

*'They will soar on wings like eagles ...'*

Isaiah 40:31

**collaborate | enrich | trust | innovate | aspire | nurture**



Multi Academy Trust Policy

Common Trust Policy, Use as Published

## **RECRUITMENT POLICY**

### **Including Induction and Probation**

Date adopted by Trust Board: 16/12/2020

Date of Review: March 2023

Date of next Review: March 2025

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## **1 Policy Statement**

This policy has been adopted by Aquila, The Diocese of Canterbury Academies Trust to provide a framework for the recruitment and selection of staff to all posts within the Trust. The Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The Trust Board fully understand their responsibilities in ensuring that recruitment procedures are free from unlawful discrimination in line with the Equality Act 2010. The Board also fully appreciate the importance of fair, open and effective procedures to enable the school to recruit people with the right skills, aptitudes and attitudes.

The Trust Board will ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE) 2020, Disqualification under the Childcare Act (DUCA) 2006 and related updates, the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

The Trust Board fully understand their responsibilities in managing the personal data of job applicants in line with the General Data Protection Regulations (GDPR).

All staff, trustees, governors and volunteers are expected to share a commitment to safeguard children and vulnerable groups and, as part of that commitment, follow 'Safer Recruitment' guidance in line with the Keeping Children Safe in Education – statutory guidance for schools and colleges (2020).

As part of our commitment to safeguarding children and vulnerable groups, Enhanced DBS checks and/or Barred List checks on all posts will be carried out where they are required. Please refer to Appendix 1 for details of the Trust's Safer Recruitment and DBS check requirements.

All staff, trustees and governors involved in recruitment and selection decisions are required to work in ways that are entirely consistent with this policy at all times.

The Trust will ensure that training is provided for all staff, trustees and governors involved in the recruitment and selection of staff and that it is appropriate to their role.

It is a statutory requirement for maintained schools that all selection panels must include at least one member who has successfully completed safer recruitment training. This forms part of the School Staffing (England) Regulations 2009.

## **2 Scope**

This Policy applies to all employees of Aquila, The Diocese of Canterbury Academies Trust.

Any reference to Head Teachers also includes Heads of School.

### **3 Equal Opportunities Statement**

Aquila, The Diocese of Canterbury Academies Trust is committed to ensuring that each stage of the recruitment and selection process is accessible to all. We will review the recruitment policy and procedure regularly to ensure that it takes account of the Equality Act 2010 and does not discriminate against applicants on the grounds of race, religion or belief, disability, age, pregnancy and maternity, gender reassignment, marriage and civil partnership, sex or sexual orientation.

### **4 Prevent**

**The school has a duty under Section 26 of the Counter-Terrorism and Security Act 2015 (“the CTSA 2015”)** to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

In carrying out its obligations under Prevent, the school will assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. The school will not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partnership status, disability or age.

### **5 Prior to Advertising**

When a vacancy occurs the Head Teacher will review the need for the post and consider all options (internal and external) before deciding to recruit. If there is a need to recruit, the job description and person specification should be reviewed prior to advertisement to ensure that it covers the requirements of the role offered. If the role has significantly changed since the last recruitment period, the job description and person specification should be updated to reflect the current need.

Consideration should also be given to the working hours and contractual arrangements for each post to ensure that posts are open to applicants wishing to work on a part-time or job-share basis where possible and practical.

### **6 Job Description**

The job description is a statement of purpose and scope, and defines both the job role and expectations. It will:

- Summarise the job purpose/impact
- Set out key responsibilities and accountabilities
- Set out reporting and line management arrangements

An up-to-date job description and person specification will be available for each vacancy advertised. Managers will refer to the Professional Standards for Teachers and to the School Teachers’ Pay and Conditions Document (STPCD) when creating job descriptions for teaching posts.

All job descriptions should clearly state the post holder’s responsibility for promoting and safeguarding the welfare of children and young people.

### **7 Person Specification**

The person specification is a description of the qualifications, experience, knowledge, skills, competencies and other attributes of the ideal person to fill the role. It will classify each attribute as either ‘Essential’ to do the job or as a ‘Desirable’ attribute for the post holder to have and indicate how each attribute will be assessed (e.g. application form, interview, reference, test etc.).

All attributes should be measurable and quantifiable and should take care not to unlawfully discriminate against particular groups of people, either directly or indirectly.

## 8 Advertising

All vacant posts will be advertised in a fair, open and honest manner and will be advertised by means of a formal notice on the staff notice board as a minimum. In most cases, vacant posts will be advertised externally.

To demonstrate to potential job applicants our commitment to safeguarding and the welfare of children, the following statement should be included on any relevant advertisements and documentation sent out to applicants:

**Our School and all of its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service and two satisfactory references.**

### **Guidance Note:**

The requirements when advertising for Head Teacher and Deputy Head Teacher vacancies are set out in the School Staffing (England) Regulations 2009 which require a Governing Body to advertise Head Teacher and Deputy Head Teacher vacancies “unless it has a good reason not to” and in sections 35 and 36 of the Education Act 2002.

Any decision not to advertise should be documented in full and should only be taken if it can be demonstrated that there is a good reason not to and that the decision does not leave the Trust open to challenge. "Guidance on Managing Staff Employment in Schools" document (sections 5.11 and 5.12)

## 9 Applications

All applicants must complete the relevant application form in full to enable the panel to shortlist in a fair and objective manner. The application form will include an explanation that Aquila, The Diocese of Canterbury Academies Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Failure to declare relevant information on the application form may disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.

The application form should also state that providing false information may be an offence and could result in de-selection. All applicants are required to sign and date the declaration.

The school may reasonably decide to reject an application where incomplete and/or ambiguous information is provided. Applications by CV or letter alone will not be considered.

## **10 Shortlisting**

It is recommended that at least two people are involved in the shortlisting process, one of whom should be the line manager.

All shortlisting decisions will be made with clear reference to the skills and qualities set out in the person specification using an agreed method of scoring against the essential and desirable criteria. Each candidate will be considered on their own merit and shortlisting panels are reminded that positive discrimination (i.e. giving preferential treatment to applicants from under-represented or disadvantaged groups regardless of their ability to do the job) is unlawful.

The equal opportunities monitoring form will be separated from the main application form to reduce any likelihood of conscious or unconscious bias.

The notes of the shortlisting panel and details of the scoring will be retained for six months from the appointment date in line with the Trust's document retention schedule.

## **11 References**

In order to comply with Keeping Children Safe in Education, it is the policy of Aquila, The Diocese of Canterbury Academies Trust that all references will be taken up before interview. This will be completed using a standard reference form to verify the skills, experience, competencies and employment history of the applicant.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. Any discrepancies or anomalies should be noted and addressed during the applicant's interview.

Specific questions should be included to explore the applicant's suitability to work with children and, if the referee has any concerns, they should be asked to give their reasons.

In order to comply with the Equality Act 2010, reference requests sent prior to an offer of employment will not request details of attendance or absence however; further information may be requested and compared with the medical questionnaire following the applicant's acceptance of an offer of employment.

References will be sought from the current or most recent employer and references will only be obtained directly from the referee: testimonials or open references (those addressed 'To whom it may concern') will not be considered. References should only be sent and accepted via an official email address. Referees will be provided with a copy of the job description and person specification to assist them in their response.

Where a candidate is not currently working in a school or childcare setting but has done so in the past, one reference should be from their most recent children's workforce employer in line with Safer Recruitment guidelines.

The school will seek to confirm whether the candidate has been subject to any formal disciplinary procedures within the last two years and to establish any details, outcomes or live sanctions which are in place.

In cases where there have been disciplinary concerns which involved children or safeguarding that have been substantiated, the referee will be required to confirm details.

In accordance with Keeping Children Safe in Education (2019), cases in which an allegation is proven to be false, unsubstantiated or malicious should not be included in employer references.

When recruiting to teaching posts, the school will seek to confirm whether candidates have been subject to formal capability proceedings in the past two years as part of our appointment process.

In the case of recruitment to all other posts, the school will ask referees to confirm whether candidates have been subject to formal capability proceedings in the past two years as part of our appointment process.

## 12 Interview and Selection

Aquila, The Diocese of Canterbury Academies Trust is committed to ensuring that all interviewees are assessed according to their ability to meet the criteria of the job description and person specification and to fulfil their obligation regarding keeping children safe.

Applicants may have indicated on their application form that they have a disability and, in order to promote fairness and to meet our obligations under the Equality Act 2010, the letter of invitation will encourage applicants to contact the school if they require any adjustments to enable them to attend the interview.

Candidates should also be required to bring evidence of relevant qualifications to interview where the original documents must be checked, and a signed and dated copy retained. Documents relating to unsuccessful candidates will be retained with the interview papers and destroyed six months from the date on which the position was offered and accepted.

The interview panel **MUST** include at least one member who has undertaken safer recruitment training in accordance with the School Staffing (England) Regulations 2009.

The panel will take notes during the interview to enable a scoring matrix to be completed and, at the conclusion of the interviews; the panel will consider each of the candidates against the criteria for the post before reaching their decision.

The notes for all interviewees will be retained for a minimum of six months from the date on which the position was offered to enable constructive feedback to be given to unsuccessful candidates.

## 13 Pre-employment checks

All offers of employment will be conditional on the successful completion of the pre-employment checks listed below and will include confirmation of salary, start date and any information that the successful applicant needs to provide before commencing employment ( e.g. DBS check information and pre- employment health questionnaire).

All offers of employment will be subject to and conditional upon:

- Enhanced DBS check
- DBS Barred List check where applicable (i.e. if working in regulated activity)
- Verification of identity including date of birth
- Verification of entitlement to work in the UK
- Verification of any relevant qualifications
- Receipt of two satisfactory references
- Satisfactory pre-employment health clearance
- Prohibition checks for those in teaching work and those with previous teaching experience (including unqualified teachers, HLTAs, etc.)
- A Section 128 Prohibition from Management check

- Overseas checks as appropriate
- Online search

If these are not satisfactory, an offer of employment may be withdrawn or where an individual has commenced work, employment may be terminated.

### **13.1 Right to Work**

In order to comply with the Asylum and Immigration Act 1996 – Prevention of Illegal Working – interview candidates will be asked to bring certain documentation to the interview which shows their eligibility to work in the UK. No offer of employment can be made unless one of the original documents listed on the Home Office Right to Work Checklist is produced.

The candidate's original documents must be checked, and a signed and dated copy retained. Documents relating to unsuccessful candidates will be retained with the interview papers and destroyed six months from the date on which the position was offered and accepted.

The Home Office Right to Work Checklist shows the acceptable identity documentation as currently defined by the Home Office and further information on establishing an individual's right to work can be found on their website.

### **13.2 DBS and Barred List Checks**

All those directly employed by Schools and Academies in paid positions are required to obtain an enhanced Disclosure and Barring Service (DBS) check.

It is an offence to employ, in a school or academy, an individual who is barred from working with children. A check against the Children's Barred List will be requested as part of the enhanced DBS Disclosure for all employees working in regulated activity i.e. having unsupervised, frequent, or intensive contact with children.

It is the Trust's practice that a satisfactory enhanced DBS check is obtained for the individual before commencing work. In exceptional circumstances where the applicant is required to commence work before the full disclosure certificate is received, where working in regulated activity, a Barred List check must be carried out before employment commences and supervision must be in place until a satisfactory DBS check is obtained.

In cases where the school is notified that a DBS check is positive for criminal convictions, cautions, warnings etc., the contents of the certificate will be discussed with the Trust's HR Consultant.

For further details of what constitutes regulated activity and guidance on DBS checking for unpaid positions, including Members, Trustees, Local Governors and volunteers, please refer to Appendix 1 – Safer Recruitment and DBS checks.

### **13.3 Prohibition of Teachers**

Aquila, The Diocese of Canterbury Academies Trust is required to check that anyone appointed to teach has not been prohibited from doing so by the Secretary of State in accordance with the Teachers' Disciplinary (England) Regulations 2012. All those in teaching work, or those with previous teaching experience, will require a prohibition check. Teaching staff will be checked on the Teacher Regulation Agency self-service portal (formerly known as the Employer Access Service) to ensure that they have the required teaching qualifications, have successfully completed statutory induction where it is necessary i.e. for teachers who obtained QTS after May 1999, and have not been prohibited from teaching.

The Teacher Regulation Agency allows checks on teachers sanctioned (since 18 January 2016)



in other EEA member states by an EEA member state regulator of the teaching profession.

#### **13.4 Section 128 Management Checks**

Section 128 directions are made by the Secretary of State under S.128 of the Education and Skills Act 2008, barring individuals from taking part in the management of Independent schools, Academies and Free Schools. The Trust will undertake a Section 128 check for those taking up management positions at Independent Schools, Academies and Free Schools to ensure they are not prohibited under the provisions. This includes Members, Trustees, Local Governors and the school's Senior Leadership Teams.

#### **13.5 Overseas Checks**

In accordance with Keeping Children Safe in Education (2020), overseas checks, as the Trust considers appropriate, will be undertaken where, by reason of the individual's living or having lived overseas, obtaining an enhanced DBS certificate is not sufficient to establish his or her suitability to work.

Since 6 April 2017 for all Tier 2 Visa applicants it is a requirement that they must provide a criminal record certificate from any country where they have lived for 12 months or more (whether continuously or in total) in the last 10 years.

Checks on individuals who have lived or worked outside the UK should include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions which can be checked on the Teacher Regulation Agency Self Service Portal.

#### **13.6 Proof of Qualifications**

Proof of qualifications will be checked to ensure that they match with the candidate's application form. The name of the qualification, awarding institution, date of qualification and candidate name will be checked. A signed and dated copy of the certificate will be retained as evidence of when the check was carried out, and by whom.

In the case of teachers, Qualified Teacher Status (QTS) will be checked via the Teacher Regulation Agency's Self Service Portal or via sight of the original QTS Certificate. A signed and dated copy of the certificate will be retained as evidence of when the check was carried out, and by whom.

In the event of any concerns regarding the validity of the qualification, a candidate may be required to obtain confirmation or clarification in writing from the exam board or awarding institution.

#### **13.7 Pre-employment Medical History Questionnaire**

The Trust will require all successful applicants to complete a medical history questionnaire to verify their medical fitness. There is also a requirement for schools to ensure that staff appointed to teaching posts have the necessary physical and mental fitness to teach under the Education (Health Standards) (England) Regulations 2003.

Completed medical history questionnaires will be considered in confidence with follow-up advice about fitness to carry out a role sought from the Trust's Occupational Health advisors where appropriate. In order to comply with the Equality Act 2010, reasonable adjustments will be made to enable a candidate to take up their role.

### **14 Withdrawal of Offers**

In the event that the pre-employment checks are unsatisfactory, or where the identity, qualifications or right to work in the UK of a successful candidate cannot be verified, Aquila, The

Diocese of Canterbury Academies Trust will consider withdrawing the conditional offer of employment. Where the successful candidate has started in post and information becomes available which would have caused the offer to be withdrawn, employment may be terminated. In these circumstances, advice will be sought from the Trust's HR consultant.

## **15 Single Central Record**

In accordance with the terms of the School Staffing (England) Regulations (as amended) Aquila, The Diocese of Canterbury Academies Trust will retain details of recruitment and vetting checks undertaken in a Single Central Record (SCR). This data will be collated, used, stored and deleted in line with GDPR. Further details of the information required can be found in Part 2 - Guidance Notes for Managers.

## **16 Complaints**

An individual who feels that their treatment during the recruitment and selection process is unfair may raise a formal complaint. This can be done by writing to the Chair of Governors of the school they have applied to, setting out the key points of their complaint. The complaint will be investigated in line with the Trust's Complaints Procedure.

Existing employees of the school should raise their concerns through the Grievance Procedure.

## **17 Induction**

A good induction is essential in ensuring that new employees are properly equipped for work, their role in the life of the school and feeling part of the school community.

Induction can prevent early resignations, which can be extremely costly to the school. It can also be useful in developing the skills of existing staff who support their new colleagues.

Aquila, The Diocese of Canterbury Academies Trust will put in place an induction programme for all staff joining the Trust. This will vary taking into account previous experience and the nature of the role but will ensure that all staff and volunteers receive guidance on safe working practices and the safeguarding policies of their school.

### **17.1 Early Career Teachers**

#### **Inductions starting on or after 1 September 2021**

The Department for Education (DfE) rolled out changes to statutory induction across England in September 2021.

These changes are part of the government's [teacher recruitment and retention strategy](#). This aims to improve the training and development opportunities available to teachers.

#### **The 2-year induction programme**

Teachers starting induction on or after 1 September 2021 are known as 'early career teachers' (ECTs).

ECTs now serve an extended induction over 2 school years. During their induction period, they are entitled to:

a 2-year training programme based on the [early career framework](#)

support from a dedicated mentor

time off timetable for induction activities, including training and mentor sessions

regular progress reviews and 2 formal assessments against the [teachers' standards](#)

The end of an ECT's induction period is still marked by a decision as to whether the teacher's performance meets the teachers' standards.

### **ECT pay progression**

The 2-year induction has no adverse impact on ECTs' pay or career progression opportunities. ECTs are still able to progress on the pay scale both during and after induction.

### **Guidance on ECT induction**

The responsibilities of school leaders, induction tutors, mentors and ECTs are set out in the [statutory guidance on ECT induction](#).

### **Guidance on training based on the early career framework (ECF)**

You can read guidance on:

[how the ECF supports induction](#)

[funding and eligibility for ECF-based training](#)

You can also read guidance on ECF-based training for:

[school leaders and induction tutors](#)

[ECTs](#)

[mentors](#)

### **Early rollout of ECT induction: start date autumn 2020**

In autumn 2020, we launched an early rollout of the 2-year ECT induction programme for eligible schools in:

the north-east of England

Greater Manchester

Bradford

Doncaster

This was so we could gather feedback and further develop the programme before the national rollout in September 2021.

Schools, mentors and ECTs that are part of the early rollout should refer to the standard [guidance on ECT induction and ECF-based training](#).

### **Inductions starting before 1 September 2021**

Before the changes, the induction period was one year. Teachers serving this shorter induction used to be called NQTs.

NQTs who started but did not complete their induction by 31 August 2021 are now known as 'transitional ECTs'.

To complete a one-year induction, transitional ECTs must finish by 1 September 2023. Schools should refer to the [statutory guidance on NQT inductions starting before 1 September 2021](#).

From 1 September 2023, all ECTs will need to complete a 2-year induction

## **18 Probation**

A probationary period is a trial period for the new employee. It allows both the line manager and the employee to assess objectively whether the new recruit is suitable for the role, taking into account their overall capability, skills, performance and general conduct.

An effective probationary review process may prevent an employee who is not suited to the job being retained indefinitely. If it becomes apparent that the new employee is not suitable for the role, it may be possible to terminate their employment without recourse to a formal procedure.

The Trust should be able to evidence that it has taken reasonable steps to appraise a new employee throughout the period of probation, giving guidance by advice or warning when this is likely to be useful.

Support staff probation periods are usually around six months and will include the following:

- Monitoring of the new employee's performance through a three month and six month progress meeting
- Identification and discussion of any problem areas at the earliest possible time
- The provision of regular constructive feedback
- Supervisory support and guidance
- The provision of any necessary training and coaching.

Teachers undertake their probationary period during their ECT Induction therefore the probation procedures outlined in this policy do not apply to teaching staff.

## Appendix 1 - Safer Recruitment and DBS Checks

Aquila, The Diocese of Canterbury Academies Trust will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. The Trust will follow requirements and best practice in retaining copies of these checks, as set out below.

### Appointing new staff

When appointing new staff, the Trust's schools will:

- Verify their identity
- Obtain an enhanced Disclosure and Barring Service (DBS) check, including Barred List information for those who will be engaging in regulated activity (see definition below).
- Obtain a separate Barred List check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. Schools will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- Check that candidates taking up a management position are not subject to a prohibition from management (Section 128) direction made by the secretary of state
- Ask for written information about previous employment history and check that information is not contradictory or incomplete
- Carry out an online search

The Trust will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments.

The Trust will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006.

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

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

### Existing staff

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

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

- Where the 'harm test' is satisfied in respect of the individual (i.e. that no action or inaction occurred but the present risk that it could was significant)
- Where the individual has received a caution or conviction for a relevant offence
- If there is reason to believe that the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009
- If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

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

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

### **Contractors**

Schools will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

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

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

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

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

### **Trainee/student teachers**

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

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

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

### **Volunteers**

Schools will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with Barred List information for all volunteers who are new to working in regulated activity
- Obtain an enhanced DBS check without Barred List information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity

- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006.

### **Members, Trustees and Local Governors**

All Members, Trustees and Local Governors of Aquila, The Diocese of Canterbury Academies Trust will have an enhanced DBS check without Barred List information. They will have an enhanced DBS check with Barred List information if also working in regulated activity.

The chair of the Trust Board will have their DBS check countersigned by the secretary of state (unless they had previously been appointed Chair in a Local Authority maintained school prior to conversion to academy status).

All Members, Trustees and Local Governors will have the following checks:

- Section 128 direction [only required for local governors if they have been delegated any management responsibilities]
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

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

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

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

## Appendix 2 – Statement on the Recruitment of Ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Aquila, The Diocese of Canterbury Academies Trust (The Trust) complies fully with the [code of practice](#) (published under section 122 of the Police Act 1997) and undertakes to treat all applicants for positions fairly

The Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

The Trust can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)

The Trust can only ask an individual about convictions and cautions that are not protected.

The Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background

The Trust has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process

The Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records

The Trust select all candidates for interview based on their skills, qualifications and experience

an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

The Trust ensures that all those in The Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences

The Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974

At interview, or in a separate discussion, The Trust ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment

The Trust makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request

The Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment