

CMAT SAFER RECRUITMENT POLICY

A thriving family of schools who work together to celebrate differences, and support each other in pursuit of excellence.

DOCUMENT CONTROL

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Summary of changes within this version

This is the first version of this policy.

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Statement of intent

Chancery Multi Academy Trust has implemented this policy to assist with recruitment and employee selection. It outlines the schools' recruitment procedure and how the schools ensure safer recruitment is considered at all levels of the recruitment process.

The safety and protection of the pupils is always at the forefront of each school's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the schools. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

1. Legal framework

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

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

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

- DfE (2020) 'Governance handbook'
- DfE (2020) 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'
- DfE (2021) 'Staffing and employment advice for schools'
- DfE (2021) 'Basic check ID checking guidelines from 1 July 2021'
- DfE (2021) 'Right to work checks: employing EU, EEA and Swiss citizens'
- DfE (2022) 'Keeping children safe in education 2022' (KCSIE)
- DfE (2022) 'Recruit teachers from overseas'
- Disclosure & Barring Service (2018) 'Regulated activity with children in England'
- Home Office (2022) 'Employer's guide to right to work checks'
- Safer Recruitment Consortium (2022) 'Guidance for safer working practice for those working with children and young people in education settings'

This policy operates in conjunction with the following school and trust policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures
- Disciplinary Policy and Procedure
- Teacher Appraisal Policy
- Teacher Capability Policy
- Data Protection Policy
- Equality and Diversity Policy
- Acceptable Use for ICT Policy

2. Definitions

Regulated activity includes:

- Being responsible, on a regular basis in a school or college, for 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), or in connection with the purposes of the establishment, with the opportunity for contact with children, but not including work undertaken by supervised volunteers.
- Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Regulated activities do not include:

- Paid work in specified places which is occasional and temporary and does not involve teaching or training.
- Supervised activities which are paid in non-specified settings.
- A supervised volunteer who regularly teaches or looks after children.

3. Roles and responsibilities

The Board of Directors is responsible for:

- Agreeing and monitoring effective policies to ensure recruitment at the schools and Trust is in accordance with the legislation outlined above.
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring a member of the board is on the recruitment panel for a new headteacher.

Each governing board is responsible for:

- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.
- Appointing appropriate recruitment panels.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
- Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.
- Monitoring the school’s SCR to ensure that the necessary vetting checks for employees are carried out.

- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring that the salary of the successful candidate is determined in line with the trust's pay policies for teachers and support staff.
- Accommodating the needs of new employees and making reasonable adjustments when necessary.
- Ensuring that any recruitment data is kept in accordance with the Records Management Policy.

The recruitment panel is responsible for:

- Creating the advert and ensuring it meets all the necessary requirements.
- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Appropriately delegating responsibility for recruitment to the headteacher.
- Ensuring that the interview addresses safeguarding practices.
- Ensuring that the interview addresses the candidate's motivation, reasons for being interested in joining the school, and attitude to working with children.
- Reviewing and scrutinising candidates' applications and identifying any gaps.
- Ensuring that all references for a shortlisted candidate are obtained prior to interview, properly scrutinised, and that information is not contradictory, unclear, or incomplete, with clarification requested when appropriate.
- Ensuring the recruitment process is carried out in line with the relevant school policies.
- Ensuring that the candidate chosen to fill a vacancy is suitable for the role.
- Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff members and parents.
- Where possible, ensuring that the shortlisting panel and interviewing panel are comprised of the same people.

The headteacher is responsible for:

- 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 and volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Ensuring that the successful candidate receives appropriate training, e.g. safeguarding and induction.
- Ensuring that all relevant staff members are familiarised with this policy.
- Ensuring that all references are handled in line with the Data Protection Policy and relevant legislation.
- Deciding when it is appropriate or necessary to disclose any safeguarding concerns or allegations as part of a reference, in line with KCSIE.
- Seeking advice on the suitability of a candidate when a reference has disclosed safeguarding concerns or prior allegations.

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. Safer recruitment training

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

As a measure of good practice, the school will ensure that this training is renewed at least every five years.

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

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

5. Planning, advertising and shortlisting

The job information and associated documents will be published online. The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.

The size and experience of the recruitment panel will depend on the post being advertised and will meet the requirements of the Scheme of Delegation.

Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process.

The recruitment panel 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 candidates, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out (DBS,

rehabilitation of offenders, Childcare disqualification, references etc) and that references will be sought.

Advertising

The school will consider the following information when advertising for a role within the school:

- The skills, abilities, experience, attitude and behaviours required for the post
- The safeguarding requirements, including to what extent the role will involve contact with children and whether the appointed staff member will be engaging in regulated activity

Advertisements will include:

- A statement of the school's commitment to safeguarding and promoting the welfare of pupils whilst making clear that safeguarding checks will be undertaken.
- The safeguarding responsibilities of the post as per the job description and person specification.
- Information surrounding whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

The use of DfE Teacher Vacancies and Cheshire East Jobs Go Public (for support staff) is strongly encouraged as these platforms offer value for money, are compliant with safer recruitment processes, facilitate the shortlisting process and allow communication with candidates.

Vacancies may also be advertised through the school and trust websites and external media, such as the local newspaper, with due consideration to the Equality and Diversity Policy, to ensure that the advertisement reaches a wide range of groups.

Each post should also be shared internally across Chancery schools.

The school may utilise social media for recruitment, and if doing so, will create a social media recruitment strategy to ensure that the advertisement is reaching the right people and is communicating the ethos of the school effectively.

When an advert receives a response, the recruitment panel will ensure that candidates receive an application pack (electronic or hard copy) which includes the following:

- A copy of the advertisement
- A comprehensive job description
- A comprehensive person specification
- Any equal rights material, e.g. an equal opportunities statement
- A brief outline of the school, its values and aims
- Any relevant school policies, e.g. the Child Protection and Safeguarding Policy

Application forms

Applicants will be reminded in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.

The school will also provide a copy of the Child Protection and Safeguarding Policy and information on employment of ex-offenders in the application pack.

Applicants will be required to complete a DfE Teacher Vacancies or Cheshire East application form (electronic or hard copy) which is compliant with all requirements of KCSIE 2022.

The school will only accept a CV alongside a completed application form; a CV on its own will not be accepted. When shortlisting candidates for an interview, all application forms will be considered. Shortlisting criteria will be agreed in advance by the recruitment panel.

Candidates who are shortlisted will meet all the essential aspects of the person specification requirements. 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. Candidates will be assessed against the same shortlisting criteria to ensure a fair process.

Personal Relationships

If a job candidate has a personal or family relationship with a Trust Director, Governor or Employee, this must be declared at the outset of the recruitment process. The existence of such a relationship should not generally affect the decision to appoint or not appoint the applicant but will allow for appropriate arrangements to be made, where necessary, to reduce the possibility of problems arising from the relationship.

Shortlisting

When shortlisting candidates, the school will:

- Ensure that at least two people carry out the shortlisting proceedings – ideally, these two people will also conduct the interview.
- Assess whether there are any inconsistencies or gaps in the candidate's employment and consider the reasons given for them.
- Explore any further potential concerns.

Once a shortlist has been confirmed, the candidates to be invited for interviews will be contacted by the school and suitable interview times will be decided. The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.

Shortlisted candidates will be asked to complete a [Self Declaration of Criminal Record.docx](#) or disclosure of any information making them unsuitable to work with children, including:

- Information of any criminal offences committed.
- If they are known to the police and children's social care services.
- Whether they have been disqualified from providing childcare.

- Any relevant overseas information.

Applicants will need to return this at least 24 hours prior to interview to give the interview panel time to consider the information provided.

Requests for further information from candidates will be replied to promptly.

Unsuccessful candidates will be contacted to notify them that they have not been shortlisted.

6. Pre-interview checks

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

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
- Online searches of social media and search engines

7. Requesting references

Once a candidate, including an internal candidate, has been shortlisted for a position, references will be requested and scrutinised by the recruitment panel. Any concerns will be resolved satisfactorily prior to confirming an appointment. References will always be requested directly from the referee and from a senior person with appropriate authority, rather than a colleague. The trust's standard request form will always be used to obtain references.

References will be requested in written form from the candidate's current employer. If they are unemployed, verification of their most recent period of employment and reasons for leaving will be obtained from their previous employer. Wherever possible, at least one reference will be from employment through which the candidate worked with children.

If the applicant has never worked with children, the school will ensure that a reference from their current employer is received.

If the candidate is a school leaver or has not been in work for over two years, a character reference will be requested.

When a candidate is applying for a teaching role (including the role of headteacher), information about the details of any capability procedures in the previous two years that they may have been subject to, and the reasons for these, will be requested from their current or former employer.

Concerns raised following a candidate's references will be explored further with the referee where appropriate and discussed with the candidate at interview.

Open references, e.g. 'to whom it may concern' testimonials, and unverified information provided by the candidate as part of the application process, will not be relied upon. Electronic references will be checked to ensure that they originate from a legitimate source.

Checking references

References will be checked upon receipt to ensure that all questions have been answered satisfactorily and that information is not contradictory or incomplete. The referee will be contacted to provide further clarification where appropriate, e.g. if some answers are vague or insufficient, or contradictory information has been provided. The reference will be compared for consistency with the information on the candidate's application form. Discrepancies between the reference and the application form will be discussed with the candidate at interview.

Where a reference appears incomplete or other concerns arise, the school will contact the referee to discuss the reference further.

The recruitment panel will ensure that any past disciplinary action or allegations disclosed as part of a reference are considered carefully when assessing the candidate's suitability for the role. If this involves safeguarding or potential safeguarding concerns, the DSL may be consulted to help assess the candidate's suitability.

Before making a decision not to appoint a candidate based on an unsatisfactory reference, the recruitment panel will consider if HR advice is necessary. Once the decision is made, the headteacher will record this on the recruitment file as the reason for non-appointment.

Information from DBS checks will not be included in references provided by the school. Information regarding criminal offences from other sources will not be included, unless the headteacher deems it appropriate and HR advice has been sought.

8. Online searches on shortlisted candidates

The school is committed to ensuring that safeguarding is a top priority; therefore, in line with KCSIE, the school will consider carrying out online searches **on shortlisted candidates only** as part of their due diligence. Online searches solely aim to help identify any incidents or issues that have happened, and are publicly available online, which the school may want to explore with the applicant at interview. The online search process may include searching for the candidate by name via search engines and social media, such as Google, Facebook and LinkedIn.

The school will consider any potential risks of online searches, e.g. unlawful discrimination or invasion of privacy, and will be clear on the reasons that online searches are being conducted.

Online searches will be carried out by an individual who is independent of the recruitment process to minimise the risk of bias or discrimination and to ensure that only relevant information is considered. The person responsible for carrying out online searches will have due regard to Part three of KCSIE.

When carrying out searches of shortlisted candidates' online presence, the school will look out for indicators of concern, such as:

- Inappropriate behaviour, jokes or language.
- Discriminatory comments.
- Inappropriate images.
- Drug or alcohol misuse.
- Anything that suggests the candidate may not be suitable to work with children.

Any concerns will be addressed during the interview process. The school will ensure that candidates are given an opportunity to discuss any concerns raised by the online search.

9. The interview

During the interview process, candidates will be asked standard questions and their responses will be recorded by each panel member for comparison. Any concerns raised through contact with referees will be discussed with the candidate at this stage. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children. The school will use a range of selection techniques to identify the most suitable person for the post.

Interview questions seek to:

- Find out what attracted the candidate to the post being applied for and their motivation for working with children.
- Exploring their skills and asking for examples of experience of working with children.
- Looking at any gaps in employment or where the candidate has changed employment or location frequently and asking about the reasons for this.
- Seek examples of the candidate's previous experience.

Interviews will also be used to explore the potential areas of concern to determine the applicant's suitability to work with children.

Areas that may raise concerns and lead to further enquiry include:

- Implication that adults and children are equal.
- Lack of recognition or understanding of the vulnerability of children.
- Inappropriate idealisation of children.
- Inadequate understanding of appropriate boundaries between adults and children.
- Indicators of negative safeguarding behaviours.
- Attempts to push or overstep boundaries.
- Consistent rule-breaking behaviour.

The process will always comprise a face-to-face interview; however, the recruitment panel may also request that candidates complete other exercises depending on the role being advertised e.g. activity-based work with children; in tray exercise; presentation.

Candidates will also be asked to show proof of identification and qualifications at interview – this proof will be viewed and checked by the interview panel.

The candidate will be given the opportunity to discuss any concerns or ask any questions.

10. After the interview

After the interview has been completed, the recruitment panel will:

- Assess all candidates' performance using the same agreed criteria.
- 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.

Interview notes and assessment materials will be held securely for 6 months after the interviews, in line with the Records Management Policy, in case any aspect of the recruitment process is challenged.

After choosing a successful candidate, the school will:

- Make a **conditional** offer of employment to the candidate, dependent on satisfactory references and pre-appointment checks. Cooks Lawyers to provide written Offer Letter.
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
- Complete the relevant pre-appointment checks.
- Request employment contract from Cooks Lawyers.
- Carry out all tasks as per Chancery Recruitment Checklist including notifying payroll.

Any spent or filtered convictions declared on the candidate's self-declaration form, or declared at interview, will not affect the offer of employment if already made; however, the school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.

11. Pre-appointment checks

All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks. These checks seek to identify whether there is anything that would make the candidate an unsuitable appointment for working with children or as a teacher.

When appointing new staff, the school will:

- Verify the candidate's identity, e.g. checking the name and birth date on a birth certificate and verifying any name changes.
- Obtain an enhanced DBS check via the candidate and, for candidates engaging in regulated activity, barred list information.
- Obtain a separate children's barred list check if the individual will start work in regulated activity with children 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 as appropriate on any individual who has lived or worked outside the UK.
- Verify professional qualifications, as appropriate.
- Ensure that appropriate checks are carried out to ensure that individuals employed to work in Reception classes, or in wraparound care for children up to the age of 8, are not

disqualified from working in these settings under the 2018 Childcare Disqualification Regulations. See [Staff Disqualification Declaration.docx](#)

- For those in management, trustee or governor roles, conduct a section 128 check.

The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012. Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' [web page](#).

The recruitment panel will assess all cases fairly and on an individual basis. Where a decision has been made not to appoint somebody because of their convictions, it will be clearly documented to enable the school a chance to defend its decision if challenged.

The school will consider the following when assessing any disclosure information on a DBS certificate:

- The seriousness and relevance to the post which they have applied to
- How long ago the offence occurred
- The country where the offence occurred
- Whether it was a one-off incident or a history of incidents
- The circumstances around and at the time of the incident
- Whether the individual accepted responsibility for what happened
- Whether the offence has been decriminalised

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.

In line with KCSIE, the school will not require candidates to have an enhanced DBS certificate or undergo checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the candidate has worked in England in a post in a school which brought them into regular contact with children or young people. This is because the candidate will have already undergone this process in their previous position.

Volunteers

For all volunteers, the school will undertake a written risk assessment and use professional judgement and experience when deciding what checks, if any, will be required.

All unsupervised volunteers engaging in regulated activity will be required to provide the school with an enhanced DBS check with a barred list check. 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.

The school will only request barred list information for volunteers in regulated activity.

Candidates who have lived outside the UK

For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary, including an enhanced DBS certificate with barred list information for those engaging in regulated activity, even if they have never been to the UK before.

The school will make any further checks that it deems appropriate so that any relevant events occurring outside the UK can be considered, e.g. obtaining proof of past teaching conduct for any candidate for a teaching position from the professional regulating authority in the country in which they worked, where available.

If a candidate is unable to provide the correct documentation, they cannot submit a DBS check. This is because the right to work in the UK cannot be established.

Following the UK's exit from the EU, schools and colleges should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

Agency and third-party staff

In the case of any employee working at the school who is sourced from an agency or third-party organisation, the school will obtain written notification from the organisation confirming that they have carried out the same checks as the school would otherwise perform on any individual who will be working at the school, or who will be providing education on the school's behalf, including through online delivery. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.

The school will obtain a copy of the enhanced DBS certificate from the agency or third-party organisation where it has been obtained before the person is due to commence work and has disclosed any matter or information.

Trainee and student teachers

The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried candidates for initial teacher training who are in regulated activity.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The school will obtain written confirmation from the provider that the checks have been carried out.

Existing staff

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.

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.

Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity. Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

Contractors

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). 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. 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.

The school will set out its safeguarding requirements in the contract between the contractor's organisation and the school.

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. The fee for this will be charged to the contractor. The school will always check the identity of contractors and their staff on arrival.

Adults who supervise children on work experience

If the school is organising work experience placements, it will ensure that the placement provider has policies and procedures in place to protect children from harm.

Children staying with host families

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

Governors and directors

The school may request an enhanced DBS certificate without a barred list check on an individual as part of the appointment process for governors and directors. An enhanced DBS certificate (which will include a barred list check) will only be requested if the governor/director will be engaging in regulated activity.

Associate members will not be asked to undertake a DBS check.

Trustees and members will be subject to a section 128 check.

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.

12. Right to work checks

EU, EEA, or Swiss citizens need to provide evidence of lawful immigration status in the UK. Individuals from these areas will not be able to use their passport or national ID as proof of right to work. Schools will need to check candidate's right to work online. The UK operates a points-based immigration system which affects how schools employ teachers who are not UK or Irish nationals. All overseas nationals, including those from the EEA and Switzerland, arriving in the UK from 1 January 2021 come under the new system.

The school will obtain evidence that all candidates for a position have the right to work in the UK by either conducting a manual document-based check, or by using the government's [online portal](#). This will be done before a candidate is offered a position.

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

Where a candidate's right to work is time-limited, the school will conduct a follow-up check in advance of its expiry.

The school may use a certified digital identity service provider (IDSP) to conduct right to work checks on candidates.

13. Identification checking process

When checking the validity of identifying documents, the school will ensure that this is done in the presence of the holder and the school must be in physical possession of the original documents. The school will only accept valid, current and original documentation in its physical form. The school will not accept photocopies or documentation printed from the internet, e.g. internet bank statements.

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

The school will ensure that the candidate declares all previous name changes and provides documentary evidence to support the name change. If the candidate is unable to provide evidence to support the name change, the school will hold a discussion with the candidate about the reasons why. The school will always aim to check the name on the candidate's birth certificate in order to validate their identity.

The school will compare the candidate's address history with any other information the candidate has provided, such as their CV.

The school will ensure that all letters and statements provided by the candidate are recent and relevant, as listed on the Cheshire East DBS Short Form.

The school will keep a dated record of every document that has been checked for the duration of the candidate's employment.

In line with the UK GDPR and Data Protection Act 2018, the school will only retain copies of DBS certificates where there is a valid reason for doing so, and only for as long as is needed to consider the information provided – this will not be for longer than six months.

When information is destroyed, the school may keep a record of the fact that vetting was carried out, the result of this vetting, and the recruitment decision taken.

The school may use a certified digital IDSP to secure DBS checks on candidates.

14. After the pre-appointment checks

Once the pre-employment checks have been completed, the recruitment panel will:

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

15. Ongoing checks

Annually staff and volunteers will be asked to confirm there have been no changes to their ability to work with children by completing a paper-based or electronic [Annual Self Declaration for Employees.docx](#) form.

Every 5 years, DBS checks for staff and volunteers will be carried out unless the member of staff/volunteer has signed up to the DBS Update service, in which case **annual** checks will be completed. These will be recorded on the SCR.

16. Single central record (SCR)

Each school will maintain and regularly update the SCR. Access to the SCR will be restricted. The SCR should be checked at least termly by a governor or senior employee.

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.
- All central team staff
- All governors
- All Chancery Directors and Members

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 or certificate obtained:

Please note: for documents being viewed by the school, the date recorded on the SCR should be the date the document was seen, rather than the date it was issued.

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
- A check of professional qualifications
- A section 128 check
- A check to establish the person's right to work in the UK
- For those in management, trustee or governor roles, a section 128 check

If checks are carried out on volunteers, this will be recorded in the SCR.

The Central Team will share details of directors and central staff with each of the academies..

The details of individuals will be removed from the SCR once their employment with the school ends.

17. Monitoring and review

This policy is reviewed every three years by the Trust board or more frequently if there are changes to KCSIE which impact on this policy.

Any changes made to this policy will be communicated to all members of staff and relevant stakeholders.

Headteachers and administration staff involved in recruitment at the schools are required to familiarise themselves with all processes and procedures outlined in this policy.

The next scheduled review date for this policy is November 2025.