 26.2. Trustees and members will be subject to a section 128 check.
- 26.3. Newly appointed chairs of trustees will be subject to a suitability check, which includes:
- An identity check.
 - Confirmation of the right to work in the UK.
 - An enhanced DBS check.
 - Where required, additional information if the individual has lived outside the UK for a period of 12 months or longer.

Appendix 1

Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks



Appendix 2

Overseas Checklist/Proforma

In accordance with Keeping Children Safe in Education (KCSIE), when appointing new staff members, schools must make any further checks they consider appropriate where a member of staff has lived or worked outside of the UK in the last 5 years.

Although schools must conduct additional checks, there are no statutory requirements regarding checks which must be conducted and it is at the discretion of the school to decide which checks should be conducted for UK nationals who have lived or worked outside of the UK.

The Home Office has also produced guidance on criminal record checks for overseas applications, which schools can use to find out who can apply, how to apply and contact details for criminal record checks overseas. However, Disclosure Services (the schools service provider of DBS checks) will provide overseas criminal record checks where appropriate.

Please complete the section below:-

Name of employee:	
Position applied for:	
Has the applicant lived or worked outside of the UK in the last 5 years? <i>(please circle)</i>	YES / NO <i>If stated 'no' above – no further action to be taken. Please sign and date below. If stated 'Yes', please continue and complete all other sections.</i>
Has a Certificate of Good Conduct or similar criminal records check from those countries been received from the employee? <i>(please circle)</i>	YES / NO If 'yes', please attach copy
If 'no' to the above, is an overseas criminal record check to be applied for via Disclosure Services? <i>(please circle)</i>	YES / NO If no, please state reason why: -

Completed by: _____ Signed: _____

Position: _____ Date: _____

Authorised by Headteacher

Signed: _____ Date: _____

Appendix 3

Disclosure Review Form – to be completed by a candidate if their disclosure contains criminal information.

This will then be followed up with a meeting with Headteacher and Office Manager.

Applicant's Name:	Applicant's DOB:
Position being Considered for:	
Please provide full details including date of conviction/caution/bind-overs, court, nature of offence and sentence imposed of each offence.	

Signed _____

Print name _____

Date _____

Appendix 4
DBS Disclosure Risk Assessment

To be completed by the Headteacher: HR advice from:	Headteacher's Name:	
	HR Name:	
Applicant's Name:	Applicant's DOB:	
Disclosure Number:	Disclosure Date:	
Position being Considered for:	Date of Discussion with Applicant:	
Was the conviction declared prior to the disclosure being received? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Known <input type="checkbox"/>		
Is the conviction or other matter revealed relevant to the position? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is the conviction or other matter revealed relevant to the position in question?		
How serious is any offence or other matter revealed?		
Does the individual agree that the information provided is correct? *Individuals must be given the opportunity to discuss the disclosure before a decision is made if the matter could result in refusal of employment.		
How long is it since the offence or other matter revealed?		
Does the individual have a pattern of offending behaviour or other relevant matters?		
Have the applicant's circumstances changed since the offending behaviour or other relevant matters?		
The circumstances surrounding the offence and the explanation offered by the individual.		
What is the nature of the contact that the individual will have with vulnerable groups?		
What supervision is available to reduce or remove any risk?		
What additional safeguards can be implemented to reduce or remove any risk?		
Headteacher's Assessment of suitability for employment in the above post	SUITABLE <input type="checkbox"/>	NOT SUITABLE <input type="checkbox"/>
Headteacher's signature:	Date:	
Safeguarding Governor Name:	Signature:	Date:

Please retain this form on the individuals personnel file in a secure envelope marked confidential.

This document should only be accessed by the Headteacher and Office Manager.

Appendix 5

Consent Notice to Access the Disclosure and Barring Service Update Service

Background

A status check allows organisations to see if any relevant information has been identified about the individual since their Certificate was last issued. This reduces the need to ask individuals to apply for multiple certificates if they move from one job to another in the same workforce or when a recheck is required. In order for the Organisation to perform the status check they need to have sight of the original certificate and also the applicants date of birth.

Consent by Applicant

I confirm that I give permission to Anchorsholme Academy to access the Disclosure and Barring Service Update Service and that they have had sight of my original certificate.

Date of Birth _____

Signed _____ Print Name _____

Date _____

For Office Use Only

Date certificate seen _____

Disclosure Number _____ Date of Disclosure _____

Type of Disclosure (e.g. Enhanced) _____

List 99/Barring Check YES/NO (please circle as appropriate)

Surname on Disclosure _____

Result (please HIGHLIGHT appropriate statement):-

- a) This Certificate did not reveal any information and remains current as no further information has been identified since its issue
(This means that the individual's certificate contains no criminality or barring information and no new information is available)
- b) This Certificate remains current as no further information has been identified since its issue
(This means that the individual's certificate did contain criminality or barring information and no new information is available – request a new DBS check)
- c) This Certificate is no longer current. Please apply for a new DBS check to get the most up to date information
(This means that the individual's certificate should not be relied upon as new information is now available and you should request a new DBS check)

Status Check performed on (date) _____

Signed _____ **Print Name** _____