

# RECRUITMENT AND SELECTION

Learning Academies Trust

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**LEARNING**  
ACADEMIES TRUST

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## CHANGES

Policy date	Summary of change	Author	Version	Review date
19/02/2024	Policy has been created.	Amy Bosworth HR Lead and Business Partner	1.0	01/09/2024

## 1. INTRODUCTION

Safeguarding and promoting the welfare of children and young people is an integral factor in the Learning Academies Trust's recruitment and selection processes and is an essential part of creating safe environments for children and young people.

This Recruitment and Selection Policy has been produced in line with the latest version of the Department for Education's [Keeping Children Safe in Education](#) guidance. It aims to ensure that safe and fair recruitment and selection processes are conducted by the Trust at all times.

The Trust is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The Trust is also committed to providing a supportive and flexible working environment for all its members of staff. The Trust recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.

This policy is designed to support the Trust in appointing the best person for the job regardless of:

- Age
- Gender reassignment
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation

The Trust will ensure that they achieve their commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

## 2. SCOPE

The content of this policy applies to all employees, volunteers, governors, trustees and members responsible for and involved in the recruitment and selection of staff. This policy is designed to ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner, and complies with current employment legislation, whilst providing value for money for the Trust.

The ultimate responsibility for recruitment and selection lies with the CEO / Headteacher supported by the Local Governing Body / Trust Board.

- Leadership appointments → Trust Board decision
- Central team appointments → CEO decision
- All other staffing → Headteacher decision, supported by the Local Governing Body

This policy covers the recruitment and selection of employees, apprentices, volunteers and trustees which are collectively referred to as staff.

## 3. PURPOSE

- To ensure the recruitment of all staff is conducted in a fair, effective and economic manner
- To attract, select and retain staff who will successfully and positively contribute to the future development of the Trust
- To ensure that procedures are in place to select the best candidate for the role but also to deter, reject or identify people who are not suitable to work at the Trust.

## 4. PRINCIPLES

The following principles are encompassed in this policy:

- All applicants will receive fair treatment at each stage of the recruitment process
- The job description, person specification or role profile are essential tools and will be used throughout the process
- Appointments will be made based on the knowledge, experience and skills needed for the job role
- Selection will be based on a completed application form, a fair shortlisting process and a robust interview process. Internal applicants may be asked to submit a letter of interest in place of an application form
- Standard practice will be to advertise all positions, however, there may be certain circumstances where the Trust do not advertise a position. Where this happens, there will be a clear rational for this decision
- The policy aims to:
  - Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the school's / Trust's commitment to safeguarding children and young people
  - Leave a positive image of the school / Trust with unsuccessful applicants
  - Give successful candidates a clear understanding of the post and what is expected of them
- In accordance with the [Equality Act 2010](#) and the Trust's associated policy, if an applicant makes the employer aware that they have a disability, the Trust will support with any reasonable adjustments to ensure an equitable recruitment process. This applies to the entire recruitment process, from advertisement to appointment.

## 5. SAFER RECRUITMENT

### 5.1 Training

It is a statutory requirement that at least one member of the shortlisting and interview panel is in date for their Safer Recruitment training. Safer Recruitment Training provides valuable background information and advice about a safer school culture; the training provides the employer with recruitment best practices and offers practical advice to safeguard against employing unsuitable candidates.

### 5.2 Process

All recruitment must be undertaken in line with this policy, wherever possible. The flowchart in Appendix 1 clearly shows the recruitment process and is aimed to ensure that the Trust identifies, deters and prevents people who pose a risk of harm from working with children

All staff involved in recruitment must be aware of and adhere to the current version of KCSIE, together with the Trust's Safeguarding and Child Protection Policy (copies of which are available on the Trust website).

All recruitment must be planned in advance to ensure that there is sufficient time available to recruit safely.

Any person who becomes aware that this policy is not being followed during a recruitment process must inform the CEO, Headteacher or HR Lead immediately.

All safer recruitment pre-employment checks described in this policy and shown in Appendix 2 must be carried out and have a satisfactory outcome before an applicant can commence their employment in the Trust.

## 6. THE DISCLOSURE AND BARRING SERVICE (DBS)

Due to the nature of the work, the Trust applies for an enhanced check for regulated activity from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, trustees, governors and volunteers.

The Trust will accept transferability of DBS certificates in specific circumstances, provided certain criteria are met. The DBS check must be an enhanced level, cleared for working with a child workforce and obtained within the last 3 years. Additionally, the individual must currently live at the address listed on the certificate, and legally using the name listed.

DBS transferability can be used when:

- Someone moves to the Trust from another local authority, school or further education college, providing they do not have a break in service
- Trainee teachers on recognised and approved teacher training courses at university, for example, where there is a requirement to attend teaching practice within one of our schools, at regular agreed intervals
- Students who attend university/college and require a work placement.

When considering the transferability of a DBS, the Headteacher must seek advice from the Trust HR team.

## 7. EQUALITIES

The Trust actively promotes equal opportunities and works hard to eliminate discrimination and promote positive attitudes. All applicants must be assessed against a criterion that relates only to the requirements of the job role advertised.

Due consideration must be given to support reasonable adjustments and equity initiatives which will help to address any under representation. However, it is not intended to allow automatic selection of under-represented groups. This is a complex area, and it is recommended that Headteachers/Governors seek advice and support from the Trust HR Team.

## 8. ADVERTISING

All positions will be advertised to attract high quality candidates. All positions will be open to internal employees, or internal and external individuals to apply.

As a minimum, external positions will be advertised on the School and Trust's website via MyNewTerm, relevant websites and the DfE Service (if applicable). In addition, an internal vacancies email will be emailed to all staff periodically.

Internal only vacancies will be posted as an internal vacancy on MyNewTerm and the link to apply will be emailed to the school and/or Trust staff.

Posts advertised internally within the school will also be available to staff on maternity leave and long-term absences, if applicable.

A reasonable period of time should be allowed between the publication of the advertisement and the closing date. If known, shortlisting and interview dates will be included within the advertisement.

Occasionally, a post may not be advertised, either because a similar post has recently been advertised and an appointment can be made from the subsequent interviews, or because a fixed-term appointment needs to be made as soon as possible to ensure continuity within a post, such as covering a long-term sickness absence.

Where the need for a fixed term post becomes a permanent one, the Headteacher/Local Governing Body will need to consider whether it is appropriate for the current post holder to be offered the permanent contract or whether the post should be advertised. This will depend on:

- The original reason for the post being designated as fixed term
- Any subsequent changes in the needs of the school
- The original recruitment process that was undertaken

Advice should be sought from the Trust HR Team.

The Trust HR Team will provide template adverts and job descriptions. In line with DfE guidance, all advertisements, job descriptions and postings must include the paragraph below:

*We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought for all shortlisted candidates and all shortlisted candidates will be requested to complete a questionnaire about any convictions or adult cautions that are unspent. Guidance will be given to those shortlisted. Appointment is subject to an Enhanced DBS.*

Adverts will include the following details:

- The job title
- Salary scale and point
- Actual annual salary
- Contract terms, permanent, temporary, fixed term
- Number of hours
- Number of weeks
- Job requirements
- Essential criteria for job applicants
- A brief description of the school
- Job location
- Details of the application process and how to apply
- Who to contact if the applicant would like to find out more information and a school tour

Job descriptions and person specifications will be contained within the Trust's recruitment pack, which provides applicants with further details about the Trust and the benefits offering.

Advertising must be inclusive. Consideration should also be given to images used in advertisements to ensure they are not discriminatory.

Quality checking will be carried out to ensure the accuracy of all content including the associated role profile for the vacancy.

Learning Academies Trust reserves the right to close any vacancy early if a suitable candidate is found. The closing date illustrated on the advert is for guidance only; successful applicants will be invited to interview at the earliest available opportunity.

### 8.1 Internal Vacancies

## 9. APPLICATION FORM

Application forms will be used to obtain a common set of core data from all applicants, so every application can be judged against the same criteria. The Trust does not accept CV's; every applicant must complete the relevant application form. The Trust uses MyNewTerm which tailors application forms for Leadership, Teaching and Support staff, Trustees and volunteers.

In line with KCSIE guidelines, all application forms request the candidate's personal details, academic and full employment history (including any employment gaps or discrepancies), qualifications, references and a self-assessment of their suitability for the role.

All application forms include a statement informing applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

## 10. APPLICATIONS

The Trust HR Team will collate applications for all vacant positions and distribute to the Line Manager following the closing date listed on the advert. To ensure a fair shortlisting process, the Line Manager will receive an anonymous version of the applications.

Applications received after the closing date will not be considered.

## 11. SHORTLISTING

Shortlisting must be undertaken by at least two panel members. The shortlisting and interview panel should be consistent and made up of the same people throughout the selection process. One panel member will be nominated as the chairperson who must ensure the impartiality of each of the panel members. The panel will agree a final shortlist of candidates to interview.

All applications must be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies and identifies any gaps in employment history. All applications must be assessed equally against the essential criteria without exception.

If there are gaps in employment history, it is best practice to:

- Identify gaps
- Check if the date for leaving full-time education has been recorded
- Check if an adequate explanation of any gaps has been given
- Record the gaps at this stage, if shortlisted
- Check recorded reasons for leaving previous employments

If only one applicant is shortlisted, the policy allows the shortlisting panel discretion on whether to interview and possibly appoint the candidate, or to postpone the interview until a larger pool of applicants has been sought, e.g., after re-advertisement.

A written record of the decision should be retained for both shortlisted and unsuccessful applicants.

## 12. SHORTLISTED CANDIDATE DECLARATION

In line with KCSIE, all shortlisted candidates are required to complete a Criminal Conviction Declaration once shortlisted. The declaration is sent to candidates to complete via MyNewTerm. Prior to interviews, the declarations are reviewed and if any further information is needed this will be discussed during the interview.

## 13. REFERENCES

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought directly from the referee, not via the candidate themselves.

The Trust does not accept references or testimonials provided by the candidate or an open reference i.e. "To Whom it may concern".

References must be sought on all shortlisted candidates, including internal candidates, and efforts must be taken to obtain completed references prior to the interview so that any areas of concern can be explored further with the referee, and discussed with the candidate at interview.

In exceptional circumstances, it might not be possible to obtain references prior to interview, either because of a delay on the part of the referee, or because the candidate has declined consent for the Trust to request a reference from their current employer at this stage. In any case where a reference has not been obtained on the preferred candidate before interview, the school must ensure that a satisfactory reference is received before the appointment is confirmed.

At least two satisfactory references must be sought for each shortlisted candidate. One of the references should be from the current employer or most recent employer. If the post with the current employer does not cover work with children, an additional reference should be requested from a previous employer where the post did include work with children, if applicable.

All requests for references should seek objective, verifiable information and not subjective opinion. The Trust uses MyNewTerm reference templates for all candidate references.

Every reference request, as detailed on the request form, must ask:

- About the referee's relationship with the candidate, e.g., did they have a working relationship, if so in what capacity and how long has the referee known the candidate.
- Whether the referee is satisfied that the person has the ability and it suitable to undertake the job in question, and for specific comments about the applicant's suitability for the post, and how they have demonstrated that they meet the person specification/role profile.
- Whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the referee's concerns and the reasons why the referee believes the person might not be suitable.
- Remind the referee that they have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission.

In addition to the above, requests addressed to a candidate's current employer, or a previous employer in work with children, must also seek:

- Confirmation of details of the applicant's present post and details of the reason for leaving.
- Specific verifiable comments about the applicant's performance history and conduct.
- Details of any disciplinary procedures the applicant has been subject to, involving issues related to the safety and welfare of children and young people, including any in which the disciplinary investigation has expired, and the outcome of those; and
- Details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g., whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.

On receipt of references, they will be checked to ensure that all the specific questions have been answered satisfactorily. If all questions have not been answered or the reference is vague or unspecific, the referee should be telephoned and asked to provide written answers or amplification, as appropriate. Any discussions must be documented as these will form part of the written documentation of the recruitment & selection process.

The information given should also be compared with the application form to ensure that the information provided about the candidate and their previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant.

Any information about past disciplinary actions or allegations should be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and in which no further issues have been raised are less likely to cause concern than more serious or recent concerns, or issues that were not resolved satisfactorily. A history of repeated concerns or allegations over time is also likely to give cause for concern.

If an applicant is not currently employed with children or young people, it is advisable to seek a reference from the school/education establishment they were last employed in and reasons for leaving. This may be an additional reference to those already sought.



Full information on the best practice for references can be found in the Keeping Children Safe in Education, DfE publication.

## 14. INTERVIEWS

Interviews must be carried out by a minimum of two members of staff, one of whom must be the line manager, and at least one member of the interview panel must be trained in safer recruitment procedures.

Prior to the interview day, the HR Team will send full application forms to the Headteacher for all shortlisted candidates.

The interview panel must give candidates at least four days' notice prior to the interview day, this will allow candidates time to thoroughly prepare and will maximise candidates' attendance on the day.

Considerable care needs to be taken over the practical arrangements for the selection day, as the process has an impact on how the school and Trust is perceived by candidates. Where candidates have indicated that they have a disability, they must be asked how the process can be made more accessible for them and reasonable adjustments must be made to ensure an equitable process is undertaken for all applicants.

When invited to interview, all applicants will be requested to bring ID documents with them to support the onboarding process, should they be successful. This includes proof of Right to Work in the UK, ID for the Enhanced DBS check, and relevant qualification certificates. Schools are responsible for taking copies of documents, and advising the candidate of any further documents that will be required should they be successful. See Appendix 1 for a list of required ID documents for successful candidates.

A face-to-face interview must take place for all shortlisted applicants to all positions.

The selection panel will draft a set of selection criteria in line with the role profile. The selection panel will consider the range of selection activities to be used, clearly identifying how these activities will allow them to apply the criteria.

Candidates must be advised of the nature of the selection activities prior to interview, which could include:

- Observations of teaching practices
- One or more additional panel interviews (e.g., student panel)
- A presentation
- In tray exercises
- Psychometric testing

Where the selection process is for a teaching role, including leadership roles, the activities must include candidates being observed teaching pupils. For leadership roles where they oversee a teaching and learning area, an activity witnessing and feeding back on delivery to pupils must also be included.

The interview must explore issues relating to safeguarding and promoting the welfare of children, including awareness of issues relating to the Prevent Agenda. The Trust's interview question template (Appendix 2) must be used in all cases, which clearly provides sample mandatory questions to ask. Safeguarding must be paramount throughout the interview and not simply an add-on question at the end of the interview. Any information about past disciplinary action or substantiated allegations should be considered in the circumstances of the individual case.

All candidates must be subject to the same selection tasks. Every interview must be structured, and the same questions asked of all candidates. It is, however, acceptable to ask a follow up or probing question based on the

candidate's response and/or details/discrepancies in their application form or reference. The interview panel's structured questions should include:

- Finding 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 which are relevant to the role, and,
- Probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

Each panel member must complete their own notes on each candidate. Interview notes must be factual, noting candidate responses and performance during the selection process. Notes must not be personal – candidates have the right to request any information written about them.

After the completion of all selection activities the interview panel will discuss the performance of each candidate and collate the scores. Care must be taken to minimise unconscious biases and ensure that any appointment is based on merit. The successful candidate should, as a minimum, fulfil all the essential requirements listed within the person specification.

Interview notes including completed written tasks (if applicable) for all candidates from all members of the panel must be retained for a minimum of 6 months. Interview notes for successful candidates should be emailed to the HR Team and saved in their personnel file.

## 15. OFFER AND FEEDBACK

Candidates must be notified of the outcome of the interview process as soon as possible after the selection day by the interview lead. It is good practice to offer feedback to unsuccessful candidates.

It should be made clear to candidates at the point of a verbal offer of employment that this is conditional upon receipt of satisfactory pre-employment checks, including an enhanced DBS check and satisfactory references.

Verbal offers will then be followed up with a formal offer letter by the HR Team, confirming the details of the offer and setting out the next steps.

In instances where the successful applicant declines the offer, the school may recruit from the unsuccessful applicants without re-advertising the post, provided this is within 12 months of the original recruitment process.

The Trust has the right to withdraw a conditional verbal or written offer of employment if pre-employment checks come back unsatisfactory or if a significant event occurs that requires the school to reconsider the school's staffing structure.

## 16. PRE-EMPLOYMENT CHECKS

Once a conditional offer has been made, all pre-employment checks set out in Appendix 3 must be completed.

Under the, proof of [Right to Work in the UK](#) must be obtained and held on file for all employees, prior to beginning employment. Employers are also required to re-check documents at least every 12 months if the employee has time-limited leave to enter or remain in the UK. Detailed guidance on the Right to Work check can be found in Appendix 2.

The HR Team are responsible for ensuring all the pre-employment checks are carried out and that any discrepancies/unsatisfactory checks are followed up. Written confirmation will be retained in the personnel file.

The appointment and start date must not be confirmed until all the statutory pre-employment checks are satisfactorily completed.

All checks must be confirmed in writing, retained in the personnel file and recorded on the SCR Tracker as appropriate.

Successful candidates, including volunteers and governors, must not take up their position until the school has had confirmation from the HR Team that all required checks are complete.

## 17. AGENCIES AND OTHER GROUPS

### Agency and Third-Party Colleagues

Supply agencies are required to carry out the same level of checks as the Trust, in line with KCSIE. Written confirmation that all checks have been undertaken must be provided prior to any engagement, using the Trust's Letter of Assurance Template. This confirmation must be held on file and recorded on the SCR.

The school will request to see the individual's ID and their enhanced DBS certificate, including a children's barred list check, where applicable, prior to the agency worker starting. Evidence must be retained; this can be achieved by the line manager signing and dating the written confirmation received from the agency and clearly stating that they have seen a copy of the ID and DBS certificate. If there is a positive disclosure, the school must liaise with the HR Team and Trust Safeguarding Lead and a risk assessment must be carried out. In this instance, a copy of the DBS certificate will be retained in the agency worker's file.

When using agency staff, schools and the Trust must ensure they are complying fully with the [Agency Workers Regulations \(2010\)](#) and ensure that the person presenting themselves for work, is the same person that the checks were carried out on.

The Trust will not allow any contractors or third parties who have not had any checks carried out, to be allowed to work unsupervised or engage in a regulated activity relating to children.

The school must check photo identity for any third parties on arrival at the school.

### Trainee and Student Teachers

Where a trainee is on a salaried scheme, the same checks must be undertaken as with other employed colleagues, including an enhanced DBS check and children's barred list check.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher's training provider to carry out the necessary checks. Written confirmation must be obtained from the training provider confirming that these checks have been carried out and that the trainee has been cleared by the provider as suitable to work with children. This should be obtained using the Trust's Letter of Assurance Template.

### Visitors

DBS and barred list checks are not required for children's relatives or other visitors attending an activity in school, such as a sports day, but professional judgement should be used by the Headteacher as to whether they require escorting/supervision.

Visitors in a professional capacity should have their identity and enhanced DBS certificate checked, if required. Visitors without a Letter of Assurance or Enhanced DBS check must be accompanied during their visit.

### Volunteers

Volunteers are seen by learners as trustworthy adults; therefore, the same standard of recruitment process applies to ensure their suitability to work with young people.

If the volunteer is engaged in regulated activity on a regular basis and has unsupervised access to learners, an enhanced DBS with barred list must be undertaken.

An enhanced DBS certificate (not including barred list information) must be obtained for volunteers who are not engaged in regulated activity, but may have regular contact with learners, e.g., supervised volunteers. The Trust is

not legally permitted to request barred list information on volunteer colleagues who are not undertaking regulated activity.

If the volunteer is not engaged in regulated activity a risk assessment must be undertaken to decide whether an enhanced DBS (without barred list) is required.

Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Volunteer information must be recorded on the SCR.

All volunteers are required to complete standard pre-employment checks including completing a volunteer application form and obtaining two satisfactory references.

### Consultants

Where appropriate and given sufficient time, a consultant that is appointed to support business or educational operations will be required to go through a rigorous recruitment process. However, it is recognised that this may not always be possible, such as cases where additional capacity is required at short notice.

Approval and guidance on the steps that must be followed should be sought from the Trust HR Team before appointing any consultant.

Where appropriate, an application form and references must be sought for consultants.

Where appropriate, if the consultant is contracted directly with the Trust (rather than through a third-party agency), a consultancy agreement/letter of engagement must be issued, signed and retained by the responsible manager.

Where appropriate, the interview process in section 15 will be followed for the appointment of consultants.

Consultants must provide proof of their Enhanced DBS check and right to work in the UK. If the consultant does not have a transferable DBS check a new check should be arranged.

An IR35 process will also be completed by the Trust Finance Team to determine the consultant's employment status for income tax and national insurance purposes.

## 18. INDUCTION

Once all pre-employment checks are complete, a start date will be agreed with the new employee and the Trust HR Team will issue contract paperwork and send a welcome email containing essential Trust information.

Individual schools are responsible for inducting their new staff and must ensure all statutory training i.e. Safeguarding, GDPR, Prevent, is provided prior to the employee commencing their role.

## 19. PROBATION

Please refer to the Trust's [Probation Policy](#)

## 20. BREACHES OF THIS POLICY

Any breaches of this policy will be taken very seriously, and appropriate disciplinary action may be taken.

Any complaint in relation to this policy, including its application, will be managed through the Trust's Complaints Policy or Grievance Policy (for existing colleagues)

## 21. RECORD KEEPING AND DATA PROTECTION

All written records of interviews, application forms and reasons for appointment or rejection of candidates will be kept in line with the requirements of the Trust's Data Protection Policy and relevant legislation.

## APPENDICES

### Appendix 1 – Recruitment Flow Chart



KEY: ■ School Responsibility ■ HR Responsibility

**[INSERT ROLE] INTERVIEW – [INSERT DATE]**

<b>Candidate:</b>	<b>Total score:</b>
<b>Interviewer:</b>	

	Question	What are we looking for in the answer?	Notes	Score out of 5 1= Poor 5= Excellent
1.				
2.				
3.				
4.				

5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

### Required Questions

Q1.	Safeguarding question i.e., if a child discloses something to you that gives you cause for concern what would you do?	<ul style="list-style-type: none"> <li>• Reassure the child</li> <li>• Explain you cannot keep the information secret</li> <li>• Do not ask any leading questions</li> <li>• Write it down (verbatim)</li> <li>• Log on CPOMs</li> <li>• Speak to DSL</li> </ul>		
Q2.	What is your understanding of PREVENT?	<ul style="list-style-type: none"> <li>• Used to gauge the candidates understanding</li> </ul>		
Q3.	Prior to checks and references, do you have anything further you would like to disclose to us?			No score
Q4.	Do you have any questions for the panel?			No score
Q5.	Are you still interested in the position?			No score
Q6.	Discuss salary expectations.			No score
Q7.	<i>[If applicable]</i> Please can you provide detail about any employment gaps Refer to application form			No score



Q8.	What is your notice period/availability to start?			No score
Q9.	Do you have any pre-booked holidays?			No score
Q10.	Confirm candidates contact number.			No score
				<b>Total Score:</b>

## Appendix 3- ID Required for Pre-Employment Checks

### DBS Checks

Group 1	Group 2a
<ul style="list-style-type: none"> <li>• Passport Any current and valid passport</li> <li>• Biometric residence permit UK</li> <li>• Current driving licence photocard - (full or provisional)</li> <li>• Birth certificate Issued within 12 months of birth. UK, Isle of Man, and Channel Islands</li> <li>• Adoption certificate UK and Channel Islands</li> </ul>	<ul style="list-style-type: none"> <li>• Current driving licence photocard - (full or provisional) All countries outside the UK (excluding Isle of Man and Channel Islands)</li> <li>• Current driving licence (full or provisional) paper version (if issued before 1998) UK, Isle of Man, and Channel Islands</li> <li>• Birth certificate Issued after time of birth. UK, Isle of Man, and Channel Islands</li> <li>• Marriage/civil partnership certificate UK and Channel Islands</li> <li>• HM Forces ID card UK</li> <li>• Firearms licence UK, Isle of Man, and Channel Islands</li> </ul>
Group 2b	
<ul style="list-style-type: none"> <li>• Mortgage statement UK Issued in last 12 months</li> <li>• Bank or building society statement UK Issued in last 3 months</li> <li>• Credit card statement UK Issued in last 3 months</li> <li>• Bank or building society statement Countries outside the UK Issued in last 3 months - branch must be in the country where the applicant lives and works</li> <li>• Bank or building society account opening confirmation letter UK Issued in last 3 months</li> <li>• Benefit statement, for example Child Benefit, pension Issued in last 3 months</li> <li>• Central or local government, government agency, or local council document giving entitlement, i.e., Department for Work and Pensions, HMRC Issued in last 3 months</li> <li>• EEA National ID card -Must still be valid</li> <li>• Letter from head teacher or college principal UK - for 16- to 19-year-olds in full time education - only used in exceptional circumstances if other documents cannot be provided</li> <li>• P45 or P60 statement Issued in last 12 months</li> <li>• Council Tax statement Issued in last 12 months</li> <li>• Utility bill -not mobile telephone bill Issued in last 3 months</li> </ul>	

### Right to Work check

- It is a legal requirement to hold a Right to Work document on file for every employee (either at school or within the central team)
- The Right to Work document can be:
  - UK passport  
OR
  - Birth Certificate **AND** proof of National Insurance number  
OR
  - A current Immigration Status Document issued by the Home Office
  - Further forms of acceptable ID can be found at [Employers' right to work checklist - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/employment-tribunal/about/employers-right-to-work-checklist)
- Documents need to be photocopied in line with the guidance below.

### Additional documents

- Name change document i.e marriage certificate or Deed Poll document
- Qualification certificates as listed as essential criteria for the position

### Guidelines for checking ID

- You must only accept current, valid and original documentation; however, an expired passport can be accepted for the Right to Work check.
- Check the name, date of birth and address are correct and current
- If they have had a previous name, we need a document to show proof of their change (marriage certificate or Deed Poll letter)
- If they have the update service for DBS, please take a photocopy of their current DBS and take a note of their reference number for the update service
  - We will still need an ID document for their Right to Work check

### Guidelines for photocopying ID documents

- All photocopies must be done in black and white
- All photocopies must be certified by the person who took the copy
  - “Certified a true copy of the original [DATE] [SIGNATURE]”
- For driving licences or ID cards, a photocopy must be taken of both the front and back of the card
- For qualification certificates, certify the first certificate (as above) and scan them into one PDF document
- Please photocopy the documents in separate files as below:
  - Right to Work document(s) i.e., passport
  - Remaining ID documents i.e., driving licence and utility bill
  - Proof of name change i.e., marriage certificate

This helps hugely for us to save the files, rather than having to reprint and rescan them

If you have any questions or concerns about the ID provided, please let HR know and we can advise the candidate.

## Appendix 4 – Pre-employment checks

Right to Work Check

Name Change Document (if applicable)

DBS Check

References

Pre-employment health check

Online Search

Qualification Certificates

Prohibition from Teaching (Teachers and HLTAs only)

Overseas Check (if required)

Section 128 Check (Governors and Leadership only)