



Recruitment and Selection Policy for Employees and Volunteers



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1 Introduction

- 1.1 Recruiting the best people to the Raedwald Trust is vital for our continued success in providing the highest standards of education to our pupils.
- 1.2 Not appointing the right people to our roles can have a negative impact on the performance of our Trust.
- 1.3 The CEO is responsible for deciding on the arrangements for recruiting to any post, with the exception of the CEO where the Trust Board will be responsible.
- 1.4 In carrying out our recruitment processes we:
 - 1.4.1 are committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance;
 - 1.4.2 we will comply with the requirements of Data Protection Legislation (including the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 and any implementing laws, regulations and secondary legislation, as amended or updated from time to time;
 - 1.4.3 our Data Protection Policy sets out how we will comply with Data Protection Legislation;
 - 1.4.4 will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.
- 1.5 In the very exceptional cases where we are required to discriminate due to an occupational requirement this must be approved by the Trust Board who will provide reasons for this requirement.
- 1.6 Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job.
- 1.7 If an applicant makes the Trust aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.
- 1.8 As a Disability Confident Committed employer, we are committed to inclusivity and accessibility. We guarantee to interview a disabled applicant, provided they meet the minimum criteria for the job. This applies to all internal and external vacancies.

2 Scope and Purpose

- 2.1 The purpose of this policy is to set out our processes for recruiting, selecting and appointing any employee to work within our Trust.
- 2.2 Sections 12 and 13 on Disclosure and Barring Service checks also applies to volunteers in our Trust.

3 Safer Recruitment

- 3.1 All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils.
- 3.2 The recruitment of all applicants and volunteers to our Trust must, without exception, follow the processes of safer recruitment. All offers of employment will be subject to us being satisfied that the applicant or volunteer is a suitable person to work with children and young people.

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- 3.3 Any person involved in recruiting to our Trust must read the “Keeping children safe in education” (2026) guidance (or updated statutory guidance) produced by the DfE and our Trust’s Safeguarding and Child Protection Policies. These can be obtained from the Raedwald Trust website.
 - 3.4 All recruitment must be planned to ensure that there is adequate time available to recruit safely.
 - 3.5 Any person who becomes aware that this policy is not being followed during recruitment must inform the CEO immediately.
 - 3.6 All of the checks described in Sections 11 and 12 must be carried out and have been determined as satisfactory before an applicant can start their employment in the Trust.

4 Advertising

- 4.1 Any vacant position will normally be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained.
- 4.2 All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check:
‘The Raedwald Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.’
- 4.3 All advertisements will also include the following statement if the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013, 2020 and 2023:
‘This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). This means that certain convictions and cautions are considered ‘protected’ and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.’
- 4.4 Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales). For example, a teaching assistant required to communicate with pupils to support their learning would be viewed as operating in a public-facing role. Adverts (and Job Descriptions) should make clear the necessary standard of spoken English or Welsh required for the role.
- 4.5 All applicants will be provided with a copy of our Job Applicants Privacy Notice which sets out how we will gather, process and hold personal data of individuals during and after the recruitment process.

5 Job Description

- 5.1 A job description will be required for all posts which describes the duties and responsibilities of the post. It must be up-to-date, accurate and specific to the role. The job description must also include a person specification which outlines all of the necessary skills, abilities, experience, attitude, behaviours, qualifications and knowledge requirements for the post.
- 5.2 All job descriptions and person specifications must make reference to the responsibility for safeguarding and promoting the welfare of children.

6 Application form and short-listing

- 6.1 All applicants are required to fill out our standard application form. CVs will not be accepted.

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- 6.2 Applicants will be short-listed against the requirements of the person specification, based on their skills, qualification and experience. The same people should carry out the short-listing and the interviews and should be at least two people. The outcome of the short-listing process will be recorded and retained.
 - 6.3 The equal opportunities monitoring form must be removed from the application and not provided to the short-listing panel.
 - 6.4 The short-listing panel are responsible for scrutinising the application forms and identifying any gaps in employment or other areas that may affect an applicant's suitability to work with children and young people. A satisfactory explanation for any concerns, including any concerns as a result of online searches must be obtained from the applicant during the interview process.
 - 6.5 The Trust may conduct online searches on shortlisted candidates as part of the safer recruitment process. In accordance with Keeping Children Safe in Education 2026 statutory guidance (or updated statutory guidance), the Trust should consider carrying out a search via an online search engine as part of its due diligence on shortlisted candidates. Where the Trust uses a dedicated online screening platform or other tool that goes beyond a standard search engine to conduct more thorough searches of a candidate's publicly available online activity, the Trust will rely on Legitimate Interest as its lawful basis for processing under the UK GDPR and will complete a Legitimate Interest Assessment (LIA) prior to conducting any such search. The LIA will document the Trust's legitimate interest in protecting children and young people, confirm that the processing is necessary and proportionate to that purpose, and record the balancing exercise undertaken between the Trust's interests and the candidate's rights and freedoms. The Designated Safeguarding Lead and/or recruitment lead will liaise with the Trust's Data Protection Officer to ensure the LIA is completed correctly and kept under review.

7 Applicants Invited for Interview

- 7.1 Once the shortlisting panel have determined applicants who will be invited to interview the following checks must take place:
- 7.2 References:

All offers of employment will be conditional upon receipt of at least two satisfactory written references. References will:

 - 7.2.1 be requested for all shortlisted applicants, including internal applicants;
 - 7.2.2 include all employment and/or voluntary work in the past five year period;
 - 7.2.3 include the applicant's current or most recent employer and where an applicant for a teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher;
 - 7.2.4 ask the current employer for details of any capability history in the previous two years, and the reasons for this;
 - 7.2.5 be directly from the Head Teacher/establishment manager;
 - 7.2.6 not be accepted if they are 'to whom it may concern' letters;
 - 7.2.7 request information on the applicant's suitability to work with children and young people from the last employer where the applicant worked with children (if not currently working with children);
 - 7.2.8 be verified with the person who provided the reference and, where the reference is provided electronically, verify that it is from a legitimate source;
 - 7.2.9 be clarified with the referee where the information is vague or insufficient;
 - 7.2.10 establish the reason for the candidate leaving their current or most recent post;
 - 7.2.11 be compared with the information set out in the application form and any discrepancies discussed with the candidate;
 - 7.2.12 be requested before the interview; and

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- 7.2.13 be explored further with the referee and with the applicant during the interview if necessary.
 - 7.3 Where it has not been possible to obtain references before the interview any concerns that are subsequently raised will need to be resolved before the appointment is confirmed.
 - 7.4 In order to comply with the Equality Act 2010, information relating to sickness absence will only be requested after a conditional offer of employment has been made.
 - 7.5 The Trust will consider carrying out a search via an online search engine as part of its due diligence on shortlisted candidates, to identify any comment, image or other content that could cause reputational damage to the Trust and/or give rise to a safeguarding concern.
 - 7.6 Shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Applicants will only be asked to disclose and discuss criminal convictions and/or cautions which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023) that may deem them unsuitable. Where this is provided electronically, the shortlisted candidate will be asked to physically sign a hard copy at the point of the interview.

8 Interviews

- 8.1 A face-to-face interview must take place for all applicants to all posts. The use of video conferencing e.g. Microsoft Teams, is acceptable for this purpose.
- 8.2 All those involved in interviewing must be properly prepared to undertake the role, which may involve appropriate interview training. At least one person on the interview panel must have passed the appropriate safer recruitment training.
- 8.3 The purpose of the interview is to assess the merits of each applicant against the job description and person specification to establish their suitability for the post and to work with children and young people.
- 8.4 Interviews should be conducted with a minimum of two interviewers on the panel ideally with an equal gender balance to enable one interviewer to assess the applicant, observe and make notes whilst the applicant talks to the other interviewer.
- 8.5 Before the interview commences the interview panel should have:
 - 8.5.1 prepared appropriate questions for the role;
 - 8.5.2 prepared appropriate questions to test the applicant's suitability to work with children and young people;
 - 8.5.3 identified any areas for further probing, e.g., if a criminal record has been declared, any information about past disciplinary action/allegations, or if there are gaps in employment etc;
 - 8.5.4 agreed assessment criteria which reflects the person specification; and
 - 8.5.5 decided a structure to the interview and established which member of the panel will ask which questions.
- 8.6 A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning.
- 8.7 Any gaps in employment history and any concerns identified as part of the online and social media checking process must be explored during the interview process.

- 8.8 Candidates shortlisted for interview will be asked about their suitability to work with children. Areas that may be concerning and lead to further questions include:
- implication that adults and children are equal;
 - lack of recognition and/or understanding of the vulnerability of children;
 - inappropriate idealisation of children;
 - inadequate understanding of appropriate boundaries between adults and children; and
 - indicators of negative safeguarding behaviours;
- 8.9 The interview panel must ensure a fully completed Self-Declaration form is discussed and considered. Should a disclosure be present on the declaration form, or the applicant verbally shares a disclosure, the panel must complete the Disclosure Discussion Form.

9 Other selection methods

- 9.1 In addition to a face-to-face interview with the interview panel a variety of other selection methods may be used, such as:
- 9.1.1 Observation of teaching practice in our Trust or in the applicant's current school or academy;
 - 9.1.2 One or more additional panel interviews (for example, a panel made up of pupils from our Trust;
 - 9.1.3 A presentation;
 - 9.1.4 In tray exercises; and
 - 9.1.5 Psychometric testing.
- 9.2 Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to the role and will be based on the requirements for the particular post as set out in the job description and person specification.
- 9.3 Candidates will be informed in advance if any selection methods are to be used in addition to a face-to-face interview and what these are.

10 Level of language proficiency

- 10.1 Under the "fluency duty" (Part 7 of the Immigration Act 2016), public authorities are required to ensure that workers in public facing roles are fluent in English (or Welsh in Wales). Public facing roles are those members of teaching and support staff who, as a regular and intrinsic part of their role, are required to speak to members of the public (including students in schools).
- 10.2 The Trust will accept a range of evidence of spoken English or Welsh language ability as follows:
- competently answering interview questions in English or Welsh;
 - possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English or Welsh by a recognised institution abroad,
 - passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English or Welsh by a recognised institution abroad (and from September 2017 this includes Welsh second language GCSE).

11 Pre-employment checks

- 11.1 An offer of appointment to the successful applicant will be conditional upon the following:
- 11.1.1 receipt of at least two satisfactory written references (one of which must be their current or most recent employer);
 - 11.1.2 verification of the applicant's identity, preferably from current photographic ID and proof of address. It is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice is checking the name on their birth certificate, where this is available;

- 11.1.3 verification of the applicant's medical fitness;
 - 11.1.4 verification of qualifications where relevant;
 - 11.1.5 verification of professional status where applicable. For teachers, this will include checking that the individual has the required teaching qualification and has successfully completed any statutory induction, if required, through the DfE's 'Check a teachers' record';
 - 11.1.6 satisfactory enhanced DBS check (see Section 12);
 - 11.1.7 satisfactory online searches (see Section 7)
 - 11.1.8 for management positions (Applicable to Trustees, Head Teachers, members of the Senior Leadership Team and departmental heads only), verification that they are not subject to a section 128 direction by using the DfE's 'Check a teachers' record';
 - 11.1.9 for teachers and other employees who hold QTS who are working in non-teaching roles, verification that they are not subject to a prohibition order by checking the DfE's 'Check a teachers' record';
 - 11.1.10 for teachers, satisfactory check to determine any restrictions/sanctions that have been imposed in other EEA member states, through the provision of a letter of professional standing from the professional regulating authority in the country that they qualified. ¹
 - 11.1.11 a clear children's barred list check if working in regulated activity;
 - 11.1.12 verification of right to work in the United Kingdom;
 - 11.1.13 any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas;
 - 11.1.14 confirmation that the applicant is not disqualified from providing childcare
- 11.2 All checks must be confirmed in writing, retained on the personnel file and recorded in the single central record (SCR).

12 Disclosure and Barring Service (DBS) checks - new employees and volunteers

- 12.1 The supervision exemption for volunteers has been removed for any volunteer in regulated activity.
- 12.2 Where a volunteer is not in regulated activity, the Trust will carry out a written risk assessment to determine what checks, if any, are appropriate. The assessment will consider the nature of the role, any information known about the volunteer, and whether references as to their suitability are available from other work or activities. Where appropriate, the Trust may obtain an enhanced DBS check without barred list information or a basic DBS check. The outcome of the risk assessment must be recorded. Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Where no checks have been carried out, supervision must be maintained at all times by a person who is themselves in regulated activity, and such supervision must be regular, ongoing and reasonable in all the circumstances for the protection of children. What is reasonable will depend on factors including the ages and vulnerability of the children concerned, the number of children involved, the nature of the volunteering role, and the ratio of adults to children.
- 12.3 Where an existing volunteer will now be in regulated activity as a result of the removal of the supervision exception, the Trust must obtain an enhanced DBS check with children's barred list information. Where the Trust wishes to permit the volunteer to continue before the full check has been processed, a standalone barred list check may be obtained as an interim measure. Where a volunteer works across more than one setting, all days count cumulatively towards the period condition. The Trust will coordinate with other settings to agree which organisation applies for the check, and the volunteer will provide the result to each setting. The DBS Update Service, which is free for volunteers, is strongly recommended to allow checks to be reused across settings.

¹ EEA regulator restrictions do not prevent an individual from taking up teaching positions in England, however, employers should consider the circumstances leading to the restriction when assessing a candidate's suitability to be employed.

- 12.4 The Trust will audit its existing volunteer list to identify any volunteer who will be in regulated activity from 1st September 2026 as a result of the removal of the supervision exemption. For each volunteer, the Trust will consider whether the volunteer assists on more than three days in any 30-day period or participates in any overnight activity with children. Where a volunteer is identified as being in regulated activity, the Trust will ensure that an enhanced DBS check with children's barred list information is obtained before 1st September 2026.
- 12.5 Occasional volunteers, such as parents helping at a one-off event or accompanying a day trip, who do not meet the conditions for regulated activity set out above, are not affected by these changes.
- 12.6 The Trust will carry out a risk assessment to determine if the appropriate level of DBS check is required for each volunteer in accordance with Keeping Children Safe in Education. The following DBS checks will be undertaken for new appointments, before the employee or volunteer starts work:

Who?	Definition	Type of check
Employees who will be engaging in regulated activity	As an educational institution which is exclusively or mainly for the provision of full-time education to children, the Raedwald Trust is an establishment specified in the relevant legislation. Activity carried out in this establishment will therefore be regulated activity relating to children if it meets the definition in the relevant legislation, including that it is carried out: Frequently by the same person (for example once a week or more); or On more than three days in any period of 30 days. Note – personal care of a child because of age, illness or disability including physical help with eating, toileting, washing, bathing or dressing is always regulated activity regardless of how frequently it is carried out.	An enhanced DBS check with children's barred list check will be obtained
Volunteers in regulated activity	A volunteer is in regulated activity if they teach, train, instruct, care for or supervise children, or are responsible for driving a vehicle used only for children: (a) on more than three days in any 30-day period, whether at one setting or cumulatively across multiple settings; or (b) overnight, between 2am and 6am. A volunteer who participates in any	An enhanced DBS check with children's barred list information will be obtained. It is a criminal offence to permit a barred person to engage in regulated activity. All volunteers in regulated activity must be recorded on the single central record (SCR). Those applying for Chair of Trustee posts (after 01.04.17) must also have their identity verified for a stipulated professional as part of their DBS check as per the below link: https://www.gov.uk/government/publications/identity-verification-for-new-chairs-of-trustees

Who?	Definition	Type of check
	overnight activity with children (such as a residential trip) will be in regulated activity regardless of how frequently they otherwise volunteer. Personal care of a child because of age, illness or disability is always regulated activity regardless of frequency.	
Volunteers not in regulated activity	Where a volunteer does not meet the conditions for regulated activity (as set out above), the Trust will carry out a written risk assessment, using professional judgement, to determine what checks, if any, are appropriate. The assessment will consider: The nature of the role; What the Trust knows about the volunteer, including any formal or information from staff, parents or other volunteers; and Whether the work or activities can provide references as to their suitability.	Where appropriate, the Trust may obtain an enhanced DBS check without barred list information, which may be suitable for infrequent volunteers who would otherwise be in regulated activity, or a basic DBS check for any volunteer who may have access to children. The outcome of the risk assessment must be recorded. Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Where no checks have been carried out, supervision must be maintained at all times by a person who is themselves in regulated activity, and such supervision must be regular, ongoing and reasonable in all the circumstances for the protection of children. What is reasonable will depend on factors including the ages and vulnerability of the children concerned, the number of children involved, the nature of the volunteering role, and the ratio of adults to children.

- 12.7 In exceptional circumstances a new employee or volunteer may be able to start before the enhanced DBS certificate has been received, but not before the children's barred list check has been completed. The Trust must ensure that appropriate supervision is in place until the DBS certificate has been received.
- 12.8 DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The DBS certificate will be cross-referenced with the applicant's signed self-declaration and the interview notes to ensure the information disclosed has been assessed correctly. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR). We are not required to take a copy of an applicant's DBS certificate, however we may choose to do so for decision making purposes. Any copy will be held for no longer than necessary, and up to a period of six months and be processed in line with Data Protection Legislation.
- 12.9 The Trust operates in accordance with the Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.
- 12.10 Any applicant who refuses to produce their DBS disclosure will not be able to start work at the Raedwald Trust and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in the Raedwald Trust.
- 12.11 Applicants (free for volunteers) can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required by subscribing to the DBS update service. Applicants or volunteers should be asked if they have subscribed to this service. The cost of

this service is £16 per year. The expectation is that individuals personally fund this if required. Where the applicant or volunteer has subscribed they should provide the Trust with the original disclosure document to be verified and the Trust will check the online update for any changes.

- 12.12 Applicants will only be asked to declare convictions and cautions that are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023).
- 12.13 Information relating to an individual's criminal record will only be shared with the relevant people to enable the Trust to make a decision about their suitability to work with children and young people. The Trust is committed to treating all applicants fairly and will not unfairly discriminate against any applicant on the basis of a conviction, caution or other information revealed as part of a criminal record check. Applicants will be given every opportunity to establish their suitability for positions. Positive disclosures will be discussed with candidates and decisions made on a case by case basis taking into account the nature, seriousness and relevance of the disclosures to the role.
- 12.14 However, where a statutory restriction applies – such as inclusion on the children's barred list, or disqualification under the Childcare (Disqualification) Regulations 2018 – the Trust is unable to appoint the individual to a role to which that restriction applies, unless in the case of childcare disqualification, a relevant waiver can be obtained from Ofsted.

13 Disclosure and Barring Service (DBS) checks - existing employees and volunteers

- 13.1 An enhanced DBS check and a children's barred list check will be carried out for all existing staff and volunteers in regulated activity (subject to risk assessment) where their contact with children or young people has increased from that at their time of appointment.
- 13.2 An enhanced DBS and children's barred list check may be carried out on any employee or volunteer in regulated activity (subject to risk assessment) where the Trust has concerns about an individual's suitability to work with children and young people. An enhanced DBS check (without barred list information) may be carried out on any volunteer (subject to risk assessment) where the Trust has concerns about their suitability to work with children and young people.
- 13.3 DBS certificates will only be issued to the applicant. The Trust expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.
- 13.4 All existing employees are required to inform us immediately if they are the subject of a police investigation or receive any conviction or caution which is not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023) or any occurrence that may disqualify them from providing childcare under the Childcare (Disqualification) Regulations 2009. Failure to immediately report such information will result in disciplinary action, up to and including dismissal. The Trust may require all employees to sign a declaration on an annual basis that there has been no change in their criminal record]. Action may be taken as a result of any change or any failure to inform the Trust of any change.

14 Agency staff

- 14.1 In the case of agency staff, the Trust must ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out in section 11, including DBS and children's barred list checks, that the Trust would otherwise complete for its staff. The Trust must obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This must be recorded in the single central record (SCR).
- 14.2 The agency must provide a copy of the DBS certificate to the academy before the agency worker arrives.

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- 14.3 Upon the engagement of an agency worker, the agency must be supplied with a copy of the Trust's Managing Allegations Against Adults Policy unless they have previously been provided with the most recent version of this procedure.

15 Breaches of the policy

- 15.1 Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.
- 15.2 Any complaint in relation to this policy, including its application will be managed through the Trust's complaints policy or grievance policy (for existing employees).

16 Record keeping and data protection

All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the Trust in line with our Retention Schedule and in line with the requirements of Data Protection Legislation.

Appendix 1: Disqualification from Childcare information for new employees

This information is to make you aware of your obligations relating to Disqualification under the Childcare Act 2006 which came into force in schools and academies in late 2014.

Your role within our school has been identified as one which the disqualification declaration applies to.

So, what does this mean in practice?

We need to make you aware that there are certain things that may mean that you are automatically disqualified from providing childcare (affecting your role within this school) by you having committed a disqualifiable offence or a disqualifying event. These broadly fall into the four below categories:

- 1 That you have a caution/conviction for certain violent/sexual offences
- 2 Grounds relating to the care of children
- 3 That you have had registration refused/cancelled in relation to childcare
- 4 That you have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

Ofsted have provided a list of disqualifiable offences/events in tables A & B of the below guidance

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

You need to read through this and report to the Head without delay if there is anything to declare under the disqualification guidance. It is only the offences/events on this list that we require you to declare. If you are unsure of a specific offence/event is applicable after reading the Ofsted lists, then please let us know so that we can advise you appropriately.

You should also be aware that from this point forward if your circumstances change relating to the disqualification guidance, you are obligated to inform us of this without delay.

You will be required to sign to confirm that you are clear relating to your obligations regarding disclosure pertaining to Disqualification under the Child Care Act 2016, so please do make sure that you ask any questions that you are unclear on. If you wish to do this, please speak with the Head in person.

If you require additional information or help with any aspect of this, then please let the Head know so that we can take advice from our HR provider on your behalf.

have read and understood the information in this document.

Signed _____

Print name _____ Date _____