



## Safer Recruitment Policy

### Equality Statement

Centre Academy East Anglia is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. We provide a safe, supportive and welcoming environment

Review Date: Annually

August 2025

Last Review Date:

June 2024

Held on website:

Yes

### Signed by Chair of Proprietor Body

A handwritten signature in black ink, appearing to read "R. Murphy".

Signed:

Date: 18/06/24

Chair of Proprietor Body

Mr R Murphy

*Centre Academy East Anglia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

This policy outlines the commitment of Centre Academy East Anglia (CAEA) to safeguarding and promoting the welfare of all our pupils by underscoring and ensuring that we have in place all those procedures designed to prevent unsuitable people working with our pupils.

**Safeguarding and promoting the welfare of our pupils is our highest priority.** CAEA aims to recruit staff that share and understand that commitment. We also want to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

This policy applies to the whole school, including EYFS. These procedures are designed to comply with the guidance given by the DfE as defined in 'Keeping Children Safe in Education' in conjunction with 'Working Together to Safeguard Children' and the Local Safeguarding Children's Board, Suffolk, Key safeguarding Employment Standards, and forms an element of the School's Safeguarding Policy to which reference should also be made.

The aims of CAEA's Safer Recruitment policy are as follows:

- to ensure that the best possible staff are recruited based on their merits, abilities and suitability for the position.
- to ensure that all job applicants are considered equally and consistently.
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE), the Prevent Duty Guidance for England and Wales and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

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

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of the Head of School to:

- Ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the School's compliance with them.

It is the responsibility of the Head of School and the Senior Management Team involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.
- Monitor contractors' and agencies' compliance with these safer recruitment procedures.
- Promote the welfare of children and young people at every stage of the recruitment process.

## **RECRUITMENT AND SELECTION PROCEDURE**

The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education.

### **Advertising**

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

### **Advertising**

When advertising for staff, we will make clear:

CAEA's commitment to safeguarding and promoting the welfare of children

That safeguarding checks will be undertaken

The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children

Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected'; accordingly, they do not need to be disclosed, and if they are disclosed, we cannot take them into account.

### **Application Forms**

CAEA uses its own application form which all applicants for employment are required to complete. The form contains questions about their academic and full employment history and their suitability for the role; all applicants are required to account for any gaps or discrepancies in their employment history and are requested to bring all original qualification certificates if offered an interview. Incomplete application forms will not be shortlisted. CVs will not be accepted in place of the application form, but both may be submitted by the applicant if they so wish.

The application form informs candidates that we will carry out an online check as part of our due diligence process.

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

### **Job Descriptions**

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

### **Shortlisting**

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns
- We carry out an online search to help identify any incidents or issues that are publicly available online.

Once we have shortlisted candidates, we will ask them to:

Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they can share relevant information and discuss it at interview stage. The information we will ask for includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information

Sign a declaration confirming the information they have provided is true.

### **References**

#### **Seeking references and checking employment history**

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references, we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school-based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed.
- Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with referees to verify the reference.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the school.

The purpose of references is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised, that they do not support terrorism or any form of "extremism".

**No questions will be asked about health or medical fitness prior to any offer of employment being made.**

### **Interviews**

**There will always be a face-to-face interview except in extreme circumstances (for example recruitment of a teacher from overseas), and wherever possible, a minimum of two interviewers will see the applicants for the vacant position.** The interview process will explore the applicant's ability to carry out the job description. It will enable the school to explore any anomalies or gaps have been identified to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Applicants will be specifically asked if, prior to a DBS check being carried out, there is anything they wish to notify the recruiting panel of in advance of the checks being made.

**At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.**

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this.
- Explore any potential areas of concern to determine the candidate's suitability to work with children.
- Record all information considered and decisions made.

**Teaching posts:** For a senior post, the panel will include the Head of School, the Proprietor, and an additional member of staff with Safer Recruitment training. An academic specialist from outside CAEA may also be included. For all academic staff it would be usual for the Head of School and the Proprietor to carry out the

interviews. The Head of School has undergone Safer Recruitment training. In most cases candidates will be required to teach a sample lesson and will be informed in advance of what will be required and at what stage during the interview process this will take place.

**Non-teaching posts:** The interview panel will comprise at least one senior staff member, who has undergone accredited Safer Recruitment training, and at least one other management representative. Dependent on the post, there may be a separate assessment of ability/skills required for the role.

In addition to assessing and evaluating the applicant's suitability for the post, the interview panel will also explore:

- The candidate's attitude towards children and young people.
- His/her ability to support the school's agenda for safeguarding and promoting the welfare of children.
- Any gaps in the candidate's employment history.
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee; and whether the candidate wishes to declare anything in the light of the requirement for a DBS check

Teaching staff criteria: All candidates for teaching posts will be selected after reference to specific criteria for the post advertised. In general, we will look for:

- Relevant qualifications at degree level from a reputable university or college.
- Relevant experience, particularly in comparable schools and colleges.
- The ability to teach across the curriculum.
- A willingness to contribute to co-curricular activities and, where appropriate, relevant experience and qualifications.
- A willingness to participate in the pastoral system.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents only will be accepted, and photocopies will be taken. Unsuccessful applicants' documents will be destroyed six months after the recruitment process is concluded.

#### **Offer of appointment and new employee process**

Where possible, the Head of School or the Proprietor will inform the successful candidate by telephone within 48 hours of the interview. After verbal acceptance of the post, a conditional letter of appointment is sent to the chosen candidate, along with a statement of the terms and conditions of employment. The applicant will be required to accept the post and the related conditions in writing.

#### **Pre- employment checks**

In accordance with the recommendations set out in KCSIE and the requirements of the Education (Independent School Standards) Regulations 2014 the school carries out a number of pre- employment checks in respect of all prospective employees.

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks.

#### **New staff**

**If it is decided to make an offer of employment following the formal interview, any such offer will be conditional until satisfactory completion of the necessary pre-employment checks.**

When appointing new staff, we will:

- Verify their identity.
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months.

- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available.
- Verify their mental and physical fitness to carry out their work responsibilities.
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards.
- Verify their professional qualifications, as appropriate.
- Ensure they are not subject to a prohibition order if they are employed to be a teacher.
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:
  - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
  - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom, <https://www.naric.org.uk/>
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state.
- We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.
- We will ask for written information about previous employment history and check that information is not contradictory or incomplete.
- The agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment.
- The receipt of two references (one of which must be from the applicant's most recent employer) which the school considers to be satisfactory. If a reference is taken over the phone, detailed notes will be taken, dated and signed. Once a written reference is received, a verbal confirmation is carried out to the referee, this is then signed and dated and kept in the personal file.
- Evidence of name, address and date of birth.
- Teaching posts, verification of successful completion of statutory induction period
- For non-teaching posts, satisfactory completion of the probationary period
- If a candidate has changed his/her name by deed poll or any other mechanism – marriage, adoption, statutory declaration – he/she must provide documentary evidence of the change.

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children.
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children.
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.

### **Existing staff**

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual were a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

The school will independently verify the identity of staff supplied by contractors or an agency on their first day of working at the school. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **Visiting Speakers**

The Prevent Duty Guidance requires the school to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The school does not obtain a Children's Barred List information on any visiting speaker who does not engage in regulated activity at the school or perform any other regular duties for or on behalf of the school.

All visiting speakers will be subject to the school's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitors' badge at all times and being escorted by a fully vetted member of staff between appointments.

The school will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the school. In doing so the school will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

*"'Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."*

In fulfilling its Prevent Duty obligations the school does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

### **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity.
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children.

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

Contractors who come on site only to carry out emergency repairs or service equipment and who are not expected to be left unsupervised on the school's premises do not need a DBS Disclosure.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006.

### **Staff working in alternative provision settings**

When we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there; these checks we would have otherwise performed.

### **Adults who supervise pupils on work experience**

Students at CAEA attend work experience, the age range is currently from 16 to 19. We will get written confirmation from the alternative provider that appropriate safeguarding/Health & Safety checks have been carried out on individuals working at the establishment.

When organising work experience and when appropriate, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

### **Volunteers**

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity.
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.



- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

It is the school's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the school for three consecutive months or more. If the volunteer has signed up to the DBS Update Service, the school will obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates if the three month period has elapsed.

Volunteers or parents who accompany staff on one-off outings or trips and do not have unsupervised access to children will not need to be vetted.

### **Governors**

All Governance will have an enhanced DBS check with barred list information as they all work within the schools, working in regulated activity.

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)).
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

The Proprietors have their DBS check countersigned by the secretary of state.

All governors will also have the following checks:

- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

### **Medical Fitness**

CAEA is legally required to verify the medical fitness of anyone to be appointed to a post at the school--after an offer of employment has been made but before the appointment can be confirmed.

All applicants are requested to complete a medical questionnaire and where appropriate, a doctor's medical report may be required. This information will be reviewed against the Job Description for the role, together with details of any other physical or mental requirements of the role.

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

### **Overseas checks**

**Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges.** This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability. Where this information is not available schools and colleges should seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment. Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, schools and colleges should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment. Further information can be found in DfE Guidance: <https://www.gov.uk/guidance/recruit-teachers-from-overseas>

Some overseas qualified teachers can apply to the Teaching Regulation Agency (TRA) for the award of qualified teacher status (QTS) in England. More information about this is available <https://www.gov.uk/guidance/qualified-teacher-status-qts>

### **Equal Opportunities Form**

Applicants are sent an Equal Opportunities questionnaire to complete once they have been offered the position at the school. The form is not used in any decision making and it is optional to complete. The form enables the school to monitor the effectiveness of the Equal Opportunities Policy.

### **Induction Programme**

All new employees will be given an induction programme which will clearly identify the School Policies and Procedures, including the Safeguarding Policy and Part One of KCSIE and make clear the expectations which will govern how staff carry out their roles and responsibilities.

All staff, academic, administration, support and ancillary, will have annual child protection and safeguarding awareness training.

All staff (including temporary and volunteer staff) joining the school, at whatever point in the school year, will have a child protection and safeguarding training session as a part of their induction, with the Designated Safeguarding Lead. This training will be at least equal to the awareness courses that all staff attend once a year. All staff will have a copy of this policy document and the key 'what to do if' elements will be emphasised. All staff will also be given a copy of part one of KCSIE.

**All staff must read Part 1 of KCSIE**, and the DSL has a responsibility to assist staff to ensure that they have a clear understanding of the document and their responsibilities. This will be done as part of staff training, but in addition all staff are encouraged to seek direct guidance from the DSL on any matter that is unclear to them.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained in personal files.

All appointments are subject to a probationary period during which time a reduced notice period applies enabling termination of the employment for whatever reason, by either the employee or the school in a shorter time frame than would normally apply under the standard terms of their contract. The school's disciplinary and capability procedures do not apply during this probationary period. The school also reserves the right to extend this probationary period should it deem this necessary.

### **Single Centralised Register (SCR) of Members of Staff**

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks (known as the "SCR") is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements. This is kept up-to date and retained by the PA to the Head of School. The SCR will contain details of the following: -

- all employees who are employed to work at the school.
- all employees who are employed as supply staff to the school.
- all staff of contractors who are in School on a frequent basis.
- coaches (such as karate coaches and DofE mountain leaders) brought in by the school to work with pupils.

- volunteers who may be in regulated activity and for whom therefore checks have been completed.
- Governance.

### **Record Retention / Data Protection**

The school is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the school will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the school to discharge its obligations as an employer e.g. so that the school may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the school for the duration of the successful applicant's employment with the school. All information retained on employees is kept in a locked and secure cabinet in the Head of School's Office.

The same policy applies to any suitability information obtained about volunteers involved with School activities.

In accordance with the Data Protection Act 2018, the school will retain the recruitment documentation on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed.

### **DBS (Disclosure and Barring Service) Certificate** (formerly known as CRB Disclosure)

The school applies for an enhanced disclosure from the DBS and a check of the Children's Barred List in respect of all positions at the school which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

**It is the school's policy that the DBS disclosure must be obtained or DBS application submitted before the commencement of employment of any new employee, as it assumed that all staff could have the opportunity to be in regulated activity, regardless of their role.**

**All staff have a DBS check done every 5 years, through our Umbrella Company Atlantic Data.**

### **Portability of DBS Certificates Checks**

Staff are informed of the opportunity to join the DBS Update Service if they are likely to require another check in the future, but it is their own responsibility to do so.

### **Copies of DBS Checks**

The DBS no longer issue Disclosure Certificates to employers; therefore, all new employees must bring the original certificate into the school for verification on or before their first day of employment, and before any regulated activity commences.

### **DBS Risk Assessment**

#### **If the Disclosure Check is Not Available Before the Start Date**

New starters undertaking "regulated" activity must not commence employment in that role until all the statutory pre-employment checks have been carried out, including the DBS Enhanced Disclosure check.

In the unlikely event that it has not been possible to obtain a satisfactory disclosure before the individual is scheduled to commence employment and CAEA believes that it is necessary for the individual to start work, the Head of School have discretion to allow the individual to begin work pending receipt. **However, the Head of School can only allow the employee to commence work if the individual is appropriately supervised AND if all the other statutory pre-employment checks have been completed. Additionally, the school will evaluate the risks through a risk assessment.**

Appropriate supervision for individuals who start work prior to the result of a DBS Disclosure being known should reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry.

The level of supervision required will probably be high (a constant chaperoning situation).

- In the case of children, the person has an enhanced DBS certificate issued within the last year by another body and the person provides the original enhanced DBS certificate to the Head of School as evidence.
- All other Safer Recruitment checks are in place.
- An Enhanced DBS check has been applied for.
- They have no access to records.

All documentary evidence must be original and not a photocopy. Evidence of all checks is sought from supply agencies before any temporary member of staff commences employment.

Unsuccessful candidates will be informed by email or letter as soon as possible but in any case, within a fortnight after interviews have taken place.

### **Supervision Pending/Conviction Disclosure**

**A Risk Assessment form can be used to assist in assessing and recording the risks of allowing someone to start work before a DBS (Disclosure and Barring Service) check is received or where a DBS certificate shows relevant convictions or other relevant information. The risk assessment must be undertaken in accordance with the Policy on Employment of Ex-Offenders and Disclosure and Barring Service checks.**

The completion of this risk assessment form is the responsibility of the Head of School. It must be authorised by the Head of School **before** the person can start or continue working with children or vulnerable adults or their records. This completed risk assessment form must be placed on the individual's personnel file.

In **very exceptional circumstances** staff (but not volunteers) who work with children, vulnerable adults or their records may work without a clear Enhanced DBS certificate if they are closely supervised (within sight and sound of someone with a clear DBS check). However, this will normally **only be permissible when not to allow them to work would disrupt the care of children. People may only work in these circumstances when the following applies:**

- The appointment is necessary to allow the service provision to continue.
- In the case of children, the person has an enhanced DBS certificate issued within the last year by another body and the person provides the original enhanced DBS certificate to the Head of School as evidence.
- All other Safer Recruitment checks are in place.
- An Enhanced DBS check has been applied for.
- The person has no unsupervised contact with children.
- They have no access to records.
- A Risk Management plan and/or assessment has been completed and signed off by the Head of School.

Due to the high risks involved appointees to work in one-to-one situations or in residential care or similar environments must not start work until the fresh DBS certificate has been seen.

***Please note that candidates may be able to carry out induction, training and supervised tasks whilst waiting for the DBS certificate to be returned.***

### **Internal Appointments**

Internal Appointments: Applications for externally advertised posts are encouraged from internal candidates. Equal consideration is given to internal candidates when short-lists are drawn up. For senior posts advertised within the school, the appointments procedure follows a similar pattern to that for external recruitment, but minor internal appointments may be made without recourse to the interview procedure.

Induction: All new staff will be expected to undergo an induction programme. **(See Induction Policy)**

It is not normally the policy of the school to provide feedback to unsuccessful candidates

***This policy should be read in conjunction with:***

*Child Protection and Safeguarding Policy*

*Whistle Blowing Policy*

*Complaints Policy*

*Work Experience Policy*

*CAEA Code of Conduct for Staff*

*Visitors Policy*

*Induction Policy*

***References made to:***

*Staff Application Form/Non-Teaching Staff Application Form/Staff Medical Questionnaire*