



SAFER RECRUITMENT AND SELECTION POLICY

Adopted by Thomas Hickman School

Adopted by Governors Full GB:

23 January 2018

SLT member accountable for review:

HR Manager

Date of last review:

01 Sept 2024

Date of next review:

01 Sept 2025

Signed:

Date:

Chair of Governors

This policy is linked to the Safeguarding Policy which is a statutory policy and is reviewed annually.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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Introduction

Thomas Hickman School 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 in every aspect of their work.

We are committed to using disciplinary procedures that deal effectively with adults who fail to comply with the school's safeguarding and child protection procedures and practices, including referring any allegation of abuse against an adult working with children to the Local Authority Designated Officer (LADO) within one working day of the allegation being made. A referral will be made if an adult has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Equality Policy and Procedures.

We will ensure that people are treated solely on the basis of their abilities and potential, in line with our Equality Policy and Procedures.

We will comply with the requirements of DfE Keeping Children Safe in Education.

Regarding safer recruitment, the guidance clarifies that a curriculum vitae (CV) should only be accepted alongside a full application form. CVs on their own will not contain all the information required to support safer recruitment.

The guidance now states that education settings should consider conducting online searches as part of their due diligence during the recruitment process. The stated aim of this is that it "may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at the interview.

Roles and Responsibilities

The Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor the school's compliance with them
- ensure that appropriate staff and governors have completed safer recruitment training

The Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- Not accept a CV only for a role: a CV will only be accepted alongside a full application form. CVs on their own will not contain all the information required to support safer recruitment.
- Conduct online searches as part of their due diligence during the recruitment process. The stated aim of this is that it “may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at the interview. This will be carried out with HR administrator in school.
- See Appendix 1 for full details of compliance checks
- monitor any contractors’ and agencies’ compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

Delegation of Appointments and Constitution of Selection Panel

The Governing Body delegates the power to offer employment for all posts to the Headteacher. The Headteacher may not delegate the power to offer employment to any other senior manager or governor. The Headteacher will aim to involve at least one governor in the appointment of all teaching staff and also in the appointment of other posts, where possible.

Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts, paid or unpaid, will include the following statements:

“Thomas Hickman School 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 successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references. We also conduct online reviews of all successful candidates”.

Information for Applicants

All applicants will be provided with:

- A Job Description, outlining the duties of the post, and a Person Specification
- An Application Form (CVs will not be accepted)
- A description of the school, relevant to the vacant post
- Reference to the school's policy on Equality
- Reference to the Child Protection Policy, Safeguarding Policy, Safer Recruitment and Selection Policy, DBS and other pre-employment requirements
- An outline of terms of employment including salary
- The closing date for the receipt of applications

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates that submit an Application Form completed on line will be asked to sign the form if invited to interview.

A CV will not be accepted in place of a completed application form.

Short Listing and Reference Requests

The selection panel will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

Two references, one of which must be from the candidate's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the selection process. Candidates are entitled to see and receive copies of their employment references and should request these from their referees.

References will be sought directly from the referee and, where necessary, s/he will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.

Reference requests will ask the referee to confirm, in writing:

- The referee's relationship to the candidate
- Details of the candidate's current post and salary
- The candidate's performance history and conduct
- Whether the candidate has been subject to capability procedures and the outcome of this
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children

- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- The candidate's suitability for the post with explicit reference to the job description and person specification.

When seeking references, we will:

- Not accept open references
- Not accept verbal references
- Not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview.

All appointments are subject to satisfactory references, vetting procedures and DBS clearance. References are the "property" of the selection panel and strict confidentiality will be observed.

If the field of applicants is felt to be weak, the post may be re-advertised.

Interviews

Before the interviews, the selection panel will agree on the interview format.

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates invited to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

The recruitment documentation will be retained. Under the Data Protection Act, applicants have the right to request access to notes written about them during the recruitment process. After 6 months, all information about unsuccessful candidates will be securely destroyed.

Pre-appointment checks

We 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. We follow requirements and best practice in retaining copies of these checks, as set out below.

New Staff

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, we will:

- Verify a candidate's identity from current photo ID (originals) and proof of address (originals) except where, for exceptional reasons, none is available; the advice of HR will be sought if this is the case
- Verify a candidate's change of name (where applicable)
- Obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity
- Obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS enhanced disclosure is available
- Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service
- Use the Employer Access Online Service to check information about any teacher qualifications held and whether induction has been passed
- Verify the candidate's mental and physical fitness to carry out their work responsibilities (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)

- Verify the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website)
- Make any further checks that we consider appropriate if the candidate has lived or worked outside the UK including information on sanctions or restrictions imposed by EEA professional regulating authorities.
- Verify professional qualifications (original certificates), as appropriate
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.
- Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

All checks will be:

- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

New staff can start work before DBS clearance provided the following is in place:

- A DBS Risk Assessment
- A Barred List check
- Appropriate supervision

Adults working with children who are not employed directly by the school

We 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. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Governors

All Governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

Supply Staff

We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives at school.

Buckinghamshire County Council Children's Services

Buckinghamshire County Council ensure and confirm that necessary checks and DBS requirements have been satisfactorily completed for all staff. We will carry out identity checks when the staff member arrives at school.

Volunteers

We 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 working in regulated activity

- Require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy.
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Volunteers who need to be supervised (in non-regulated activity) will be supervised by a suitable DBS-enhanced-and-barred-checked person
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.
- Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought
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Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation.

Students on placement

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

Where trainee teachers are fee-funded, we 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 2018 Childcare Disqualification Regulations and Childcare Act 2006.

We will carry out identity checks when the Student arrives at school.

Students on work experience

Students on work experience will always be supervised.

Contractors

We 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
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We will obtain the DBS check for self-employed contractors.

We 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.

For self-employed contractors, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these

regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

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

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Regulated & Unregulated Activity

An individual is considered to be in regulated activity when:

- They work with or have access to children between 2 a.m. and 6 a.m. ...or more than 4 times in a 30 day period ...or once a week or more (or who carry out personal care or health care (carried out on behalf of, or by, a health care professional) at any time))

An Individual is considered to be in unregulated activity when:

- They work with or have access to children fewer than 4 times in 30 days ...or less than once a week

Offer of Employment by the Selection Panel

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

Personnel File and Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- references – minimum of two – A project was carried out in 2020 and backdated to ensure all staff have two references or a safer recruitment check completed
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
- Offer of employment letter and signed contract of employment

The school will maintain a Single Central Record of employment checks in accordance with DfE guidance.

Start of Employment and Induction

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

All new employees will be provided with an induction programme which will cover all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing and guidance on safe working practices.

Adults who supervise pupils on work experience

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

We 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.

DBS rechecks

All staff will have a fresh DBS check after three years. All Governors will have a fresh DBS check upon renewal of their term. This will be monitored and arranged by the HR Manager.

This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.

Appendix 1 - Safeguarding & Compliance Checks

Safeguarding & Compliance Checks		Teaching Staff & Students on Placements		
		Existing Teachers & Student Placements (including those on maternity leave or long term sick)	New Teachers & Student Placements (who have worked in another school or FE institution in regulated activity in the 3 months prior to appointment)	New Teachers & Student Placements (who have not worked in another school during the last 3 months)
Onboarding	Application Form (Signed)	Yes	Yes	Yes
	Visitor Notification Form	No	No	No
	Pre-Appointment Risk Assessment (non DBS)	No	No	No
	Online searches for shortlisted candidates	no	Yes	Yes
	References	Yes	Yes	Yes
	Interview Notes	Yes	Yes	Yes
	Confirmation of Clearance & start date letter	No	No	No
	Conditional Offer of Employment Letter (signed)	Yes	Yes	Yes
	Confirmation of Appointment Letter	no	Yes	Yes
	Contract of Employment (Signed)	Yes	Yes	Yes
	Job Description (Signed)	Yes	Yes	Yes
	Pre-Employment Self Declaration Form	Yes	Yes	Yes
	Overseas Check	No	Yes	Yes
	DBS	Yes	Yes	Yes
	Barred List Check	Yes	Yes	Yes
	Section 128 barring directions	Where Applicable to role	Where Applicable to role	Where Applicable to role
	Childcare Disqualification Declaration Form	Yes	Yes	Yes
	Qualification Certificates	Yes - Appropriate to role	Yes - Appropriate to role	Yes - Appropriate to role
	Identity Check	Yes - Pre- Appointment	Yes - Pre- Appointment	Yes - Pre- Appointment
	Right to work in the UK/Asylum and Immigration Checks	Yes	Yes	Yes
	TRA - Prohibition Order Check (Teachers and others prohibited from the profession)	Yes	Yes	Yes
	Historic GTCE Sanctions & Restrictions list	Yes	Yes	Yes
	Teachers who have failed induction or probation	Yes	Yes	Yes
	Occupational Health Clearance	Yes	Yes	Yes
	Declaration of Pecuniary Interest	Yes	Yes	Yes
Letter of Assurance	No	No	No	
SCR	Yes	Yes	Yes	
To be supervised whilst on site	No	No	No	
Induction	Safeguarding	Yes	Yes	Yes
	Child Protection Procedures	Yes	Yes	Yes
	Code of Conduct	Yes	Yes	Yes
	Whistleblowing	Yes	Yes	Yes
	H&S	Yes	Yes	Yes

		Classroom Support Staff			Non Classroom Support Staff	
		Existing TAs / HLTAs	New TAs / HLTAs (who have worked in another school or FE institution in regulated activity in the 3 months prior to appointment)	New TAs / HLTAs (who have not worked in another school in regulated activity in the 3 months prior to appointment)	Other existing staff in regulated activity	Other new staff in regulated activity
<u>Safeguarding & Compliance Checks</u>						
Onboarding	Application Form (Signed)	Yes	Yes	Yes	Yes	Yes
	Visitor Notification Form	No	No	No	No	No
	Pre-Appointment Risk Assessment (non DBS)	No	No	No	No	No
	Online searches for shortlisted candidates	no	Yes	Yes	Yes	Yes
	References	Yes	Yes	Yes	Yes	Yes
	Interview Notes	Yes	Yes	Yes	Yes	Yes
	Confirmation of Clearance & start date letter	No	No	No	No	No
	Conditional Offer of Employment Letter (signed)	Yes	Yes	Yes	Yes	Yes
	Confirmation of Appointment Letter	no	Yes	Yes	No	Yes
	Contract of Employment (Signed)	Yes	Yes	Yes	Yes	Yes
	Job Description (Signed)	Yes	Yes	Yes	Yes	Yes
	Pre-Employment Self Declaration Form	Yes	Yes	Yes	Yes	Yes
	Overseas Check	No	Yes	Yes	no	Yes
	DBS	Yes	Yes	Yes	Yes	Yes
	Barred List Check	Yes	Yes	Yes	Yes	Yes
	Section 128 barring directions	No	No	No	No	No
	Childcare Disqualification Declaration Form	Yes	Yes	Yes	Yes	Yes
	Qualification Certificates	Yes - Appropriate to role	Yes - Appropriate to role	Yes - Appropriate to role	Yes - Appropriate to role	Yes - Appropriate to role
	Identity Check	Yes - Pre-Appointment	Yes - Pre-Appointment	Yes - Pre-Appointment	Yes - Pre-Appointment	Yes - Pre-Appointment
	Right to work in the UK/Asylum and Immigration Checks	Yes	Yes	Yes	Yes	Yes
	TRA - Prohibition Order Check (Teachers and others prohibited from the profession)	No	No	No	No	No
	Historic GTCE Sanctions & Restrictions list	No	No	No	No	No
	Teachers who have failed induction or probation	No	No	No	No	No
	Occupational Health Clearance	Yes	Yes	Yes	Yes	Yes
Declaration of Pecuniary Interest	Yes	Yes	Yes	Yes	Yes	
Letter of Assurance	No	No	No	No	No	
SCR	Yes	Yes	Yes	Yes	Yes	
To be supervised whilst on site	No	No	No	No	No	
Induction	Safeguarding	Yes	Yes	Yes	Yes	Yes
	Child Protection Procedures	Yes	Yes	Yes	Yes	Yes
	Code of Conduct	Yes	Yes	Yes	Yes	Yes
	Whistleblowing	Yes	Yes	Yes	Yes	Yes
	H&S	Yes	Yes	Yes	Yes	Yes

		Governors			
		Existing Governors in regulated activity	Existing Governors in unregulated activity	New Governors in regulated activity	New Governors in unregulated activity
<u>Safeguarding & Compliance Checks</u>					
Onboarding	Application Form (Signed)	Yes	No	No	No
	Visitor Notification Form	No	No	No	No
	Pre-Appointment Risk Assessment (non DBS)	Yes	Yes	Yes	Yes
	Online searches for shortlisted candidates	Yes	No	Yes	No
	References	Yes	No	Yes	No
	Interview Notes	No	No	No	No
	Confirmation of Clearance & start date letter	No	No	Yes	Yes
	Conditional Offer of Employment Letter (signed)	No	No	No	No
	Confirmation of Appointment Letter	No	No	No	No
	Contract of Employment (Signed)	No	No	No	No
	Job Description (Signed)	no	no	no	no
	Pre-Employment Self Declaration Form	No	No	Yes	Yes
	Overseas Check	No	No	Yes	Yes
	DBS	Yes	Yes	Yes	Yes
	Barred List Check	yes	yes	Yes	Not permitted to request
	Section 128 barring directions	Yes	Yes	Yes	Yes
	Childcare Disqualification Declaration Form	Yes	Yes	Yes	Yes
	Qualification Certificates	No	No	No	No
	Identity Check	Yes - Pre-Appointment	Yes - Pre-Appointment	Yes - Pre-Appointment	Yes - Pre-Appointment
	Right to work in the UK/Asylum and Immigration Checks	No	No	No	No
	TRA - Prohibition Order Check (Teachers and others prohibited from the profession)	No	No	No	No
	Historic GTCE Sanctions & Restrictions list	No	No	No	No
	Teachers who have failed induction or probation	No	No	No	No
	Occupational Health Clearance	No	No	No	No
	Declaration of Pecuniary Interest	Yes	Yes	Yes	Yes
	Letter of Assurance	No	No	No	No
SCR	Yes	Yes	Yes	Yes	
To be supervised whilst on site	No	No	No	No	
Induction	Safeguarding	Yes	Yes	Yes	Yes
	Child Protection Procedures	Yes	Yes	Yes	Yes
	Code of Conduct	Yes	Yes	Yes	Yes
	Whistleblowing	Yes	Yes	Yes	Yes
	H&S	Yes	Yes	Yes	Yes

<u>Safeguarding & Compliance Checks</u>		Volunteers			
		Existing Volunteers in regulated activity	Existing Volunteers in unregulated activity	New Volunteers in regulated activity	New Volunteers in unregulated activity
Onboarding	Application Form (Signed)	Yes	No	Yes	Yes
	Visitor Notification Form	No	No	Yes	Yes
	Pre-Appointment Risk Assessment (non DBS)	No	No	Yes	Yes
	Online searches for shortlisted candidates	Yes	No	No	No
	References	Yes	No	Yes	Yes (if regular)
	Interview Notes	Yes	No	Yes	Yes
	Confirmation of Clearance & start date letter	No	No	yes	yes
	Conditional Offer of Employment Letter (signed)	No	No	no	no
	Confirmation of Appointment Letter	No	No	Yes	no
	Contract of Employment (Signed)	No	No	no	no
	Job Description (Signed)	no	no	no	no
	Pre-Employment Self Declaration Form	no	no	Yes	Yes
	Overseas Check	no	no	Yes	No
	DBS	Yes	Yes	Yes	Yes
	Barred List Check	Yes	yes	Yes	No - not permitted to request
	Section 128 barring directions	No	No	No	No
	Childcare Disqualification Declaration Form	Yes	Yes	Yes	Yes
	Qualification Certificates	Where Applicable to role	no	Where Applicable to role	No
	Identity Check	Yes - Pre-Appointment	Yes - Pre-Appointment	Yes - Pre-Appointment	Yes - Pre-Appointment
	Right to work in the UK/Asylum and Immigration Checks	No	No	No	No
	TRA - Prohibition Order Check (Teachers and others prohibited from the profession)	No	No	No	No
	Historic GTCE Sanctions & Restrictions list	No	No	No	No
	Teachers who have failed induction or probation	No	No	No	No
	Occupational Health Clearance	No	No	No	No
Declaration of Pecuniary Interest	Yes	Yes	Yes	Yes	
Letter of Assurance	No	No	No	No	
SCR	Yes	Yes	Yes	Yes	
To be supervised whilst on site	No	Yes	No	Yes	
Induction	Safeguarding	Yes	Yes	Yes	Yes
	Child Protection Procedures	Yes	Yes	Yes	Yes
	Code of Conduct	Yes	Yes	Yes	Yes
	Whistleblowing	Yes	Yes	Yes	Yes
	H&S	Yes	Yes	Yes	Yes

<u>Safeguarding & Compliance Checks</u>		Work Experience		Visitors	
		Work Experience in regulated activity	Work Experience in unregulated activity	Visitors in regulated activity	Visitors in unregulated activity
Onboarding	Application Form (Signed)	No	No	No	No
	Visitor Notification Form	Yes	Yes	Yes	Yes
	Pre-Appointment Risk Assessment (non DBS)	Yes	Yes	Yes	No
	Online searches for shortlisted candidates	No	No	No	No
	References	No	No	No	No
	Interview Notes	No	No	No	No
	Confirmation of Clearance & start date letter	Yes	Yes	No	No
	Conditional Offer of Employment Letter (signed)	No	No	No	No
	Confirmation of Appointment Letter	No	No	No	No
	Contract of Employment (Signed)	No	No	No	No
	Job Description (Signed)	No	No	No	No
	Pre-Employment Self Declaration Form	No	No	No	No
	Overseas Check	No	No	No	No
	DBS	Yes	Yes	Yes - to be verified on 1st Visit	not permitted to request
	Barred List Check	Yes	Not permitted to request	Where Applicable to role	not permitted to request
	Section 128 barring directions	No	No	No	No
	Childcare Disqualification Declaration Form	Yes	Yes	Yes	No
	Qualification Certificates	No	No	No	No
	Identity Check	Yes - Verified on 1st Visit	Yes - Verified on 1st Visit	Yes - Verified on 1st Visit	Yes - Verified on 1st Visit
	Right to work in the UK/Asylum and Immigration Checks	No	No	No	No
	TRA - Prohibition Order Check (Teachers and others prohibited from the profession)	No	No	No	No
	Historic GTCE Sanctions & Restrictions list	No	No	No	No
	Teachers who have failed induction or probation	No	No	No	No
Occupational Health Clearance	No	No	No	No	
Declaration of Pecuniary Interest	Yes	Yes	No	No	
Letter of Assurance	No	No	Yes (if through 3rd party)	Yes - Agency /third party to Provide	
SCR	Yes	Yes	No	No	
To be supervised whilst on site	Yes	Yes	Yes	Yes	
Induction	Safeguarding	Yes	Yes	Yes - Safeguarding Statement & Declaration signed on arrival as part of Entry Sign Log in	Yes - Safeguarding Statement & Declaration signed on arrival as part of Entry Sign Log in
	Child Protection Procedures	Yes	Yes	No	No
	Code of Conduct	Yes	Yes	No	No
	Whistleblowing	Yes	Yes	No	No
	H&S	Yes	Yes	No	No

Safeguarding & Compliance Checks		3rd Party Provider / Supplier						Supply Staff
		Students on placement (Fee Funded) in regulated activity	Self Employed 3rd Party Provider / Contractor in regulated activity	Self Employed 3rd Party Provider / Contractor in unregulated activity	3rd Party Provider / Contractor in regulated activity	Health care professionals in regulated activity	Contractors in unregulated activity	
Onboarding	Application Form (Signed)	No	Yes	Yes	No	No	No	No
	Visitor Notification Form	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Pre-Appointment Risk Assessment (non DBS)	No	No	No	No	No	No	No
	Online searches for shortlisted candidates	Yes - Agency /third party to Confirm	Yes	Yes	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm
	References	Yes - Agency /third party to Confirm	Yes	Yes	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm
	Interview Notes	No	No	No	No	No	No	No
	Confirmation of Clearance & start date letter	Yes - to Agency / 3rd party	Yes	Yes	Yes - to Agency / 3rd party	Yes - to Agency / 3rd party	Yes - to Agency / 3rd party	Yes - to Agency / 3rd party
	Conditional Offer of Employment Letter (signed)	No	No	No	No	No	No	No
	Confirmation of Appointment Letter	No	No	No	No	No	No	No
	Contract of Employment (Signed)	No	No	No	No	No	No	No
	Job Description (Signed)	No	No	No	No	No	No	No
	Pre-Employment Self Declaration Form	No	Yes	Yes	No	No	No	No
	Overseas Check	Yes - Agency /third party to Confirm	Yes	Yes	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm
	DBS	Yes - Agency /third party to Confirm Verified on 1st Visit	Yes	Yes	Yes - Agency /third party to Confirm Verified on 1st Visit	Yes - Agency /third party to Confirm Verified on 1st Visit	Yes - Agency /third party to Confirm Verified on 1st Visit	Yes - Agency /third party to Confirm Verified on 1st Visit
	Barred List Check	Yes - Agency /third party to Confirm Verified on 1st Visit	Yes	No	Yes - Agency /third party to Confirm Verified on 1st Visit	Yes - Agency /third party to Confirm Verified on 1st Visit	Not permitted to request	Yes - Agency /third party to Confirm Verified on 1st Visit
	Section 128 barring directions	No	Yes - If Applicable	No	No	No	No	No
	Childcare Disqualification Declaration Form	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Qualification Certificates	Yes - Agency /third party to Confirm	Where Applicable to role	Where Applicable to role	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm
	Identity Check	Yes - Verified on 1st Visit	Yes	Yes	Yes - Verified on 1st Visit	Yes - Verified on 1st Visit	Yes - Verified on 1st Visit	Yes - Verified on 1st Visit
	Right to work in the UK/Asylum and Immigration Checks	No	Yes	Yes	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm
	TRA - Prohibition Order Check (Teachers and others prohibited from the profession)	Yes - Agency /third party to Confirm	Where Applicable to role	No	No	No	No	Yes - Agency /third party to Confirm
	Historic GTCE Sanctions & Restrictions list	Yes - Agency /third party to Confirm	Where Applicable to role	No	No	No	No	Yes - Agency /third party to Confirm
	Teachers who have failed induction or probation	Yes - Agency /third party to Confirm	Where Applicable to role	No	No	No	No	Yes - Agency /third party to Confirm
	Occupational Health Clearance	Yes - Agency /third party to Confirm	Yes	Yes	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm	Yes - Agency /third party to Confirm
	Declaration of Pecuniary Interest	No	No	No	No	No	No	No
	Letter of Assurance	Yes - Agency /third party to Provide	No Cannot Assure own checks	No Cannot Assure own checks	Yes - Agency /third party to Provide	Yes - Agency /third party to Provide	Yes - Agency /third party to Provide	Yes - Agency /third party to Provide
SCR	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
To be supervised whilst on site	No	No	No	No	No	No	No	
Induction	Safeguarding	Yes	Yes - Safeguarding Policy obtained from 3rd Party Supplier Safeguarding Declaration signed on arrival as part of Entry Sign Log in	Yes - Safeguarding Policy obtained from 3rd Party Supplier Safeguarding Declaration signed on arrival as part of Entry Sign Log in	Yes - Safeguarding Policy obtained from 3rd Party Supplier Safeguarding Declaration signed on arrival as part of Entry Sign Log in	Yes - Safeguarding Policy obtained from 3rd Party Supplier Safeguarding Declaration signed on arrival as part of Entry Sign Log in	Yes - Safeguarding Policy obtained from 3rd Party Supplier Safeguarding Declaration signed on arrival as part of Entry Sign Log in	Yes - Safeguarding Policy obtained from 3rd Party Supplier Safeguarding Declaration signed on arrival as part of Entry Sign Log in
	Child Protection Procedures	Yes	No	No	No	No	No	Yes
	Code of Conduct	Yes	No	No	No	No	No	Yes
	Whistleblowing	Yes	No	No	No	No	No	Yes
	H&S	Yes	No	No	No	No	No	Yes