



Eastbrook Safer Recruitment Policy

Audience:	Parents Academy staff and volunteers Local Governing Bodies Trustees Regional Boards Local Authorities
Approved:	Local Governing Body
Other related policies:	Safeguarding & Child Protection; Behaviour; Code of Conduct; Disciplinary; Whistleblowing; Volunteers and student
Policy owner:	School level
Policy model:	Compliance
Review:	Annually as a minimum, and in line with new Legislation / Statutory Guidance.
Version number:	1.0 (Updated September 2019)

REAch2 Safeguarding and Child Protection policy



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

- Integrity** We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
- Responsibility** We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
- Inclusion** We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
- Enjoyment** Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
- Inspiration** Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
- Learning** Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
- Leadership** REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

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1. Aims and Objectives

Eastbrook Primary Academy is committed to safeguarding and promoting the welfare of all pupils in its care and the safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The academy expects all staff, volunteers and contractors to share this commitment. The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them, by having appropriate procedures in place for appointing staff.

The aims of our recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education 2018 (KSCIE), the Prevent Duty Guidance for England and Wales 2016 (the Prevent Duty Guidance), Childcare Disqualification Regulations 2006, updated August 2018 and any guidance or code of practice published by the Disclosure and Barring Service (DBS);
- to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

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

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process. We aim to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies.

2. Roles and Responsibilities

It is the responsibility of the Governing Body to ensure that the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements, and monitor our compliance with them. It is the responsibility of the Headmaster, Senior Leaders and other designated staff involved in recruitment to ensure that we operate safe recruitment procedures and makes sure all appropriate checks are carried out on all staff who work with us, to monitor contractors' and agencies' compliance with this document, and to promote welfare of children and young people at every stage of the procedure. The Governing Body has delegated responsibility to the Headteacher and other senior staff to lead in all appointments; Governors may be involved in staff appointments but the final decision will rest with the Headteacher or senior staff member

3. Recruitment and Selection Procedure

Advertising

To ensure equality of opportunity, we will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement. Any advertisement will make clear our commitment to safeguarding and promoting the welfare of children. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act.

Application forms

We will use the standard application process as per expected practice for REAch2 Academy Trust schools, with all applicants for employment required to complete an application form containing questions about their academic, full employment history and their suitability for the role. The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Incomplete application forms will not be shortlisted and CVs will not be accepted. It is unlawful for us to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decision. It details the qualification, skills, experience, abilities and expertise that are required to do the job. The person specification should include a specific reference to suitability to work with children.

References

References for shortlisted applicants will be sent for immediately after shortlisting. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory, none of which can be from a relative. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. If an individual is new to employment, or there has been a significant break in employment, references can be accepted from a professional who knows the individual e.g. local GP. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. Any discrepancies or anomalies will be followed up. Direct contact by phone may be undertaken on a random basis with referees to verify the reference.

Interviews

There will be always be a face-to-face interview (which may include the use of video calling), and a minimum of two interviewers will see each applicant. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training) Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the

individual case during the interview process, if it has not been disclosed on the application form. At least one member of any interviewing panel will have undertaken Safer Recruitment Training or refresher training as applicable. All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken; unsuccessful applicant documents will be destroyed no less than six months after the interview takes place.

4. Offer of Employment and New Employee Process

In accordance with the recommendations set out in KCSIE 2018 and the requirements of the Education (Independent School Standards) Regulations 2014, we carry out a number of pre-employment checks in respect of all prospective employees. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which is considered to be satisfactory;
- where the position amounts to "teaching work"
 - confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
 - being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working or which, in our opinion, renders the applicant unsuitable to work with us;
 - being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working or which, in our opinion, renders the applicant unsuitable to work with us;
- the receipt of an enhanced disclosure from the DBS which is considered to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List*;
- confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school, this will include all members of the Senior Leadership Team and departmental heads;
- For individuals working with children from birth to the 1st September following their 5th birthday (Up to and including reception) or later years childcare (this covers children above reception but have not attained the age of 8), childcare provided outside of school hours, the school will require confirmation that the applicant is not disqualified under the Childcare Regulations 2006, updated August 2018. verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- verify the candidate's mental and physical fitness to carry out their work responsibilities N.B. a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK;
- verification of professional qualifications which are deemed a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified)

****Definition of Regulated Activity and Frequency***

A person will be considered to be engaging in regulated activity if, as a result of their work, they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children;
- engage in intimate or personal care or, overnight activity, even if this happens only once.

****Regularly means, meaning once a week or more; or satisfies the "period condition", meaning four times or more in a 30-day period;***

****Overnight means between 2am – 6am***

We are required to carry out an enhanced DBS check for all staff, supply staff, volunteers and governors who will be engaging in regulated activity. However, we can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Whether a position amounts to "regulated activity" must therefore be considered in order to decide which checks are appropriate. It is however likely that in nearly all cases we will be able to carry out an enhanced DBS check and a Children's Barred List check.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position.

DBS (Disclosure and Barring Service) Certificate

We apply for an enhanced disclosure from the DBS and a check of the Children's Barred List in respect of all positions at the school which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out a Barred List check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. It is our policy that the DBS disclosure must be obtained before the commencement of employment of any new employee.

It is our policy to request a new DBS certificate if they leave employment and then return after a period of 3 or more months. Staff are aware of their obligation to inform the Headteacher or the HR Department of any cautions or convictions that arise between these checks taking place. This is reinforced in performance reviews and annual declarations.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

Portability of DBS Certificates Checks

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Portability must be applied for within 28 days of application and 30 days after certificate has been issued for a fee of £13/per annum.

Copies of DBS Checks

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their certificate for the school to view within 7 days of issue and before they commence work or any project. The school does not have to retain a copy of an individual's DSB. If a copy is taken, it must be destroyed within 6 months.

Dealing with convictions

We operate a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances;
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Headteacher or another designated senior person and/or Human Resources, this will be recorded using the Positive Disclosure form (Annex A). A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Headteacher or another designated senior person and/or Human Resources will evaluate all of the risk factors above before a position is offered or confirmed. If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, we may, where practicable and using discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Overseas checks

Applicants who have lived/travelled abroad for more than 6 months within the last 10 years will need to obtain a criminal records check from the relevant country. The applicant may not be permitted to commence work until the overseas information has been received and is considered satisfactory.

Proof of identity & Right to work in the UK

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK – a right to work checklist will be used for each new employee (Annex B); in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

Verification of Qualifications and/or professional status

Applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form. Copies of all relevant qualifications will be maintained on personal files.

Disqualification under the Childcare declarations

The regulations apply to staff who work in, or are directly concerned with managing:

- Early years provision
 - Covers staff who provide any care for a child up to and including reception age

- Includes education in nursery and reception classes, and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after-school care provided by the school) both during and outside school hours for children in the early years age range
- Later years provision (for children under 8)
 - Covers staff who work in childcare provided by a school outside school hours for children under 8, including before-school settings such as breakfast clubs, and after-school provision
 - Does **not** include education or supervision during school hours, or extended school hours for co-curricular learning activities, such as the school's choir or sports teams

All staff will be expected to complete a disqualification declaration prior to employment, and each year of employment.

Medical Fitness

We are legally required to verify the medical fitness of anyone to be appointed to a post, after an offer of employment has been made but before the appointment can be confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role. We are aware of duties under the Equality Act 2010; no job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

Induction Programme

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Safeguarding & Child Protection Policy (which will include details of the Designated Safeguarding Lead and Children Missing in Education), the Code of Conduct, Behaviour Policy, and Part One and Annex A of KCSIE (2018), and make clear the expectations which will govern how staff carry out their roles and responsibilities. The School Business Manager or a member of the SLT will go through the induction pack with all new employees (see appendix 1) within the first week of their start date. This will be followed up by their line manager throughout their probation period, this documentation needs to be signed by the new employees and their line manager.

Single Centralised Register

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

- all employees who are employed to work;
- all employees who are employed as supply staff whether employed directly or through an agency;
- all others who have been chosen to work in regular contact with children, covering volunteers, Governors, peripatetic staff, contractors and people brought in to provide additional teaching or instruction for pupils but who are not staff members e.g. sports coaches.

The following information will be recorded on the Single Central Record:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- a section 128 check (for management positions as set out in paragraph 120-121 for independent schools (including academies and free schools));

- further checks on people who have lived or worked outside the UK; this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions;
- a check of professional qualifications, where required;
- a check to establish the person's right to work in the United Kingdom.

The Headteacher, Safeguarding Governor and/or Chair of Governors is responsible for auditing the Single Centralised Register and regularly reporting findings to the Governing Body.

Record Retention / Data Protection

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

This documentation will be retained for the duration of the successful applicant's employment. All information retained on employees is kept centrally in the school office in a secure cabinet. The same policy applies to any suitability information obtained about volunteers involved with school activities. We will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed. The 6-month retention period is in accordance with the Data Protection Act 2018.

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

Ongoing employment

The academy recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure

Leaving Employment

Despite the best efforts to recruit safely there may be occasions when allegations of serious misconduct or abuse against children and young people are raised. Whilst pre-employment checks are undertaken, we also have a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children;
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, it may also be decided to make a referral to the National College for Teaching and Leadership.

Contractors and agency staff

Contractors engaged by the school must complete the same checks for their employees that the school is required to complete for its staff. The school requires confirmation that these checks have been completed before employees of the Contractor can commence work at the school. Unless the work is taking place in the holiday period and there will be no contact with children.

If a contractor working at the school is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

Agencies who supply staff to the school must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the school requires confirmation that these checks have been completed before an individual can commence work at the school.

The school will independently verify the identity of staff supplied by contractors or an agency when they come to the school.

Visiting speakers (and Prevent Duty)

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

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

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

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

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

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

POSITIVE DBS DISCLOSURE GUIDANCE

If a DBS certificate reveals information that gives cause for concern, the Headteacher should arrange to meet with the individual to discuss the convictions/cautions and to confirm that the convictions/cautions under discussion actually relate to them.

Existing employees have the right to be accompanied by either a trade union representative or work colleague to this meeting.

If the individual has not disclosed the convictions/cautions, either on an application form or to their Headteacher if employed by the school when the offence took place, s/he should be asked why they had not done so. It is a serious cause for concern that any applicant or employee has failed to provide this information when required to do so, or has provided false information. The DBS application form makes it clear that all convictions, cautions, reprimands or warnings, even if they are believed to be 'spent', need to be included.

If an individual denies that the convictions/cautions relate to them, the school should seek advice from their HR Business Partner. The applicant will have to complete a dispute form, and possibly also the fingerprint consent form for the police to check the applicant's details against their records.

Factors to consider when making a decision to commence/continue employment:

- The degree of risk the employee/volunteer represents to children and other members of staff;
- The nature of the conviction/caution, when it took place and whether there is a possibility of further incidents together with the possible implications, if any, for the school employing this person;
- The degree of remorse, or otherwise, expressed by the employee/volunteer and their motivation to change.

In addition, the Headteacher should consider:

- the individual's criminal record, which should be assessed in relation to the tasks they will be required to perform working with and around children;
- the circumstances in which the work is to be carried out – what supervision is available and how readily?

The fact that someone has a conviction or a caution should not necessarily prevent them from taking up or continuing in employment with the school, although serious consideration should be given to the information that has been received before a decision is made. **The decision should be recommended by the Headteacher, and documented for final agreement by the Chair of Governors.**

DBS re-checks:

This pro forma can also be used in situations where the same convictions/cautions appear, following a DBS re-check:

- If this is a DBS re-check with convictions/cautions the Headteacher is aware of, and an interview to discuss this had taken place previously, please indicate this, sign off the pro-forma and return to the School Business Manager;
- If there is a new conviction/caution or there are changes to duties following the re-check that may affect the final decision, a full interview should take place and the full pro forma completed, signed and returned to the School Business Manager.

POSITIVE DBS DISCLOSURE PRO FORMA

Employee/Volunteer Name:

School:

<p><u>New Starters/Volunteers:</u> If new starter/volunteer, were you aware of the conviction/caution prior to this disclosure information, was it declared on the application form?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<p><u>DBS re-check:</u> Has an interview previously taken place? If there have been no new offences, please go straight to the end of this document and sign.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<p>What is the nature of the contact the individual has with children?</p>			
<p>Frequent direct contact</p>	<input type="checkbox"/>	<p>Frequent indirect contact</p>	<input type="checkbox"/>
<p>Infrequent indirect contact</p>	<input type="checkbox"/>	<p>Intensive</p>	<input type="checkbox"/>

<p>What is the nature of the offence(s)? Include details about when it took place, what age the person was at the time of the offence being committed, and what the punishment was.</p>

<p>Outline the rationale for your decision regarding commencement/continuation of employment. Refer explicitly to the factors outlined on page 1, and any other relevant information that has informed your decision.</p>

Headteacher's signature:		Date	
Chair of Governor's signature:		Date	

Right to Work Checklist

Name of person:		
Date of check:		
Type of check:	Initial check before employment	Follow-up check on an employee

✓ **Please tick the appropriate**

Step 1 Obtain	
<ul style="list-style-type: none"> • You must obtain original documents from either List A or List B of acceptable documents. 	
List A	Please tick
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
List B Group 1	Please tick
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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	<input type="checkbox"/>

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.	
List B Group 2	Please tick
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.	

Step 2 Check			
<ul style="list-style-type: none"> You must check that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering. 			
1. Are photographs consistent across documents and with the person's appearance?	Yes	No	N/A
2. Are dates of birth consistent across documents and with the person's appearance?	Yes	No	N/A
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes	No	N/A
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes	No	N/A
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes	No	N/A
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes	No	N/A

Step 3 Copy	Please tick
<p>You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:</p> <ol style="list-style-type: none"> 1. Passports: any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question. 2. All other documents: the document in full, both sides of a Biometric Residence Permit. 	
<p>You must also record and retain the date on which the check was made.</p>	

Know the type of excuse you have		Please tick
<p>If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.</p> <p>The documents that you have checked and copied are from:</p> <ol style="list-style-type: none"> 1. List A: You have a continuous statutory excuse for the full duration of the person's employment with you. You are not required to carry out any repeat right to work checks on this person. 2. List B: Group 1 You have a time-limited statutory excuse which expires when the person's permission to be in the UK expires. You should carry out a follow-up check when the document evidencing their permission to work expires. 3. List B: Group 2 You have a time-limited statutory excuse which expires 6 months from the date specified in your Positive Verification Notice. This means that you should carry out a follow-up check when this notice expires. 		
Date follow-up check required:		
Documents checked by:		
Date:		

Eastbrook Primary Academy

Safer Recruitment Checklist

Name of applicant:	
Position applied for:	

Before Interview	Signature	Date
<p style="text-align: center;">Job advertisement</p> <p style="text-align: center;"><i>Making clear our commitment to safeguarding and promoting the welfare of children.</i></p>		
<p style="text-align: center;">Job Description</p> <p style="text-align: center;"><i>Clearly and accurately setting out the duties and responsibilities of the job role.</i></p>		
<p style="text-align: center;">Person Specification</p> <p style="text-align: center;"><i>Detailing the skills, experience, abilities and expertise that are required to do the job. The person specification should include a specific reference to suitability to work with children.</i></p>		
<p style="text-align: center;">Application Form</p> <p style="text-align: center;"><i>Complete, signed form, including declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. The employment history has no unexplained gaps.</i></p>		
<p>References</p> <p><i>References should be applied for after shortlisting and before interview. Minimum of two, from persons other than family. One from current or most recent employer. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.</i></p>		
Reference 1 received		
Reference 1 approved by Head teacher		
Reference 2 received		
Reference 2 approved by Head teacher		
At Interview	Signature	Date
<p style="text-align: center;">Identification</p> <p style="text-align: center;"><i>Original photo identification needed. Photocopy taken, signed and dated by member of SLT/SBM/OM.</i></p>		
<p style="text-align: center;">Qualifications</p> <p style="text-align: center;"><i>Original certificates etc. for qualifications relevant to job, as stated in application form. Photocopy taken, signed and dated by member of SLT/SBM/OM.</i></p>		
<p style="text-align: center;">Interview notes</p> <p style="text-align: center;"><i>Interview notes have been completed and are retained on file</i></p>		
<p>For unsuccessful candidates, all copies of documents will be destroyed within 6 months of the date of the interview.</p>		
Following offer of employment - but before starting date	Signature	Date
<p style="text-align: center;">Offer letter signed and returned by applicant</p> <p style="text-align: center;"><i>Offer letter informing the applicant of their successful interview and confirmation of employment is subject to all necessary checks, has been signed and returned by applicant.</i></p>		
<p style="text-align: center;">Identification, qualifications and references</p> <p style="text-align: center;"><i>All 'Before' and 'At Interview' requirements are met, including qualifications.</i></p>		

Right to Work <i>Verification of the applicant's right to work in the UK – plus completion of the Right to Work checklist.</i>		
Address <i>Original evidence of address (as per DBS requirements). Photocopy taken, signed and dated by member of SLT/SBM/OM.</i>		
Enhanced DBS <i>The receipt of an enhanced disclosure from the DBS which is considered to be satisfactory. The email confirmation to be printed and then signed and dated when the original certificate is seen.</i>		
Children's Barred List Check <i>Confirmation that the applicant is not named on the Children's Barred List, i.e. that the applicant is not subject to a direction under section 142 of the Education Act 2002 - eyes on DBS and email signed and dated as above.</i>		
Is a positive disclosure risk assessment required – Yes / No		
Positive disclosure risk assessment complete by the Headteacher		
Additional checks as required, depending on the role – but before starting	Signature	Date
Overseas checks <i>Has the applicant lived or worked overseas – Is the school required to complete overseas criminal checks</i> Yes / No – Rational for decision:		
Disqualification under the Childcare Act <i>Confirmation that the applicant is not disqualified under the Childcare Regulations 2009. .</i>		
Health Check <i>Verification of the applicant's medical fitness for the role.</i>		
Prohibition Checks – for all role undertaking "Teaching work" <i>Satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition and being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body (see policy for full details)</i>		
Section 128 Check – for all leadership positions <i>Confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school</i>		

Start date:	
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I verify that these checks have been carried out and that the associated evidence is filed in the applicant's personnel file.

Signed:	SSBM / SBM/Office Manager	Date:	
Signed:	Headteacher	Date:	

Induction of a new member of staff/student at Eastbrook



Name _____ Date _____

Action	Time Scale	Person Responsible	Actioned (Date)	Comments
Personal Paperwork checked e.g.DBs, ID	Day 1	SBM		
Contact details shared	Day 1	SBM		
Initial familiarisation with school layout	Day 1	Mentor		
School Prospectus/Staff Handbook provided and key points highlighted	Day 1	Office Staff		
Key Dates for the school year provided	Day 1	Office Staff		
Safeguarding procedures explained	Day 1	DP		
Fire Drill and Emergency procedures explained (see Fire Safety Induction Checklist)	Day 1	HT/SLT		
First Aid & Medication Guidance given	Day 1	CP		
Member of staff identified for support / initial contact (Mentor)	Day 1	SLT		
Planning documents shared	Day 1	Year group staff		
Behaviour Strategies explained	First week	SLT/Mentor		
Photo ID card produced	First week	CS		
Email account/log in details provided	First week	CS		
Key Policies shared *safeguarding, whistleblowing, behaviour, attendance, KCSIE Pt 1	First week	Mentor		
Health & Safety guidelines shared, including where additional information can be found. To include: <ul style="list-style-type: none"> ○ Reporting incidents ○ Safety handling and lifting ○ Working at height ○ Reporting safety concerns ○ Asbestos management 	First week	Headteacher SENCo		

○ Security and lockdown				
Follow up meeting with HT/DH/mentor organised	Week 2	HT/DH		
Training needs identified (e-learning courses)	First month	SLT/Mentor		
SEND information shared (including where additional information can be accessed)	First month	SENCo		