

Beckfoot Trust

Recruitment, Safer Recruitment, DBS

(Central Record of Recruitment and
Vetting checks)

& Disqualification by Association

**Beckfoot Trust has adopted and developed the PACT HR recommended model procedure as agreed by
Trade Unions**

Approved by the Trust Board of Directors	
To be Reviewed on	
Signed on Behalf of the Trust Board of Directors	

NB This version of Policy will be retained for a period of 7 years from replacement.

Implemented February 2017

GAD

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Introduction

This policy applies to all Beckfoot Trust employees including teachers, support staff, casual workers, volunteers, agency staff, contractors and consultants. This is a non-exhaustive list.

- The Beckfoot Trust meets the statutory obligations by making sure the it adheres to all relevant legislation
- The Beckfoot Trust promotes equality of opportunity and are able to attract and retain a workforce that reflects the community it serves
- The Beckfoot Trust employs the best candidate for the job, irrespective of race, gender, marital status, disability, religion/belief, sexual orientation, age etc
- The Beckfoot Trust ensures that all recruitment is compliant with DfE safeguarding guidance with clear links to child protection policies and procedures making them better able to identify, deter or reject people who might abuse children, or who are otherwise unsuited to work with them.
- The Beckfoot Trust uses the most cost effective resources in the recruitment and selection process.

Relevant Legislation

- Equality Act 2010
- Equality Act 2006
- Work and Families Act 2006
- EU Directive 2000/78/EC on Equal Treatment in Employment and Occupation
- The Maternity and Parental Leave Regulations 1999
- The Data Protection Act 1998

Collectively these Acts prohibit discrimination in employment (including the recruitment and selection process) on any of the following grounds:

- gender
- marital status
- family status
- disability
- race
- nationality, national or ethnic origin
- religion or beliefs
- sexual orientation
- age

Responsibilities as a Recruiting Manager

The responsibilities as a recruiting manager are to ensure that:

- The Beckfoot Trust's policy on Recruitment & Selection is complied with
- The basis of the contract to be offered has been determined
- Relevant legislation such as the Equality Act 2010 is complied with
- All decisions are based on evidence gained through the selection process.

In all aspects of the process the Trust will ensure:

- A wide range of candidates will be encouraged;
- Procedures and practices are fair, thorough and not discriminatory. The Trust will treat all candidates with dignity and respect, giving them the opportunity to present their skills and experiences effectively.

The Vacancy

- A vacancy will be used as an opportunity to look at the needs of the school and the Trust and where necessary to redefine a post so that these needs can be met more effectively.
- Headteacher/Faculty Leaders will be given reasonable consideration to making changes to physical conditions, supervision, training or job descriptions which would create better job/career opportunities, for people such as those with disabilities, maternity returners, young people, and people with other special needs.
- All posts in the Trust are eligible for job share requests subject to agreement by the Board of Directors and in line with the needs of the schools within the Trust.

Job Descriptions, employee specifications and further particulars

A job description, employee specifications and further particulars will be used in all of the Trust's recruitment packs.

The job description will be clear and reasonably concise and will be a fair representation of the post; it will not be necessary or desirable to attempt to produce a highly detailed and definitive description of the post concerned. Therefore, the job description will not just be a list of tasks but will outline the responsibilities and accountabilities of the role as far as possible.

The specification will be reviewed and agreed by all members of the selection panel and given to HR. If the post is a new one, the job description and employee specification must also have been graded accordingly (for support staff) by the Human Resources Manager and the Operations and Finance Director.

HR will ensure the following standard statement will appear in all employee specifications.

'Candidates should indicate an acceptance of, and a commitment to, the Trust's policies in relation to equality and safeguarding and promoting the welfare and children'

Selection Panel

The selection panel will be responsible for appointing the person who best matches the employee specification and meets the requirements of the role. The selection panel and HR will ensure that all relevant employment legislation and Trust policies are followed and that the selection process is managed in an equitable and courteous manner. Each panel will have a Chair acting as an appointing officer who will be the person responsible for the management of the whole process led by HR.

There will be a minimum of *two* members and no more than four for all appointments below Senior Management Level.

All members of the selection panel and HR will be involved in the whole process from the outset agreeing the advertisement, closing date, job description, employee specification and further particulars, the method of recruitment, short-listing and finally interviewing and selection.

HR will be responsible for producing the recruitment information pack and advertising the vacancy.

Other Appointments

Temporary Staff: Anyone involved in the appointment of temporary staff will ensure that they apply the same high standards. There will be an assessment against the criteria in the employee specification and a proper selection process will take place.

The selection panel will ensure that the applicant is appointable and will only appoint an existing temporary member of staff where they are the best person available to fill the job, taking into account the aspirations of other employees. Public advertising is recommended as the fairest method of attracting applicants and filling vacancies.

Advertising and Attracting Candidates

The Trust aims to attract the right person for the job and to promote any of the schools within the Trust as an interesting and attractive place to work.

Schools within the Trust will when choosing external media and preparing advertisements, take account of the Trust's equalities policy and the need to reach disadvantaged groups. Managers will compose advertisements in a way which makes them as attractive as possible to candidates of all ages, sex, ethnic origin, disability etc. Restate your commitment to equalities in your advert or information pack.

Adverts will be non-discriminatory. Descriptions of jobs will reflect accurately the data set out in the job description and the employee specification.

- **Informal channels:** It is best practise not to recruit using word of mouth or from those whose access to jobs information is by personal association and not open access. The benefits of open advertising are that this will attract a wider pool of applicants and reduce the risk of contravening equalities legislation.
- **Responses:** Applicants should be made clearly aware of the contact point for enquiries by telephone and all application forms sent out must show the closing date, time and to whom the form should be returned.

Recruitment Information for Candidates

The recruitment pack will include the following for any leadership, teacher and support roles:

- Covering letter
- Job Description
- Personnel Specification
- Further Particulars
- School specific further information
- The Headteachers personal perspective
- Relevant Strategic Vision
- Application form

Application Forms

Application forms are used for all appointments. All forms, whether complete or incomplete, will be considered by the selection panel. The selection panel must arrange to have completed applications for use in the final selection process. It is not the Trust policy to accept CV applications.

Closing Dates

Closing dates and response arrangements will be shown on the cover letter that is included in the recruitment pack.

Short-Listing

All members of the selection panel will be equally involved and contribute to the short-listing process.

Assessment

When drawing up a short list, the recruitment panel will assess all applicants against the employee specification criteria.

All the material presented by candidates will be read and privately worked through. Individual views will then be shared with the other panel members.

The recruitment panel will draw up their shortlist systematically, measuring candidates' experience and qualities methodically, against the employee specification. The candidates' experience, qualities, qualifications etc will be carefully assessed against the employee specification and copies of the selectors' assessment placed on file.

Advertising and Attracting Candidates

The Trust aims to attract the right person for the job and to promote any of the schools within the Trust as an interesting and attractive place to work.

Other Recruitment Sources

Schools within the Trust will not hold a waiting list of candidates for any for future vacancies or use word of mouth advertising.

Casual Staff:

All Casual Staff that are used will first go through some form of assessment to determine their suitability for the post. The equality aspects of any such arrangements will be very carefully monitored. The Trust will carefully consider the circumstances in which it may be appropriate to employ staff on a casual basis. The rationale for this

may be where the work is occasional or where there is no definite requirement to work a particular number of hours.

Consistent Practices

Selection criteria will be applied consistently to all candidates.

All application forms will be processed in exactly the same way.

The same criteria will be followed for both internal and external applicants.

Disabled Applicants

Following the Section 60 of The Equality Act (2010) the Trust will not ask questions about health or disability prior to job offer or during an interview except in certain specified circumstances. Only if the Trust needs to find out if a disabled person needs a reasonable adjustment during the recruitment process itself, or for monitoring purposes, which is used to record the diversity of applicants and employees.

The Trust will request that applicants inform us about any adjustments required (to the application form or the assessment/interview) by telephone or on a separate document/covering letter that does not contain any information relevant to deciding whether to short list the application. This, along with the monitoring form (if applicable) will be kept separate from the rest of the information an applicant provides. The easiest way to make sure the information about reasonable adjustments and equality monitoring is not used in the wrong way (i.e. by excluding a disabled person from the application process) is to take steps to ensure that the short listing panel do not see this information before making their decision. There should be a member of Trust staff who takes responsibility for coordinating and administering the recruitment process who is not involved in the short listing or interviewing stages. This will ensure that the information is not used to discriminate unlawfully against disabled candidates and Trust should be able to evidence that this is not the case.

The Board of Directors may adopt a 'Guaranteed Interview Policy' as best practise. This means that any disabled candidate who meets the essential requirements as outlined on the employee specification will be included on a shortlist to interview. In applying the policy, it is important to assess whether the person would be capable of meeting the requirements after reasonable adjustments have been taken in to account. It is recommended that the Board of Directors may consider adopting a similar policy for the Trust. If they decide to do so, it would be good practice for the short listing panel to consult with the person administering the recruitment process to cross check whether candidates meeting the essential criteria (but not necessarily the desirable criteria if it is being applied) should be invited to interview under the Guaranteed Interview Policy.

When inviting candidates to interview, the Trust will ensure that the invitation letter asks what special requirements, if any, they require to accommodate their needs on the day of interview or assessment.

Access To Work Scheme

If the Trust has a disabled employee or if they want to recruit someone with a disability, the Trust will contact the local Disability Employment advisor (DEA) through the nearest Jobcentre Plus Office for advice. The DEA will put the Trust in touch with an Access to Work Adviser who will discuss the particular circumstances with the Trust.

ATW can help in a number of ways. For example, it can help pay for:

- Communicator support at interview
- A support worker
- Special aids equipment
- Adaptation to premises or to existing equipment

Help with the additional costs of travel to, or in, work for people who are unable to use public transport

The ATW Adviser will speak to both the employer and the employee to arrive at the most effective solution.

It is usually the employer who arranges to purchase the agreed support and then you claim back the grant from ATW.

Rejecting Candidates

On the cover letter in the recruitment pack it will state that '*all successful candidates for interview will be contacted by telephone*'. This will be a phone call followed by an email to invite the candidate for an informal interview. No rejection letters will be issued.

Declaration of Interest or Relationships

Any member of a selection panel should make a declaration if any applicant is a relative or a friend from outside the work environment. Employees/applicants also have a duty to declare any interest that they may have in respect of any aspect of the Trust's business.

It is the Recruiting Manager's responsibility to ensure that if an applicant declares an interest or relationship with someone within the Trust that the person concerned does not take any part in the recruitment process. If the Recruiting Manager themselves identify that they have an interest or relationship with an applicant they will declare this immediately and remove themselves from the recruitment process.

Objectives of the Selection Process

The final selection is not just a test of the candidates. It is also a test of the interviewer's ability to listen, probe, assess - and, above all, to be objective and fair.

To determine each candidate's suitability for the job as measured against the employee specification.

To maintain the image of the Beckfoot Trust as a good employer.

To select the right person for the job.

Selection Methods

The interview will be used as a method of assessing the candidates for appointment, along with, depending on the role e.g. presentations, practical activities, specific skills exercises.

Each candidate will be advised of the process they will be expected to undertake before attending interview. Schools within the Trust will be objective in seeking each candidate's abilities and potential contribution. Exactly the same standards for all candidates will be assessed against agreed scoring ratings/criteria. Schools within the Trust will never make generalized assumptions about individuals based on the perception of them.

Each individual will be assessed according to his/her personal capability to carry out the particular post. It will not be assumed that certain kinds of candidate are more or less able to perform certain occupations or duties.

All questions will be related to the job and to those requirements set out in the employee specification. The selection panel will be aware of cross-cultural communication issues such as language, culture and non-verbal behaviour which may affect candidates from varied backgrounds and/or cultures.

The questions to be asked at the interview will be thought out and decided upon beforehand. The same questions will be put to all the candidates in order to avoid treating one candidate less favourably than another.

Testing

All recruitment tasks will be set and introduced by one of the selection panel recruitment panel or HR.

Decision Making

Relevant and objective selection criteria will be used, and it will be clear from the documentation how the final decision was reached. Scoring records will also be used if the decision is later challenged on the grounds of discrimination.

The final decision will be based on the job description and employee specification using agreed criteria and defining the standards required to perform the job. Each candidate will be measured against these benchmark requirements.

The Selection Panel members will ensure they have sound and accountable reasons why all candidates were not selected at any stage and take into account all the evidence they have collected. Where there is no ideal candidate the Trust will consider whether it may be better to re-advertise the post rather than offering the role to the second best candidate.

The Trust will record reasons for rejection based on the employee specification requirements. All selection assessment records should be handed to HR to archive. The applications and interview records will be kept for approximately 6 months after notifying unsuccessful candidates. This takes into account the fact that an applicant can bring a claim for discrimination within 3 months from the date of the rejection for the role.

Confidentiality

Information obtained within the whole selection process will be treated as confidential. All information will be handled sensitively and used only for its proper purpose. Comments about specific candidates' performance will not be revealed outside the process (except, of course, personal feedback to individual candidates where they have requested this). Proof of identity taken on the day of interview will be shredded for the unsuccessful candidates

Safer Recruitment Practice

The Trust will comply with national and local guidance on safer recruitment practice. The schools within the Trust will be committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Training and Monitoring

The Trust Board of Directors with a responsibility for recruitment and selection will be aware of their legal obligations under existing employment legislation.

From 1st January 2010, the Trust Staffing (England) Regulations (2009) states that the Governing Body must ensure that any person who interviews an applicant for any position or where there is a selection panel established for that purpose, at least one member of that panel or group should have completed the safer recruitment training as approved by the Secretary of State. It is best practice for Headteacher recruitment that this would be a non-staff director. The Safeguarding Children and Safer Recruitment in Education document advises refresher training to ensure that knowledge and skills are kept up to date.

At least one of the recruitment panel will have taken the Safer Recruitment training.

Employment Checks

HR will undertake the relevant employment checks (in respect of Regulations 12 and 24 of the Trust Staffing (England) Regulations) to establish:

- The preferred candidate's identity
- Their qualifications: and
- Their right to live and work in the UK

School within the Trust will act in accordance with the Immigration Asylum and Nationality Act 2006 by establishing the eligibility of people to work in the UK before their employment is confirmed.

To ensure that recruitment practices are not discriminatory, all short listed applicants, regardless of their race, nationality, or ethnic or national origin, will be asked to produce original documents as evidence of their right to work in the UK and bring a signed a declaration to interview. This will be signed off by the Recruitment Manager. The Trust recognises that by not acting in accordance with the Immigration Asylum and Nationality Act 2006 by not establishing the eligibility of people to work in the UK before their employment is confirmed. That it is a criminal offence to employ someone who is subject to immigration control and:

- Who does not have current and valid permission to be in the United Kingdom or
- Who does not have permission to work in the UK.

The Trust is aware they may incur a fine of up to £10,000 if they employ an illegal employee. A new offence of knowingly employing an illegal worker can incur an unlimited fine and/or up to two years' imprisonment. Appendix 1

Teachers Status Check

All teacher and senior leadership candidates will be checked for any sanctions on their record via the Department for Education's [Secure access portal](#). A copy will be kept on the appointed candidates file and recorded on the Single Central Register. Appendix 2

References

Schools within the Trust will seek two references, one of which will be from the current employer and preferably another from a previous employer, unless the candidate has no previous employer in which case references from their university/college tutor (or someone in a similar position of authority) is acceptable. If the candidate already works for the Trust, a reference will be sought from their current line manager. References from friends and family members are not acceptable. Schools within the Trust will seek references for shortlisted candidates to be obtained prior to the interview; however they will not be you read until the selection panel have selected the candidate.

If the references provided by the candidate do not cover a period of 5 years employment, references will be sought from previous employers. Verbal references will not be accepted in any circumstances. For all posts within the Trust, the line manager will verify references once opened after selecting the preferred candidate to check:

- The organisation the referee works for exists
- The referee's relationship to the candidate
- The name and job title of the referee match what the candidate has stated
- The referee was the author of the reference received by the school
- The information given in the reference (candidate's job title, dates of employment, reason for leaving match what has been provided in the application form and through the interview and selection process.

References will not be sought at an early stage for use as an aid to short-listing. The Trust reference pro forma will be used for all teacher and support roles. Appendix 3 The references should not request details about the candidate's sickness record or disability, in order to ensure that they comply with the Equality Act 2010. Further information regarding the candidate's sickness record should be obtained after interview and for the successful candidate only.

References should be held by the Chair of the selection panel until after the final decision has been made and only at that stage should the reference of the successful candidate be shared with other members of the panel.

A formal offer of employment can be made subject to satisfactory references and a DBS check

Where the reference is unclear or hints at problems it is advisable to telephone the referee in order to clarify the information. Notes of the telephone conversation should be made.

All employees will undergo vetting by the Disclosure and Barring Service (DBS) **prior** to commencing

If the candidate has revealed information about a criminal background the panel must decide whether, in relation to the post in question, the nature of their background is sufficiently serious to justify non-selection for the post. In the event of the panel deciding not to select on the grounds of a declared criminal background advice will be sought from HR before further action is taken.

The Trust notes that the possession of a criminal background does not automatically debar an applicant from employment. All information about previous convictions given by applicants will be treated in the strictest confidence.

Failure to disclose previous offences or pending legal action for posts could lead to the offer of employment being withdrawn.

Overseas applicants

Where the individual has lived outside the United Kingdom, further checks will be made. These checks will be undertaken by HR and will verify the individual's references by telephone and seek a criminal record statement from their country of origin.

Overseas-trained teachers (OTTs) may be employed to teach in state maintained and non-maintained special Trusts in England. OTTs are people who have qualified as teachers in a country outside of the European Economic Area (EEA) and Switzerland having successfully completed a course of initial teacher training which is recognised by the relevant authorities in their home countries.

The Education (Specified Work and Registration) (England) Regulations 2012 set out the conditions under which overseas-trained teachers are allowed to carry out specified work. The Education (Specified Work) (England) Regulations 2012 allow teachers trained in a country outside of the UK to teach in state maintained Trusts and non-maintained special Trusts in England for up to four years.

Since 1 April 2012 qualified teachers from Australia, Canada, New Zealand or the USA can apply to the National College for Teaching and Leadership (previously the Teaching Agency) for qualified teacher status (QTS) without undertaking further training or assessment in England. Further information, including applying for QTS, is on the [Department for Education website](#).

The four year rule

The four year rule applies to teachers who qualified in countries outside of the EEA and Switzerland except for teachers who qualified in Australia, Canada, New Zealand and the USA. OTTs are allowed to teach in state maintained Trusts and non-maintained special Trusts in England as unqualified teachers for four calendar years. However, they are not permitted to teach in pupil referral units (PRUs) until they have been awarded qualified teacher status (QTS). An OTT is allowed to work as an unqualified teacher and the four year period begins on the first day the individual

taught in a state maintained Trust or a non-maintained special Trust in England and expires exactly four years later regardless of whether the OTT has taught throughout the four year period.

Teachers who qualified in countries outside the EEA and Switzerland are still subject to the four year rule even if they do not require Home Office permission to work or remain in the UK.

Schools within the Trust will make OTTs aware on their appointment that there is a legal limit on the length of time they are allowed to teach without QTS. It is strongly recommended that the following action is undertaken by OTTs either before or shortly after arrival in the UK:

- They arrange a check with UK NARIC to establish whether their home qualifications are equivalent to a UK first degree and also to a GCSE grade 'C' in maths and English (and science if the person is a primary teacher). It is important these checks are carried out at an early stage as some teachers may need to top up their qualifications before they can undertake QTS training and extra time is not available for this purpose.
- They arrange to undertake an employment-based training course leading to QTS by contacting the National College for Teaching and Leadership (previously the Teaching Agency) Teaching Information Line.

The position of OTTs after four years

In order to teach after four years, OTTs must have been awarded QTS. OTTs who have been awarded QTS by the end of their four year period become qualified teachers and are allowed to continue teaching subject to UK Border Agency permission if required under the terms of their UK entry.

It is unlawful for OTTs to continue teaching in state maintained Trusts and non-maintained special Trusts in England beyond four years if they have not been awarded QTS. OTTs without QTS may only continue teaching after four years if: They have taken statutory maternity, paternity, adoption or parental leave or pregnancy related absences during the four-year period. In such cases, the OTT is eligible for extra time equal to the amount of statutory maternity, parental, adoption or parental leave taken under the Employment Rights Act 1996. For example, if a teacher has taken 34 weeks statutory maternity leave during her four-year period, she is allowed an extra 34 weeks to obtain QTS.

They are employed as an Instructor who may fill a teaching post if they have skills, qualifications and experience relevant to the teaching post in question.

Instructors

Since 1 September 2012, the Trust is no longer required to recruit a qualified teacher before appointing an instructor, but an instructor can still only be employed to teach subjects or courses that require special qualifications and/or experience. An OTT's role should not be reclassified to an instructor unless they meet this requirement. It

is important to note that an instructor can't lead a class and as such instructors should not be used in this way. Instructors can only be paid on the unqualified teachers' pay scale.

Instructors are unqualified teachers who may teach pupils where specialist qualifications and/or experience are required. There is no generic definition of skills, qualifications and experience, but the appropriate types are decided by individual headteachers based on the subject they are teaching. Instructors may now be appointed as a first choice and on a permanent basis. Trusts decide who is best qualified to teach subjects where specialist knowledge and experience are required.

Withdrawing a job offer

All offers of employment will be made on a provisional basis, subject to all necessary clearances being successfully completed. This means that the schools within the Trust can legally withdraw an offer of employment:

Where

- The candidate is found to be on a barred list, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court: or
- An applicant has provided false information in, or in support of, his or her application; or
- There are serious concerns about an applicant's suitability to work with children; Trust will need to consider what the appropriate course of action is.

In relation to serious safeguarding concerns the named person within the Trust will report these to the police and/or DfE Children's Safeguarding Operations Unit.

Medical Issues

The 2010 Equality Act limits the circumstances when an employer can ask general health-related questions before a job offer has been made. Prior to making an offer of employment to an applicant, health-related questions must only be asked to help the employer to:

- Decide whether there is a duty to make any reasonable adjustments for the person to undertake any part of the assessment/selection process;
- Decide whether an applicant can carry out a function that is essential to the job once reasonable adjustments are in place;
- Monitor diversity among people making applications for jobs;
- Take positive action to assist people with disabilities;

This means that applicants must not be asked, as a matter of course, to complete generic health questionnaires as part of the application process. Appendix 4

Notification of Results of Selection Process

The chair of the recruitment panel will inform interviewed candidates as quickly as possible about the outcome.

Feedback to Candidates

All short-listed candidates should be told of the outcome of their interview, and any unsuccessful applicants seeking information about why they were not selected, will be given honest and thorough feedback about their application.

To ensure consistency, one member of the selection panel will be designated to give such feedback

Review and Monitoring

At the end of each selection process, those responsible will review the decisions they have made and the procedures used to ensure that they are confident that the approach adopted has reflected the Trust's commitment to equality. Selectors will be able to justify every decision taken and the process which has been adopted to arrive at their selection.

A note of the reason for rejection for each unsuccessful candidate must be made on the back of the application form. The reasons should relate to an area or areas of the employee specification.

- The recruitment master file will be kept for at least 12 months and should contain key documentation. This should include interviewer's notes.
- A review of the whole process on completion to ensure equality of opportunity has been observed and to set out, for future exercises, more pro-active steps where candidates from under-represented groups have not applied/or have not performed as expected within the selection process.

Notifying Human Resources

Once all of the recruitment procedures are complete, all relevant documents for setting up a new starter should be sent to HR. The contract will be issued on the basis of the information that the school within the Trust provides. HR will complete a checklist for safer recruitment for each successful candidate. Appendix 5

Salary Assessment

The Trust is responsible for determining the starting salary of the appointee. The Trust will undertake the salary assessment for any new starter in accordance with the Trust Teachers Pay and Conditions, the stated intention in the advertisement, and the Trust's own Pay Policy.

Account may be taken of the previous experience of the individual and of the salary level in their current post.

Maintaining a Single Central Record

HR will maintain a single record of the recruitment checks for all the schools within the Trust. Local schools will keep their elements of the SCR updated and these should be held locally:

- all staff who are employed to work within schools of the Trust and have regular contact with children and any employees whatever level of contact they have with children:
- All staff employed as supply staff to the schools within the Trust whether employed directly by the Trust or local authority or through an agency and have regular contact with children
- All staff who visit schools within the Trust regularly and have regular contact with children. This will cover volunteers, Board of Directors who also work as

volunteers within the schools of the Trust, and people brought into the schools within the Trust to provide additional teaching or other experience for pupils but who are not staff members e.g. a specialist sports coach or artist.

The Single Central Record will have the following headings:

- Category
- Identity-name, address and date of birth
- Date identity checked
- Qualifications-where the qualification is a requirement of the job i.e. those posts where a person must have QTS;
- Evidence of permission to work for those who are not nationals of a European Economic Area (EEA) country;
- DBS—for all those who require a check under the guidance and regulation applying at the time they were recruited
- Date that the check was evidenced
- Teacher Status check
- DBS Renewal date

Complaints

Formal complaints about the recruitment process can be dealt with through the Trusts' complaints procedure.

Induction

A systematic induction programme is provided to help the new employee adjust to the new social and working environment and to become effective in the job as soon as possible. Headteachers will ensure that they follow the statutory induction programme for Newly Qualified Teachers where applicable.

The purpose of induction is to:

- Confirm the conduct expected of teachers and support staff within the Trust
- Provide training and information about the Trust's policies and procedures
- Support individuals in a way that is appropriate for their role
- Provide new employees the opportunity to discuss any issues or concerns about their role or responsibilities; and
- Enable the headteacher or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and take steps to address these in a timely manner.

The content and nature of the induction process will vary according to the role and previous experience of the new staff member and will include information about and written statements of:

- Policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety and any other relevant child protection or safeguarding procedures
- Safe practice and the standards of conduct and behaviour expected of staff in Trust
- How and with whom any concerns about any issues should be raised and

- All relevant employee procedures such as disciplinary, capability whistle blowing etc. Appendix 6

Right to Work in UK

Immigration, Asylum and Nationality Act 2006 (the 2006 Act)

IMPORTANT INFORMATION FOR ALL SHORTLISTED CANDIDATES

**PLEASE READ CAREFULLY AND FOLLOW THE INSTRUCTIONS
SET OUT IN THIS LEAFLET**

This Act of Parliament places a legal responsibility on employers to only recruit new employees/staff from those who are eligible to work in the United Kingdom. An employer who does not comply will face a civil penalty up to £20,000.

It is, therefore, very important for an employer to obtain information which will demonstrate that all its new employees meet the eligibility rules. The information needs to be in a form which can be recorded for future demonstration that the employer has complied with the Act in its recruitment practices and decisions.

In practice this means that every candidate who is shortlisted for interview is required to bring to that interview documentary evidence which confirms their eligibility to work in the United Kingdom. The Home Office have specified several documents which will satisfy this requirement and these are listed in tables in the enclosed document.

- **Note on successful candidates who are nationals from the European Economic Area (EEA):**
 - EEA nationals have the right to work in the UK, however not all EEA nationals are permitted to work in the UK without restrictions. You will need to produce an official document showing your nationality. This will usually be either a national passport or national identity card which indicates that the holder is a national of an EEA state.
 - Nationals from Croatia must obtain an Accession Worker Authorisation Document (or 'Purple Registration Certificate') from the Home Office *before* starting work. Please refer to the full Home Office Guidance on employing Croatian Nationals.

CANDIDATES MUST BRING THE SPECIFIED DOCUMENT/S TO THE INTERVIEW.

**THE DOCUMENT/S MUST BE ORIGINAL/S AND MUST RELATE TO THE CANDIDATE.
(PHOTOCOPIES ARE NOT ACCEPTABLE).**

CANDIDATES SHOULD NOTE THAT FAILURE TO PRODUCE THE SPECIFIED DOCUMENT/S WILL MEAN THAT THE ORGANISATION WILL NOT BE ABLE TO OFFER EMPLOYMENT.

The specified document/s will be inspected and copied. Any personal information in the document/s supplied will be kept on a confidential basis and it will not be used for any other purpose other than compliance with this Act.

It is anticipated that the documentation provided by candidates will be straightforward and readily recognised. However, in cases where documents are unfamiliar, advice will be sought and this may lead to a short delay in offering employment. In such cases every effort will be made to keep the delay to a minimum in the interests of all applicants

ALL APPLICANTS MUST COMPLETE THE ATTACHED FORM

PLEASE COMPLETE THE FORM BELOW
AND BRING IT WITH YOUR SPECIFIED DOCUMENT/S TO THE INTERVIEW
PLEASE USE BLOCK CAPITALS

SURNAME:

FORENAME:

ORGANISATION:

POST TITLE:

INTERVIEW DATE:

Are there any restrictions issued by the Home Office or the UK Border Agency which may affect your employment status with this organisation?

YES:

(FURTHER DOCUMENTATION

NO:

MAILED IN THE ATTACHED TABLE

REQUIRED

IF YOU ANSWER YES TO THIS QUESTION)

Please refer to the Specified Documents listed in the attached tables. Identify the reference number next to the type of document/s you will bring to your interview, read the statement below, and enter the document reference letter and number.

LIST A:

LIST B:

I HAVE INDICATED ABOVE THE REFERENCE NUMBER OF THE TYPE OF SPECIFIED DOCUMENT/S THAT I HAVE PRESENTED AT MY INTERVIEW. I CONFIRM THAT I AM THE PERSON REFERRED TO IN THE DOCUMENT/S AND THAT I AM ENTITLED TO WORK IN THE UK. I UNDERSTAND THAT INFORMATION OR DOCUMENTATION SUPPLIED WHICH LATER PROVES TO BE FALSE OR MISLEADING WILL BE GROUNDS FOR DISMISSAL.

DECLARATION

I CONFIRM THAT THE INFORMATION I HAVE PROVIDED ON THIS FORM IS CORRECT

SIGNED:

DATED:

FOR OFFICIAL USE ONLY

MUST BE COMPLETED BY CHAIR OF INTERVIEW PANEL

DOCUMENT LIKENESS VERIFIED: ()

PHOTOCOPIES ATTACHED ()

CHAIR OF PANEL (PRINT NAME):

SIGNED:

DATED:

Date follow up check required:

Lists of acceptable documents for right to work checks

List A	
Acceptable documents to establish a continuous statutory excuse	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
List B	
Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave	
1.	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3.	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4.	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
Group 2 – Documents where a time-limited statutory excuse lasts for 6 months	
1.	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2.	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3.	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Appendix 2 Single Central Record

Category	Forename	Surname	Date of Birth	Address	Identity Evidenced & Date	DBS ref number	Issue Date	Renewal Date	Prohibition List from Teaching checked	Qualifications checked	Right to work in UK	Trust	Role	Comments	Supervisor

Appendix 3 – Employer Reference Request



Please complete this form as objectively as possible, bearing in mind your duties to the applicant and to the prospective employer to provide fair and balanced information.

Candidate's full name:	
Post applied for:	

Applicant's current post:	Trust/Company:
Employment dates, to/from:	Current point/scale/salary:
Please summarise the applicant's main duties and responsibilities:	
In what capacity is the applicant known to you?	
What are the applicant's reasons for leaving current post?	
Would you re-employ this person? Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, please comment:

We would be very grateful if you could indicate your assessment of the applicant in relation to the following qualities:	Excellent	Very Good	Adequate	Weak
Relationships with students				
Relationships with colleagues				

Relationships with parents				
Dress and appearance				
Dedication and commitment				
Energy and enthusiasm				
Reliability and trustworthiness				
Ability to work in a team				
Ability to work independently				
Personal initiative				
Leadership skills				
Adherence to procedures/policies				
Current knowledge of educational pedagogy				
ICT skills				
Ability to consistently meet deadlines				
Commitment as a form teacher				
Classroom management of students				
Ability to control/manage students				
Ability to motivate students				
Quality of lesson planning				
Quality of marking				
General record keeping				
Skills as a classroom teacher				
Quality of students' GCSE/A-level exam results				

How do you rate the suitability of the applicant for the position applied for in relation to the following:	Excellent	Very Good	Adequate	Weak
Relevant skills				
Relevant/similar experience				
Relevant knowledge				

Strengths

--

Areas for development

--

Would you recommend the applicant for this post?			
Strongly recommend without reservation <input type="checkbox"/>	Warmly recommend <input type="checkbox"/>	Recommend but with some reservations <input type="checkbox"/>	Not recommend <input type="checkbox"/>

OFSTED**Please indicate the applicant's quality of teaching (by Ofsted criteria):**Outstanding Good Requires Improvement Inadequate **Discipline**

Are there any current disciplinary issues outstanding or being investigated?

Yes No

If Yes, please give details:

Does the applicant have any former disciplinary warnings that are still in force?

Yes No

If Yes, please give details:

Has the applicant had instances of repeated disciplinary offences over the last 5 years?

Yes No

If yes, please give details:

Professional Capability

Has the applicant been subject to procedures on the grounds of professional capability within the last 3 years?

Yes No

If Yes, please give details:

Other Relevant Information

Please provide any other information you think may help us when considering this candidate:

--

Child Protection This post is exempt from the provisions of the 1974 Rehabilitation of Offenders Act.
Do you know of any warnings, cautions, bind-over orders, convictions or any other information which may indicate that this person is unsuitable for employment with children? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details
Are you completely satisfied that the applicant is suitable to work with children? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please give details
Have there been any concerns about the applicant's behaviour towards children or young people? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details

Confidentiality
The information you provide will not be released to the applicant without either your express permission or a legal responsibility to do so. Do you have any objection to the applicant having sight of this reference: Yes, I do not wish this reference to be shared without my express permission <input type="checkbox"/> No, I am content for this reference to be shared with the applicant <input type="checkbox"/>

Form completed by:	
Name:	Signed:
Position:	Date:
Trust/Company	Contact telephone:

Appendix 4 - Pre-employment Health Questionnaire

Section 1: To be completed by recruiting personnel *prior to issuing form for completion to candidate.* (Please PRINT all details)

Name of personnel officer / manager:

Candidates surname:	Forenames:
Maiden name (if applicable):	Date of birth:
Home address:	Department:
	Proposed place of work:
	Job title:
Home Tel no:	Hours of work:
	Proposed start date:
Mobile Tel no:	Email address:

Section 2: - Job & Task Analysis to be completed by Manager

Please tick any of the boxes relevant to the normal duties of the proposed role:

Moving and handling		Working with hazardous substances	
Working at heights		Working with vibratory tools	
Working in confined spaces		Working in a noisy environment	
Working with display screen equipment for most or part of day		Preparing/handling of food	
Driving duties eg: FLT, LGV/PCV vehicles		Working Shifts / Nights	

Section 3: - To be completed by candidate - Work related health history

Do you need any special aids/adaptations to assist you at work, whether or not you have a disability?		
Have you ever been denied or left a job for health reasons?		
Are you having, or waiting for, treatment or investigation of any kind at present?		
Have you ever suffered any work related ill health?		
Do you have / have you had a medical condition either physical or mental that would affect your ability to perform the proposed job?		

YES

NO

PLEASE DO NOT ELABORATE ON ANY 'YES' RESPONSES ON THIS FORM. If you answered 'yes' to any of the above questions this document will be passed to the Occupational Health Team. You will be contacted by one of the Occupational Health Advisors, and your answers will be held in ***strictest confidence*** and retained by the Occupational Health Department, in accordance with the provisions of the Data Protection Act 1998. No medical detail will be released to a third party without your informed consent.

Declaration by candidate

I declare that all the information given above is true and correct to the best of my knowledge. I understand that if I knowingly withhold or give inaccurate information, this may constitute grounds for termination of employment. I acknowledge and understand that I may be expected to attend for an Occupational Health assessment if required.

Name: (Print)

Signature:

Date:

Appendix 5 New Starter Form



**CONFIDENTIAL
NEW STARTER FORM**

Section 1 – At Interview Checklist for Safer Recruitment

DOCUMENTS	COMMENT S	SEEN BY	DATE SENT	DATE RETURNED
Proof of status : UK/EU Passport or full Birth Certificate & proof of permanent NI number Candidate to sign Asylum, Immigration and Nationality Act 2006 & DBS Declaration				
References To be taken up prior to interview Ref 1 Ref 2				
Qualification Certificates Applicants to bring original certificates to interview to copy.				
DFE Employer Access Check (Teacher Barred List)				

Section 2 – Pre start date checklist

Congratulations letter

(sent on day after of verbal offer of appointment)

Scan Application Form to Bradford Council

Request contract from Bradford Council sent via Trust HR Manager to sign for new employee

Acceptance filed with copy of contract

New Starter Induction pack to include:

- Privacy Notice Data Protection Act 1998
- Personal Information sheet
- Pre-employment Health Questionnaire
- Bank/P46
- Trust information

Details added to HCSS/SIMS and initials then added to Staff List

Disclosure & Barring Service (DBS)

1. Application Emailed to employee
2. Face to Face interview ID provided

Check application form to ensure it has been signed (if sent electronically)

Scan Bank/P46/P45/Pension opt out forms to payroll

Take photo/Set up email/network login/keys/swipecard/laptop/SIMS (Fi/Brian/SFO/ICT)

New Starter Induction Pack/DSE Assessment sent to Line Manager

Recorded on SIMS

Appendix 6 - New Starter Induction Best Practice Example

NEW STARTER INDUCTION

Name

Role

**Line
Manager**

Department

Start Date

PLEASE RETURN THE COMPLETED FORM TO THE HR DEPARTMENT AFTER THE MONTH 3 REVIEW

PRE FIRST DAY

**Roles and
Responsibili
ties**

Description

**Who does
this relate
to**

How delivered

Delivered by

Date sent

Job Description

All Staff

Included in Application Pack

HR

Contract of Employment (working hours, pay, holidays, pension etc.)

All Staff

Sent on acceptance of employment

Bradford Council

Bank Details Form

All Staff

In person at Interview or/included in New Starter Pack

HR

P46 (Please complete if you cannot provide a P45)

**History,
values and
ethos**

DBS Form

Trust Holiday Calendar

Trust Day Timetable

Campus Map

Absence Line Card

Personal ParentPay Log on details - Staff

Pre-Employment Health Questionnaire

School Specific Strategic Vision

Included in Application Pack

School Leadership Team & Responsibilities

School Staffing Structure

School Positive Learning Strategy

Included in Application Pack

School Behaviour Policy

Included in New Starter Pack

FIRST DAY

Essentials

Description

**Who does
this relate
to**

How delivered

Delivered by

Date

**received/
completed**

ID Badge /Keys	All Staff	In person	HR
Introduction to Colleagues	All Staff	In person	Line Manager
Tour of School/Campus to include:-			
Fire Alarm, Exits & Emergency Meeting Points			
Staffroom/Pigeon Holes			
Dining Room/ Dining Areas /Catering			
Staff Toilets			
First Aid/Healthcarer /Personal Care Team			
Physio Room/Hydropool (SEN)			
Admin, Finance & HR			
Reprographics/Audio Visual Team			
Student Facilities Office & Reception			
Year Offices/ Bases/Offices			
PACT			
LRC/Careers/SEN			
Lost Property			
Signing in/out books – Reception			

Issue of any Protective Equipment/Clothing (please note any relevant PPE):-

Key Information about the School/Campus (School Specific)

AMEY FM Role on the campus	All Staff	In person	Line Manager
How to log building & ICT issues			
Co-location			
Staff Information Folder/T Drive/X Drive/Office 365			
Staff Handbook – Staff Page - 365			
Telephone/Email List & Staff List	All Staff	Staff Page 365	Employee
Staff Handbook (including info re. support services e.g. Admin/Finance/Exams/Student Facilities/Visual Resources)	All Staff	Staff Page 365	Line Manager
Trust Calendar	All Staff	Staff Page 365 or Staff Information Folder T Drive	Line Manager

ICT Training

Teacher Toolkit/Laptop or PC overview	All staff	In person (please contact Brian Stocks to make an appointment)	Brian Stocks
Logins	All staff		

X, T, U & S Drive	All staff		
Trust Website Links/Internet			
365 – Use of Email/Calendar/Staff & Student Areas			
SIMS Learning Gateway (SLG) – Homepage info & finding Students/Staff Timetables (inc taking registers)	All staff		
SIMS In Touch	All staff		
Swipecard (Printers/Door/Access/Catering/Library)	All staff		
Printer/Copier/Scanning	All staff		
ICT Help Files	All staff	Staff Page 365	Employee
ICT Policy & ICT Learning Culture	All Staff	Staff Page 365/Staff Handbook	Employee
Accessing academic monitoring	Teachers	In person	Line Manager
Identify any other software training requirements in the professional development section:-	All staff	In person	Brian Stocks/Line Manager

FIRST MONTH

Description	Who does this relate to	How delivered	Delivered by	Date completed
-------------	-------------------------	---------------	--------------	----------------

Health & Safety Training

Complete the Campus Safeguarding and Child Protection Policy 2015/ Be aware of who the named persons for Child Protection are.

Complete the Campus General Health and safety Training & Understanding the Trust Health & Safety Policy

Complete the Campus Fire Prevention Training & Understanding the Trust Fire Evacuation Policy (individual responsibilities if applicable) *Line Manager to advise of any specific Fire Evacuation Duties.*

Read the Accident Reporting Policy and First Aid Procedure

Complete the Campus Manual Handling Training

Read through the Lone Working Risk Assessments relevant to your role

Complete the Campus Safety with Computers (DSE Training Pack) and other DSE Guidance applicable to your role

All staff

Health & Safety Training can be found in X:\Health And Safety\Campus H&S Training\H&S Compulsory Training - All Staff

Policies can be found through the staff page on 365 Staff Page or X Drive/Campus Policies and Procedures (PDF)

Risk Assessments can be found on 365 Staff Page or X Drive/Health and Safety/Risk Assessments

Employee – self learning

All Staff

In person

Employee

Complete the Campus Risk Assessment Training & Awareness of Campus Risk Assessments

Employee

Working at Heights - All staff are required to read RA147 Working at Heights Risk Assessment – sign and pass to HR if applicable

Employee

End of session procedures – role specific (roles, tidying, cleaning, security):

Line Manager

**Professional
Development**

Faculty/Department specific Induction programme and probationary period (if applicable)

All Staff

In person

Line Manager

Overview of Appraisal system/IPR's & Self Reflection

All Staff

In person

Line Manager

Personal Development Plan

All Staff

In person

Line Manager

Role Specific Training to be identified

All Staff

In person

Line Manager

1.

2.

Ethos Values and Vision (School Specific)	Description	Who does this relate to	How delivered	Delivered by	Date received
	Understanding the organisational structure of the each Trust, including the role of Beckfoot Trust Board	All staff	In person	Line Manager	
	Understanding the role of the Beckfoot Student Leadership Groups	Beckfoot	Staff Page 365	Employee	
	Understanding the Behaviour Policy of each Trust	All staff		Employee	
	Awareness of all other policies	All staff		Employee	
	Reporting System/Reporting Timetable (Beckfoot)	Teachers/ Admin Staff (Beckfoot)	T:\Academic Monitoring\Reports Information	Employee/ Line Manager	

MONTHS 1-3

Health & Safety (School Specific)	Display Screen Assessment (please complete within 6 weeks of start date after completing the Safety with Computers (DSE Training Pack)	All staff who use Display Screen Equipment	Fixed Assessment for those with a permanent workstation – Flexible for all other staff.	Employee/ Line Manager
	Child protection/Safeguarding Training via online link through Bradford Council	All staff	An email will be sent to you with log on details.	Bfd Council
	Non-confrontational approach training	Beckfoot	By request	Gill Halls
	Team Teach Training/Manual Handling	Hazelbeck	By request	Sue Pierce
	Moving and Handling Training	Hazelbeck Beckfoot	By request By request	Line Manager

Other

INDUCTION REVIEWS

Date of Review	Line Manager Signature	Employee Signature	Comments
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**Week 1 Induction
Review**

**Month 1 Induction
Review**

**Month 3 Induction
Review**

PLEASE RETURN THE COMPLETED FORM TO THE HR DEPARTMENT AFTER THE 3 MONTH REVIEW

Part 2 - DBS and Safer Recruitment Policy

Safer Recruitment Overview

The Trust operates a strict recruitment policy following the principles of Safer Recruitment Training. This includes:

- Clear and easily understood advertisements
- Detailed personnel specifications for each post
- Job descriptions for each post
- Any further particulars of the post as described in an additional information document
- Applications are assessed against the personnel specification and other application information to create a short list of candidates.
- Interviews are conducted fairly and consistently on a structured basis
- All interviewees provide evidence of qualifications (if applicable) and identification
- All Interview Panels include a member of staff who is 'Safer Recruitment' trained
- A member of the Board of Directors is always 'Safer Recruitment' trained
- References are always taken for new employees and details are checked against other records for consistency.
- The advice provided in the DFE publication 'Keeping Children Safe in Education' April 2014, is followed.

DBS Checks and Access to the schools within the Trust

The School Day

The Trust's DBS Policy is operational during the School Day which for this purpose is regarded as 7.30am to 2.45pm. Outside these times, the Trusts operate as 'extended Trusts' and therefore include for the possibility of increased Community Group activity. Safeguarding is equally highly regarded during these times but the responsibility for it is more widely shared by those using the facilities.

Single Central Register (SCR)

It is our intention to include as many people as possible on the SCR that is held in the HR Department. Reception staff have access to the names of people on the SCR. The SCR will include all those people permanently or regularly employed at schools within the Trust.

Those people not included on the SCR but who could be found in the schools within the Trust include

Occasional Visitors, Building or Maintenance Contractors and Board of Directors and these circumstances are described below.

Further clarifications are noted below:

Employees

All job offers are made subject to satisfactory references and Enhanced DBS checks carried out by the schools within the Trust.

DBS Checks Returned with a Disclosure

The Trust recognises that in some cases DBS checks will include disclosures of past criminal activity. This is not of itself a bar to inclusion on the Single Central Record. In all such cases, the Headteacher will complete a risk assessment, taking advice as necessary, and decide if the individual is considered appropriate to include on the SCR.

It is the Trust's understanding that other Authorised Bodies completing DBS checks that are recognised by the Trust will complete similar risk assessments in the event of a DBS Check disclosure.

Starting Employment without a Beckfoot Trust DBS Check

In exceptional cases, a member of staff is authorised by the Headteacher to start work before the return of their Beckfoot DBS check only if they sign a personal declaration stating that they have no criminal convictions, bind-over orders, cautions, reprimands or warnings recorded against them. Exceptional circumstances arise where a key role within the Trust is vacant and the time taken to process a DBS check is extensive. In such cases, members of staff are only allowed to work alongside other members of staff and never alone.

Accepting DBSs Completed by Other Organisations for those not on the SCR.

The Trust complete new DBS checks for all new employees on appointment. For those peripatetic teachers/coaches or volunteers working for shorter or infrequent times, we recognise DBS checks completed by other organisations in the following circumstances:

- DBSs provided by National Governing Bodies of sports recognised by Sport England.
- Other Trusts, Academies or Local Authorities.
- Recognised Supply Agencies.
- Amey staff listed on the Amey DBS Central register.
- The Safer Trusts Police (SSP) Officer employed 1 day per week in Trust as part of the Bradford SSP initiative.

In these cases, individuals entered onto the SCR will complete a 'Self Declaration Form' that confirms they have no convictions since the date of their DBS.

Building or Maintenance Contractors

Schools within the Trust and Amey will be visited by 'occasional' contractors from time-to-time. All 'occasional' contractors will complete a 'Permit to Work' which will include details of the Named Contractor's DBS number. Anyone accompanying the Named Contractor will not be left to work alone in areas of the site to which students have access. Where possible and in the majority of cases, Maintenance is carried out outside the normal school day.

Regular, Voluntary Helpers

Regular is defined as more than 4 times each year or four times in any one month.

Regular, voluntary helpers are treated in the same way as permanent members of staff and require a DBS check.

Occasional Visitors

Occasional visitors do not need a DBS check when visiting, provided they are permanently in the presence of a member of the Trust's staff.

Board of Directors

Where a director has been elected or appointed before 1st April 2016 and does not hold an enhanced criminal record certificate, the Trust must apply for such a certificate in respect of that director by 1st September 2016 and must be included on the SCR.

Where a director is elected or appointed on or after 1st April 2016 and does not hold an enhanced criminal record certificate, the Trust must apply for such a certificate in respect of that director within 21 days after his or her appointment or election and must be included on the SCR.

Interview Candidates

Candidates on interview will not have verified DBS Checks but may be shown around the schools within the Trust by students provided that there is a small group of students leading the tour. No candidate is ever left on his or her own with one student.

Updating DBS Checks

There is a rolling system of replacing DBS checks every ten years at the Trust. For Special Schools this is every three years. In addition, there is an interim declaration every five years where each member of staff signs a declaration stating that no criminal conviction etc has occurred since their DBS check.

Breaks in Service – Exam Invigilators

Exam invigilators should be asked to complete a declaration once each year at the training session run by the Examinations Office irrespective of how frequently they

visit Trust. This will ensure we have an annual declaration in addition to the normal cycle of DBS renewal.

Audit of Practice

In order to audit the policy, schools within the Trust holds a Central Record of recruitment including:

1. A DBS summary record spreadsheet for all staff and regular visitors
2. Checklist for Interviews (recording identity and qualification checks) of applicants
3. References and application forms are held in the personnel files of appointed staff
4. Records from BMDC HR Department confirming that applicants have clear DBS checks are held in the applicants personnel file

Visitor/Reception Practice

Definition of a Visitor

Anyone (with the exception of Amey staff based at schools within the Trust) not in possession of a Staff identity card is a 'Visitor'. All Visitors that do not hold a staff identity card must sign in at Reception.

Regular Visitors (more than 4 times each year or four times in any one month) or peripatetic teachers must not work within schools of the Trust without being included on the SCR. Until they are included on the SCR they may only work when accompanied.

Visitor Access Arrangements

Visitors listed on the Beckfoot Trust's SCR must 'sign-in' at Reception. Visitors listed on the SCR can then move around the Trust's schools and carry out their business without being accompanied.

Visitors not listed on the Beckfoot SCR must all be announced to the member of staff that is responsible for the work they have come to complete. Amey Contractors with an Access to Work Permit will work in the building under the supervision of the Amey Site Manager. All other visitors not listed on the SCR must be accompanied at all times.

Doubts or Concerns

Safeguarding is the Trust's highest priority. Any concerns relating to the interpretation of this policy or its day-to-day practice should be raised immediately with the nominated Safeguarding Officer at the school.

Part 3 – Disqualification by Association

Background

The Childcare Act 2006 and Childcare (Disqualification) Regulations 2009 place separate requirements on schools. At the point that an individual is convicted of, or cautioned for, a criminal offence of a specified type or category, or where they meet other disqualification criteria set out in the regulations, the Act and Regulations disqualify employees from:

- providing early years childcare^[1] or later years childcare to children who have not attained the age of eight; or
- being directly concerned in the management of that childcare.

Schools must make sure that they carry out **appropriate checks** which means that they must ask both existing and new employees to provide information not just about themselves but also about any person who lives or works in the same household as them. Grounds for being disqualified under the 2009 regulations include:

- being cautioned for or convicted of certain violent and sexual criminal offences against children and adults
- grounds relating to the care of children
- having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering
- living in the same household where another person who is disqualified lives or works

This is in addition to inclusion on the Children's barred list.

[1] 'Early years childcare is any care for a child from birth to the 1 September following a child's 5th birthday and includes education and any other supervised activity'

Employees covered

This means that the following categories of employees in nursery and primary school settings are covered by the Childcare (Disqualification) Regulations 2009. These are the same arrangements as those in place for registered childcare provision outside of schools and include:

- Employees who work in early year's provision (including teachers and support employees working in school nursery and reception classes); up to age 5.
- Employees working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision;
- Employees who are directly concerned in the leadership of such early or later years provision

Action for schools, early year's settings and individuals

Schools and early year's settings are responsible for ensuring that all the employees they employ have had the appropriate checks. This includes ensuring that those working in these settings are suitable to do so.

Declaration

Business Managers should ask all existing employees working in these settings and those who are directly concerned in the management of such provision to provide the relevant information not only about themselves but also about a person who lives or works in the same household as them.

They should also ask for this information as part of the pre-employment checks they undertake when appointing new employees. Any offer of employment made would be conditional on this.

A template declaration form can be found at Appendix 1. This form aims to keep the declaration process as clear and simple as possible.

In respect of directors **Volunteers or Board of Dir: they cannot be disqualified as they are not employed** and therefore are unable to apply for a waiver as a volunteer. However, you can ask these people to also complete a declaration and this can be considered in the same way as employed employees.

Disqualification by association

When it is identified that an individual is disqualified or the 'by association' criteria is met, Employees who work in the specified early or later year's provision should be asked to provide the following information to their employer about themselves or any person who lives in the same household as them:

- Details of any order, determination, conviction, or other ground for disqualification from Registration under the Childcare (Disqualification) Regulations 2009;
- The date of the order, determination or conviction, or the date when the other ground for disqualification arose;
- Information about the body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
- A certified copy of the relevant order (in relation to an order or conviction).

Any relevant information passed to the school must be provided to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the school became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries

This may mean that an individual is not able to work in their role due to convictions that someone else in their house hold may have. This covers anyone with whom living accommodation is shared. This includes spouse/partners, children including foster children and lodgers. It should be noted that there is no requirement for them to be related. This list is not exhaustive and if you are unsure you should contact Human Resources and seek advice.

Ofsted waiver

Individuals who are disqualified are not permitted to continue to work in early or later year's provision or be directly concerned in the management of that provision. This disqualification applies immediately and the individual cannot continue to work in childcare related activity.

Where a school becomes aware that an employee is disqualified they should explain the implications to the individual and advise them that they can usually apply to Ofsted for a waiver of disqualification. However it should be noted that Ofsted cannot grant a waiver to an individual who is on the Children's Barred List. Please discuss with your HR on how to proceed in these instances.

Alternatives should be sought in the first instance to remove the person from working in childcare and all alternatives to suspension such as redeployment or working from home should be considered.

School should also consider the effect that any potential action may have on the employee's emotional wellbeing and consider whether they may need to access support via Occupational Health.

Further details about how to make an application for a waiver can be found in the Ofsted fact sheet: [Applying to waive disqualification: early years and childcare providers](#).

Ofsted may grant a full or partial waiver, including a waiver that would allow an individual to work in the school settings described above.

In making their decision on whether or not to grant consent to waive disqualification Ofsted will consider the following:

- Risk to children
- Nature and severity of any offences, cautions or orders
- How long ago this was
- Any pattern of repeat offending
- Notes from any interviews with the disqualified employee
- Any other relevant information including any relevant mitigating factors

If Ofsted refuses to grant consent to waive disqualification then the employee has a right to appeal to the Health, Education and Social Care First Tier Tribunal within 28 days of Ofsted's decision letter.

Where the employee refuses to apply for a waiver, or a waiver is declined, schools will have to consider and make decisions about whether the employee could be permanently redeployed, the appropriateness of redeployment, or whether steps should be taken to legitimately terminate their employment.

It is not clear how long a decision will take, **whilst a waiver application is under consideration the individual must not continue to work in these settings.**

The full lists of offences that would be considered relevant are available through the following links:–

<http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made>

<http://www.legislation.gov.uk/uksi/2009/1547/schedule/2/made>

<http://www.legislation.gov.uk/uksi/2009/1547/schedule/3/made>

Frequently Asked Questions

On 27 February 2015 the DfE introduced guidance regarding the disqualification of school employees under the Childcare Act 2006. These FAQ's tell you all you need to know and explain what steps to take next.

Does the new guidance apply to my school?

- If you have early years provision for children up to and including reception age both during and outside of school hours then it will apply to you.
- Also in terms of later years provision if you provide before or after school clubs at your school and they are attended by children up to eight years of age, then the requirements of the guidance apply to employees at those clubs.

Which employees does the guidance apply to?

- In primary schools it applies to all employees who are employed in and/or to provide early years childcare
- All employees working in later years provision with children under the age of 8 including before and after school care
- Unsupervised volunteers are covered by this guidance so any volunteer deemed to be in Regulated Activity is covered
- Those who lead any of the above employees such as the headteacher and those in leadership and management roles are covered by the guidance.

Which employees does the guidance not apply to?

- The guidance explains that employees not employed directly to provide childcare are not covered by this requirement. Therefore it is not applicable to office staff, caretakers, cleaners, driver and kitchen staff as may have been previously thought.
- Employees that only provide childcare or supervised activities out of school hours for children aged 8 or over.
- Employees who are only occasionally deployed in the relevant childcare do not automatically fall into the scope of the legislation
- Directors are not covered by the legislation unless they volunteer to work in relevant childcare on a regular basis

Does School have to get employees to complete a declaration form?

A declaration form is one way to obtain the information and for school to evidence that you have made reasonable enquiries of the relevant employees.

What does 'living in the same household mean'?

This covers anyone with whom living accommodation is shared. This includes spouse/partners, children including foster children and lodgers. It should be noted that there is no requirement for them to be related. This list is not exhaustive and if you are unsure you should contact HR and seek advice.

What if an employee does not know whether or not someone they live with has committed a relevant offence?

Employees are asked to declare to the best of their knowledge. Therefore it would be a defence if the employee could establish that they did not know about this and had no reasonable grounds to believe that they were disqualified by association. The employee is not required to make specific enquiries of others that live in their household but must declare any relevant information that they are aware of.

What impact will this guidance have on the recruitment of new employees?

As part of your Safer Recruitment Process you could ask new recruits who work in Early Years to complete a declaration form. This could be completed at the same time in the recruitment process as the DBS check and any offer would be made conditional to this.

What should I do with the information obtained?

This should be stored securely on the individual's personnel file. Any information provided to school that is not relevant should be destroyed.

Are there any Data Protection Implications?

The Disqualification Regulations require the school to pass the information to Ofsted. However it is important to remember that all information must be processed in line with the Data Protection Act.

Can I ask all employees in school to complete a declaration form?

As the guidance issued by the DfE has now clarified that the regulations do not apply to all employees it would not be appropriate to ask all employees to provide the relevant information.

What are the Legal Implications of failing to comply with this legislation?

It is an offence to knowingly employ an employee in relevant care who is disqualified and so school must not allow them to continue in this role and must consider the appropriate next steps.

What should I do if an existing employee makes a declaration?

- You should provide the relevant information to Ofsted as soon as possible but no later than 14 days after receiving it.
- The employee should be advised that they need to apply to Ofsted for a waiver. They can call 01325 340409 to request a form and seek advice.
- Consider whether redeployment, working from home or suspension is the best option depending on the individual facts of the case.
- You should also consider the effect that any potential action may have on the employee's emotional wellbeing and consider whether they need to access support via Occupational Health. If you are unsure regarding a declaration made by an employee please contact HR for further advice.

What about employees already suspended?

As with any suspension you should regularly review the reasons for the suspension and consider whether they still apply. If you are unsure about this please contact HR for further advice.

What does Ofsted consider when deciding whether or not to grant consent to waive disqualification?

- Risk to children
- Nature and severity of any offences, cautions or orders
- How long ago this was
- Any pattern of repeat offending
- Notes from any interviews with the disqualified employee
- Any other relevant information including any relevant mitigating factors

What if Ofsted refuses to grant consent to waive disqualification?

The employee has a right of appeal to the Health, Education and Social Care First-Tier Tribunal within 28 days of Ofsted's decision letter.

Should school ask to see criminal records?

Schools should not ask employees or third parties for copies of their criminal records, as this will amount to an enforced subject access request which is an offence under section 56 of the Data Protection Act from 10th of March 2015.

Does this guidance apply to contractors?

Schools are responsible for ensuring that persons working with children are suitable to do so. In the case of workers that are supplied by an agency or third party organisation schools should satisfy themselves that the agency or organisation has carried out the relevant checks

Appendix 1 Childcare (Disqualification) Regulations 2009 Disqualification Declaration Form

School Name:

- | | Yes | No |
|---|--------------------------|--------------------------|
| • Are you disqualified from working with children as per the Childcare Act 2006 and/or the Childcare (Disqualification) Regulations 2009. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are there any people living in your household who are disqualified from working with children as per the Childcare Act 2006 and/or the Childcare (Disqualification) Regulations 2009. | <input type="checkbox"/> | <input type="checkbox"/> |

Grounds for being disqualified under the 2009 regulations include:

- being cautioned for or convicted of certain violent and sexual criminal offences against children and adults
- grounds relating to the care of children
- having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering
- living in the same household where another person who is disqualified lives or works

These are in addition to inclusion on the Children's barred list.

If you have answered 'Yes' to either of the questions above, please provide details:

You must provide: details of any order, determination, conviction or other ground for disqualification; date of this order, determination or conviction or date when the other ground for disqualification arose; information about the body or court involved and the sentence (if any) imposed. We will also require a certified copy of the relevant order (in relation to an order or conviction).

I certify that the above information is correct and accurate.

Name:

Signature: Date: