



ACHIEVING TOGETHER

FOUR STONES GATEWAY TRUST

SAFER RECRUITMENT POLICY

DATE POLICY WAS APPROVED	01.09.2026
DATE POLICY WILL BE REVIEWED	Autumn 2027
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	Head of People

FOUR STONES GATEWAY TRUST

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Four Stones Gateway Trust is a company limited by guarantee registration number 9115941

Key Definitions

All policies incorporate the following schools or organisations within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire, and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this Policy the term:

“CEO” includes the Chief Executive Officer

“CFOO” includes the Chief Financial Officer

“Trust Senior Leadership Team” includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

“Headteacher” includes the appropriate School Headteacher.

“Trustees or Trust Board” are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

“Local Academy Boards (LAB)” are appointed Governors at a local level. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

“Chair” responsible for leading the board and ensuring its effectiveness.

“Stakeholders” are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB or Trust members, trade unions, local business leaders etc.

1.0 Introduction

This Policy provides the approach to recruitment and selection of staff and volunteers in all schools and settings as part of Four Stones Gateway Trust (the Trust).

This Policy is also designed to ensure that people who are unsuitable to work with children, young people and their families are deterred and prevented from working within the school environment.

This Policy directly endorses and supports the mandatory guidance in the latest nationally published Keeping Children Safe in Education Document.

Recruitment and selection in the Trust will focus on safeguarding children by reducing the risk of harm through the employment of suitable, appropriately screened, vetted, and checked individuals. To make sure we recruit suitable people, we will ensure that at least one of our recruitment panel have received appropriate safer recruitment training.

The Trust is the employer of all staff and has overall responsibility for staffing matters including recruitment.

The Trust actively promotes equality, diversity, and inclusion, aims to eliminate discrimination, promotes positive attitudes to disabled people and takes account of disabilities in any staffing dealings, including recruitment.

2.0 Policy Statement

We are committed to safeguarding and promoting the welfare of children we put students wellbeing at the heart of everything that we do and, therefore, do all that we can to ensure those who work for us share our commitment. You can find more about our approach to safeguarding by reading our Safeguarding (including Child Protection) Policy.

The Trust aims to ensure that recruitment effectively and efficiently supports the provision of high-quality education. We expect all of our staff to promote:

- The highest professional standards
- Harmonious working relationships
- The Trust's vision and values

The Trusts objective in carrying out recruitment is to fill vacancies with people of the highest quality, drawn from the widest possible 'pool,' cost effectively and without undue delay, whilst adhering to principles of fairness and equality. Quite simply, we will appoint the best person for the job, in a manner that is fair to all applicants.

The Trust is committed to preventing and eliminating all forms of unjustifiable and unlawful discrimination. No staff member, potential staff member or applicant will be unlawfully disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief or pregnancy and maternity.

In adopting this Policy the Trust is committed to:

Developing and promoting our schools and other learning provisions.

- Appointing on merit.
- Being open and transparent.
- Valuing all individuals involved in the recruitment process.
- Valuing existing staff and helping them realise their potential.
- Working towards developing a workforce that embodies the Trust core values of integrity, ambition, commitment, and creativity.
- Giving appropriate and proper consideration to all applicants.
- Working towards developing a workforce that in its diversity can provide an appropriate and professional education to the children.
- Actively engaging with under-represented sectors of the community where possible.
- Using flexible working arrangements, where appropriate, to encourage a diversity of applicants
- Ensuring that assessment techniques and tests are free from any bias that might unlawfully discriminate.
- Giving consideration to making reasonable adjustments at all stages of the recruitment process for applicants with a disability.

3.0 Key Legislation

This Policy complies with the Department for Education's statutory guidance [Keeping children safe in education 2026 \(comes into force from 1 September 2026\)](#) and [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](#)

This Policy also complies with the following legislation:

- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children
- [Data Protection Act 2018](#), which outlines how your personal information is used by organisations
- [The Equality Act 2010](#), which makes it unlawful to discriminate against people regarding particular protected characteristics (including disability, sex, sexual orientation, gender reassignment and race).
- Crime and Policing Act 2026

This Policy relates to :

- Safeguarding including child protection Policy
- Equal Opportunities (staff) Policy
- Data Protection Policy
- Pay Policy
- Staff Acceptable Workplace Behaviour Policy

4.0 Safer Recruitment

All recruitment must be in line with this Policy to ensure that we identify, deter, and prevent people who pose risk of harm from working with our students.

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 and that they are aware of and committed to the Nolan Principles and British Values.

Any person involved in recruiting to our Trust must read the most recent "Keeping children safe in education" guidance (or updated statutory guidance) produced by the DfE and our Trust's safeguarding including child protection Policy.

All recruitment must be planned to ensure that there is adequate time available to recruit safely.

All of the appropriate checks described in the sections below must be carried out and have been determined as satisfactory before an applicant can start their employment in the Trust

5.0 Recruitment and Selection process

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Analysis of post requirement

When a post becomes vacant the Headteacher will undertake a review of the current staffing structure to assess whether a replacement is necessary.

Any review should include the working pattern/hours of the post and suitability for flexible working.

Documentation

Before advertising, the Headteacher will ensure appropriate documentation is available for prospective applicants.

The job description for the vacant post will be reviewed to ensure it reflects the requirements of the post. If there is no job description, one will be produced.

The job description will state:

- The main purpose of the job and the duties and responsibilities of the post

- The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, including the extent of the contact the person will have with children and his/her degree of responsibility for them.

The person specification will be reviewed to ensure it reflects any amendments to the requirements of the post. The person specification sets out the selection criteria - specifying the essential and desirable attributes needed by the successful candidate.

- These attributes will include:
- Qualifications, experience, and any other requirements needed to perform the role.
- Competences, qualities, and values that the successful candidate should be able to demonstrate.

Advertising

When advertising roles, we will make clear:

- Our commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

Where to Advertise

For each vacancy which may arise, the Trust will consider the most appropriate way of advertising the post and the best way of reaching the most suitable target audience. A decision not to advertise will only be taken if the Trust can demonstrate there is good reason not to. In some circumstances the vacancy may only be advertised internally. All decisions will be documented fully, as the Trust will need to demonstrate that it has acted reasonably if it is challenged.

In the case of a vacancy for a member of our Trust Senior Leadership Team or a Headteacher, the Trust will consider the most suitable way of advertising and filling this vacancy.

Application Forms

Our standard application form should be used so that common sets of core data is captured. CV's and letters of application will only be accepted alongside an application form.

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a copy of, or link to, our child protection and safeguarding Policy and our safer recruitment Policy which includes a section on the employment of ex-offenders
- Include an equal opportunities monitoring form that will be removed from the application prior to shortlisting

A copy of our application form is available to download from our website.

Applicants with disabilities

We are proud to have signed up to the Disability Confident scheme and are committed to:

- Ensuring our recruitment process is inclusive and accessible
- Offering an interview to people with disabilities who meet the minimum job criteria
- Anticipating and providing reasonable adjustments as required
- Supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work

All candidates should indicate whether they have a disability by completing the relevant section on our application form, outlining whether any special aids, adaptations or conditions are required.

Shortlisting

Our shortlisting process will involve at least 2 people.

All applications will be scrutinized to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies and to identify any gaps in employment. Any anomalies or gaps in employment will be noted and taken up as part of the consideration of whether to shortlist the candidate.

Shortlisting will be made by reference to the essential, and if necessary, the desirable criteria detailed in the person specification.

Once we have shortlisted candidates, as part of our due diligence process, we will carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Management of online searches and the collation of information will be carried out independently from those managing the shortlisting process. Only information relevant to potential reputational damage and/or safeguarding concerns obtained from the search will be passed to those managing the shortlisting process

We will also ask shortlisted candidates to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. 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 and 2020) that may deem them unsuitable.

The information we will ask for includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Whether they are prohibited from taking part in the management of an independent school / academy trust (Section 128)
- Whether they have been disqualified from providing childcare (if applicable to the role)
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information
- Sign a declaration confirming the information they have provided is true

References

The purpose of seeking references is to obtain objective and factual information to support the selection panel's decisions. References will normally be obtained before the interview for all shortlisted candidates including internal ones.

References will always be sought and obtained directly from the referee, not via the candidate themselves.

Referees should have first-hand knowledge of candidates work skills and abilities and so are able to comment on suitability for employment. One referee should be an up-to-date employer referee i.e... current or the most recent employer where the candidate had experience of working with children or young people. If the candidate is applying to join us directly from the education system, we would expect to be provided with the details of a professional tutor from the training institution and a mentor from a training placement as referees.

When seeking references we will:

- Not accept open references
- 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

In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that will be the aim in all cases.

Interview and Selection

When interviewing candidates, we will:

- Use a range of selection techniques to identify the most suitable candidate for the post
- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

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.

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. Interviews should be conducted with a minimum of two interviewers on the panel to enable one interviewer to assess the applicant, observe and make notes whilst the applicant talks to the other interviewer.

Before the interview commences the interview panel should have:

- prepared appropriate questions for the role;
- prepared appropriate questions to test the applicant's suitability to work with children and young people;
- 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.;
- agreed assessment criteria which reflects the person specification; and
- decided a structure to the interview and established which member of the panel will ask which questions.
- 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.

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;

Level of Language Proficiency

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).

The Trust will accept a range of evidence of spoken English language ability as follows:

- competently answering interview questions in English.
- possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad,

- passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad.

6.0 Pre-appointment Vetting 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.

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

Verify their Identity

This is carried out in line with DBS requirements. All candidates at the offer stage will be asked to provide the following:

- 3 forms of valid, current, and original identification, confirming name and date of birth, for example, biometric passport, photocard driving licence and birth certificate (route 1).
- All documents must be in the applicant's current name. Where this is not the case evidence will be required from one of the following:
 - marriage/civil partnership certificate
 - decree absolute/civil partnership dissolution certificate
 - Deed Poll certificate

Further details on identity checks can be found at <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

If the candidate cannot provide any of the above, guidance issued from the DBS will be followed. Copies will be taken, verified, signed, and dated by the person who has seen them and kept on the candidate's file. The copies of ID for will be kept for a minimum of 2 years in accordance with DBS guidance, employment, and data protection legislation.

Right to Work in the UK.

Under the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ someone without entitlement or permission to work in the UK. Section 15 of the Act requires all employers in the UK to make basic document checks on every person before they start work to help ensure that they do not employ illegal workers.

Therefore all candidates at the offer stage will be asked to verify their right to work in the UK.

We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards

Employers are also required to recheck documents at least every 12 months if the employee has time-limited leave to enter or remain in the UK. Employers incur a significant fine if they employ an illegal worker. A new offence of knowingly employing an illegal worker can incur an unlimited fine and/or up to five years' imprisonment. To ensure that recruitment practices are not discriminatory, all short-listed applicants, regardless of their colour, race, nationality, or ethnic or national origin, will be asked to produce original documents as evidence of their right to work in the UK.

Overseas Candidate Checks

Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:

- For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
- For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach

Overseas Trained Teachers (OTTs)

Qualified teachers from countries outside the UK may be permitted to work as unqualified teachers within the Trust for a maximum of four calendar years without holding UK Qualified Teacher Status (QTS).

When employing an OTT under this provision, the Trust will ensure that:

- The candidate has successfully completed a teacher training course recognized by the relevant organisation in their qualifying country.
- The four-year limit is calculated as a continuous calendar period starting from the first day the individual ever taught in an English state-maintained school or academy. It does not pause if they leave employment or the UK.
- Further details and current visa requirements will be checked against official DfE guidance on Recruiting Teachers from Overseas on GOV.UK.

DBS Check

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; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.

It is anticipated that all regular positions will fall within the definition of 'Regulated Activity,' (with the exception of certain volunteer roles) and will therefore require an Enhanced DBS check.

Where a post is eligible (in regulated activity as defined in Keeping children Safe in Education), a check against the barred list will be undertaken, either within the enhanced DBS disclosure or separately. A separate barred list check will be obtained if they will start work in regulated activity before the DBS certificate is available

Until the Trust has had sight of the original Disclosure Certificate, the candidate will be treated as unchecked.

The Disclosure may be obtained either by asking the individual to complete an application for a new DBS Certificate, or by the individual producing a DBS Certificate which has been registered on the DBS Update Service (only applicable to DBS Certificates which have been issued since 17 June 2013).

Candidates who have registered with the DBS Update Service must produce the original of their DBS Certificate, along with the required proofs of ID. In accordance with DBS guidance, the Trust will ask the candidate to sign a statement to say that they give the Trust permission to access their record on the DBS Update Service. A printout of the result will be produced and held on the candidate's file.

We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken.

If the DBS is delayed, for valid reasons beyond the control of the Trust and/or the employee, the Trust may allow the member of staff to start work, on the following conditions:

- The appointment is not confirmed;
- All other relevant checks have been completed satisfactorily;
- The DBS application has been made in advance;

A Risk Assessment is written and kept on file and approved by the Headteacher.

- The Risk Assessment is reviewed every week until the Disclosure Certificate arrives.
- Appropriate safeguards are taken (e.g. supervision)
- The member of staff is informed as to what these safeguards are and is happy to commence work under these conditions.

This must be documented and kept on the new member of staff's file.

7.0 Volunteer Vetting and DBS Requirements

In accordance with KCSIE guidelines, the Trust will ensure that all regular volunteers (defined as those volunteering for 3 or more days in a 30-day period) and those joining overnight residential trips undergo a mandatory Enhanced DBS check with children's barred list information prior to commencing their role.

For occasional or one-off volunteers who are not in regulated activity and remain fully supervised at all times, the school will undertake a formal, written risk assessment to determine whether an Enhanced DBS check (without a barred list check) is required. Under no circumstances will a volunteer who has not undergone any background checks be left unsupervised with children.

8.0 Protections and Exemptions

'Specified offences' will always be disclosed on a DBS certificate, and should always be included in self-declarations – see the [government's list](#) for further details.

It is a criminal offence for any person who is barred from working with children to apply for a position in a school. The Trust will make a report to the DBS and/or the police as appropriate, if it receives an application from a barred person.

'Protected offences' are certain old or minor offences that may not be disclosed on a DBS check. Guidance as to whether a caution or conviction is 'protected' can be found in:

The Ministry of Justice's [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#)

The government's tool to [check whether to disclose cautions or convictions](#)

Applicants should not list any 'protected' offences on their self-declaration form, and we will not take them into account if we are made aware of them.

9.0 Disclosure discussions

Where a disclosure or the results of a DBS check reveal that an applicant is barred from the role or ineligible to be employed in that role, their recruitment process will not proceed any further, and they will be informed that they legally cannot be considered for the job.

In all other cases, previous convictions will not necessarily prevent applicants from being employed by our Trust.

Where relevant, disclosure discussions will happen as part of the interview process and take the applicant's explanation into consideration. For example, we will consider:

- The seriousness of any offence and relevance to the post applied for
- How long ago the offence occurred.
- Whether it was a one-off incident or a history of incidents
- The circumstances around the incident
- Whether the applicant accepted responsibility for their actions

Staff will then assess whether applicants' previous convictions or cautions make them unsuitable for the role.

We will not ask applicants about protected convictions and cautions.

10.0 Prohibition from Teaching

Prior to beginning work we will ensure candidates are not subject to a prohibition order if they are employed to be a teacher or involved in teaching work (Each of the following activities is teaching work: planned and preparing lessons and courses for students; delivering lessons to students; assessing the development, progress and attainment of students; and reporting on the development, progress and attainment of pupil)

11.0 Disqualification from Childcare- new employees in our primary settings

Prior to beginning work we will carry out thorough checks to ensure compliance with the Childcare (Disqualification) Regulations and the Childcare Act 2006. These checks apply to staff working in early

years provision (up to and including reception age), later years provision (for children under 8), and those involved in the management of such services.

All prospective and current employees in relevant roles will be required to disclose any circumstances that may result in disqualification, including criminal convictions, inclusion on the DBS Children's Barred List, certain care-related orders, and—where applicable—disqualification by association.

Where a disqualification is identified, the individual may be required to apply to Ofsted for a waiver before commencing or continuing in their role. These checks will be conducted alongside enhanced DBS screening and self-declaration processes, and will be reviewed periodically to ensure continued compliance across the Trust.

For further information please refer to Appendix A

12.0 Prohibition from Management of Independent Trusts Check (section 128 direction)

Check those candidates taking up a management position* are not subject to a prohibition from management (section 128) direction made by the secretary of state

*Management positions are most likely to include, but are not limited to, executive team, head of school, headteachers, and deputy/assistant headteachers.

13.0 Medical Fitness Declaration

Candidates will be asked to sign a declaration confirming that they know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.

When a candidate declares they have a pre-existing medical condition, the Trust will refer the candidate for an Occupational Health pre-employment health assessment. A referral for a pre-employment health assessment will only be made following the candidate accepting a conditional offer of employment.

Where an Occupational Health assessment is undertaken, the contents of the report will be discussed with the candidate's line manager and any support/reasonable adjustments needed.

14.0 Professional Qualifications Checks

All candidates will be asked to provide original proof of any professional qualifications they hold which are either required for, or relevant to, the position. Copies will be taken, verified, signed, and kept on file.

If no original is to be found, the Trust will ask the candidate to order replacement certificates, or will request confirmation of the qualification in writing from the organisation or institution concerned. The confirmation will be kept on file.

15.0 Ongoing Vetting Checks of Existing Staff

We are committed to ensuring the safety of the students we serve. We have therefore ensure that we have ongoing safeguarding practices that are robust and take on board up to date best practice guidance.

Annually we will ask all staff to undertake a self-declaration to ensure staff have the opportunity to share relevant information and allow this to be discussed and considered.

We will ask for DBS renewal checks if:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- It has been 5 years since the last DBS check; or
- There has been a break in service of 12 weeks or more

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

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

where:

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

All existing staff 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 and 2020) or any occurrence that may disqualify them from providing childcare under the Childcare (Disqualification) Regulations 2009. Failure to immediately report such information may result in disciplinary action, up to and including dismissal. Action may be taken as a result of any change or any failure to inform the Trust of any change.

16.0 Agency Staff

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 above, 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).

17.0 Breaches of Policy

Any instances of this Policy not being adhered to will be taken very seriously and appropriate disciplinary action may be taken.

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).

18.0 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 Data Protection Policy and in line with the requirements of Data Protection Legislation.

19.0 Review of Policy

The Trust reviews this Policy annually. We will monitor the application and outcomes of this Policy to ensure it is working effectively.

Appendix A

Single Central Record

Background

It has been a requirement since 2007 that all schools must maintain a Single Central Record (SCR) of recruitment and vetting checks. This is set out in some detail in [Keeping children safe in education 2026 \(comes into force from 1 September 2026\)](#) and it is essential that staff with responsibility for maintaining and overseeing the SCRs have read and applied this statutory guidance.

Keeping Children Safe in Education states: *'Multi Academy Trusts (MATs) must maintain the single central record detailing checks carried out in each academy within the MAT. Whilst there is no requirement for the MAT to maintain an individual record for each academy, the information should be recorded in such a way that allows for details for each individual academy to be provided separately, and without delay, to those entitled to inspect that information, including by inspectors'.*

Responsibilities, Advice and Auditing

- Each school will maintain their own SCR.
- The Chief Executive Officer has accountability for the Trust tab of the SCR
- The relevant Headteacher has accountability for the school's SCR
- The Director of SCITT is accountable for the SCITT's SCR for the trainees, although it will be maintained by the SCITT administrator.
- Staff working in the SCITT and Teaching School Hub must be included in the Haybridge High School SCR.
- Format of the Single Central Record
- All schools must use the Trust's format for the SCR and not add or delete headings.
- The SCRs must be maintained electronically, accessed only by a secure password and backed up every day. There must always be a member of staff on site that can access the SCR.

Who should appear in the SCR?

Keeping Children Safe in Education states:

'The single central record must cover the following people:

all staff, including teacher trainees on salaried routes, agency and third-party supply staff who work at the school. In colleges, this means those providing education to children; and for independent schools, all members of the proprietor body. In the case of academies and free schools, this means the members and trustees of the academy trust.'

Each SCR for a school in the Trust must therefore include:

- All staff who are employed directly by the school;
- All staff employed to work in the Trust's senior and/or central teams; (where they visit or work on the school site).
- All consultants used by the Trust to support the school improvement strategy;
- All agency and third party staff, such as supply teachers/support staff, catering teams, cleaning teams, counsellors, coaches brought in to undertake activities etc
- All regular volunteers who work with children (defined as once a week or more, or 4+ days in a 30-day period) and always those engaged in regulated activity.
- Members, Trustees and Governors;
- Regular contract staff such as contract cleaners, caterers or builders.

The following do not need to be included in the SCRs: visitors to the school, fee-funded trainee teachers, work experience students, occasional volunteers or one-off contractors.

Agency and Third-Party Staff

We will ensure by obtaining written notification, that the company who provides staff (who will have access to areas where unsupervised contact with children is possible), has carried out the necessary safer recruitment checks that we would otherwise perform.

This Letter of Assurance will be placed on file

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

Where services or activities are provided separately by another body, supervising the Trust's students either on or off Trust site, the Trust will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the Trust on these matters where appropriate.

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 includes contractors who are provided through a PFI or similar contract). 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

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.

We will obtain written notification from any contractor outlining that they have carried out the necessary right to work checks on all employees.

We will check the identity of all contractors and their staff on arrival at the 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 new to working in regulated activity (Regulated activity for volunteers is defined as teaching, training, instructing, caring for, or supervising children on more than 3 days in a 30-day period, or participating in any overnight activity between 2am and 6am).
- 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.

Governors/Trustees and Members

All trustees, local governors and members 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. The Chair of the Trust board will have their DBS check countersigned by the Secretary of State.

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)).
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Appendix B

Recruitment of Ex-offenders

The DBS Code of Practice requires that the school makes available a copy of its Policy/statement on the Recruitment of Ex-offenders to all job applicants. The DBS Code of Practice is available at [DBS code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/322222/DBS_Code_of_Practice_-_GOV.UK.pdf)

In accordance with the Disclosure and Barring Service Code of Practice this statement is made available to all job applicants at the outset of the recruitment process.

Having a criminal record will not necessarily bar you from working in our Trust. Employment with the Trust is dependent on the nature of the position and the circumstances and background of your offences.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly by:

- not discriminating unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS check/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) we can only ask an individual about convictions and cautions that are not protected.
- being committed to the fair treatment of our staff, potential staff, or users of its services, on all protected grounds and in relation to all history of offending.
- actively promoting 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
- selecting all candidates for interview based on their skills, qualifications, and experience.
- ensuring that all those in our Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- at interview, or in a separate discussion, ensuring 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.)
- undertaking to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- ensuring an application for a criminal record check is only submitted to DBS after thorough 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.

Appendix C

Disqualification from Childcare information for new employees in our primary settings

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.

Staff are covered by this legislation if they are employed or engaged to provide early years childcare (this covers the age range from birth until 1 September following a child's 5th birthday, that is up to and including reception year) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare. Staff in secondary schools only come into scope if they provide childcare, or manage the childcare provision for those children covered by these arrangements. For example, if they host after-school childcare for children under 8.

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:

- That you have a caution/conviction for certain violent/sexual offences
- Grounds relating to the care of children.
- That you have had registration refused/cancelled in relation to childcare
- 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 this and report to the Headteacher 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 on which you are unclear. If you wish to do this, please speak with the Headteacher in person.

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

I have read and understood the information in this document.

Signed