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1. Introduction

1.1. Recruiting the best people to our Trust is vital for our continued success in providing the highest standards of education to our pupils. All reference to the Trust within this policy includes its Academies.

1.2. Not appointing the right people to our roles can have a negative impact on the performance of our Trust.

1.3. In carrying out our recruitment processes we:

1.3.1. Are committed to

- 5.2. 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.
- 5.3. Any person involved in recruiting to our Trust must read the latest "Keeping children safe in Part 1 and Annex A education" guidance (or updated statutory guidance) produced by the DfE and the Trust's Child Protection and Safeguarding Policy, available on the Trust website: www.lwlat.org.uk plus other relevant documents.
- 5.4. All recruitment must be planned in such a way to ensure that there is adequate time available to recruit safely.
- 5.5. Any person who becomes aware that this policy is not being followed during recruitment must inform the CEO or Principal, as appropriate, immediately.
- 5.6. All of the checks described in Sections 13 and 14 must be carried out and have been determined as satisfactory before an applicant can start their employment in the Trust.

6. Advertising

- 6.1. Any vacant position will normally be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained.
- 6.2. All job adverts will have the following statement about safeguarding children and young people and the requirement to have a DBS check:

‘The Learning without Limits Academy Trust is committed to safeguarding and

- 9.1.9. establish the reason for the candidate leaving their current or most recent post;
 - 9.1.10. be compared with the information set out in the application form and any discrepancies discussed with the candidate;
 - 9.1.11. be requested before the interview; and
 - 9.1.12. be explored further with the referee and with the applicant during the interview if necessary.
- 9.2. 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.
- 9.3.

11. Interviews

- 11.1. A face-to-face interview must take place for all applicants to all posts. The use of video conferencing such as Microsoft Teams, or other similar technologies, is acceptable for this purpose in exceptional circumstances.
- 11.2. 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 attended appropriate safer recruitment training.
- 11.3. 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.
- 11.4. 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.
- 11.5. Before the interview commences the interview panel should have:
 - 11.5.1. prepared appropriate questions for the role;
 - 11.5.2. prepared appropriate questions to test the applicant's suitability to work with children and young people;
 - 11.5.3. 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;
 - 11.5.4. agreed assessment criteria which reflects the person specification; and
 - 11.5.5. decided a structure to the interview and established which member of the panel will ask which questions.
- 11.6. 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.
- 11.7. Any gaps in employment history must be explored during the interview process.
- 11.8. 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
 - indicators of negative safeguarding behaviours
- 11.9. 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.

12. Other Selection Methods

12.1. In addition to a face-to-face interview with the interview panel a variety of other selection methods may be used that are applicable to the role, such as:

12.1.1. Observation of teaching practice in one of our Academies or in the applicant's current school/Academy

12.1.2.

successfully completed any statutory induction, if required, through the [Teacher Services System](#)

- 14.1.6. satisfactory online searches (see Section 9)
 - 14.1.7. satisfactory enhanced DBS check (see Section 16)
 - 14.1.8. section 128 check for management positions
 - 14.1.9. for management positions (applicable to governors/trustees, Principals, members of the Senior Leadership Team and departmental heads only), verification that they are not subject to a section 128 direction by checking the [Teacher Services System](#)
 - 14.1.10. 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 [Teacher Services System](#)
 - 14.1.11. 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
 - 14.1.12. a clear children's barred list check (except supervised volunteers)
 - 14.1.13. verification of right to work in the United Kingdom (see section 14)
 - 14.1.14. any further [checks](#) where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas
 - 14.1.15. confirmation that the applicant is not disqualified from providing childcare, where applicable
- 14.2. All checks must be confirmed in writing, retained on the personnel file and recorded on the single central record (SCR).
- 14.3. DBS renewals will be undertaken every three years for all employees and volunteers recorded on the SCR.

- 15.2.2. **Check** the documents' validity and that the person identified in the documents is the prospective or existing employee. This check must be conducted using Appendix 3 and in the presence of the worker, which could be their physical presence or via a live video link;
- 15.2.3. **Copy** the document(s) checked;
- 15.2.4. **Retain** and record on the SCR the date on which the check was made.

15.2. Obtain document(s)

Physical documents

- 15.2.1. The person conducting the check needs to see the original documents (or combinations of documents) prescribed by the Home Office (set out at Appendix 2 of this policy);
- 15.2.2. It is important that the description of each acceptable document is read carefully as the statutory excuse will only be obtained where the document produced meets the specification in that list precisely. For example, in some cases it is acceptable if the document produced has expired (e.g. a British citizen's passport), whereas in

15.4. Copy

Physical documents

- 15.4.1. A clear copy of the document must be made in a format which cannot later be altered;
- 15.4.2. When copying passports, a copy needs to be taken of any page with the document expiry date and the holder's name, nationality, date of birth, signature, biometric details and photograph, along with any page(s) containing their current permission to live in the UK and undertake the work in question;
- 15.4.3. When copying any other document, the document needs to be copied in full;
- 15.4.4. Annotate the copies with the date and the name of the person who undertook the check. Suggested wording for this is as follows:

"Original document examined by [name of person undertaking the check] in the [physical presence / presence via video link] of [name of prospective employee] and copy taken on [date month year].

[signature of person undertaking the check]."

- 15.4.5. This can simply be handwritten in pen on the photocopy (all pages) prior to filing in the personnel file. A copy can be uploaded to the employee's profile on SCR Tracker.

Online checks

- 15.4.6. A copy of the "profile" page which includes the individual's photograph and confirms their right to work must be printed or saved electronically as a pdf or html file.

15.5. Retain

- 15.5.1. The copy needs to be retained securely on the individual's personnel file, together with the completed copy of Appendixo

verification notice), in which case we do not have a statutory excuse and termination of employment will need to be considered. In these situations please The Trust Chief Administrative Officer immediately.

17. Timing of checks

- 17.1. To obtain a statutory excuse checks must be conducted and documents copied before employment commences.
- 17.2. If an employee or prospective employee produces a document which demonstrates that their permission (also known as "leave") to work in the UK is time-limited, then repeat checks must be conducted before that permission expires in order to maintain the statutory excuse.

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

- 18.1. The Trust will carry out a risk assessment to determine if a DBS check is required for each volunteer in accordance with Annex E of Keeping Children Safe in Education 2023. If a volunteer is assessed as requiring a DBS check, 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	6

		verification-for-new-chairs-of-trustees
Supervised volunteers	Where an individual is a volunteer (e.g. carrying out activity that is unpaid) they will not be engaging in regulated activity if: <ul style="list-style-type: none"><li data-bbox="475 367 491 389">•	

18.6. 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 and 2020).

18.7. 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).

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

19.1. An enhanced DBS check and a children's barred list check will be carried out every three years for all existing staff and unsupervised volunteers.

19.2. An enhanced DBS check and a children's barred list check will be carried out for all existing staff and unsupervised volunteers (subject to risk assessment) where their contact with children or young people has increased from that at their time of appointment.

19.3. An enhanced DBS (no barred list check) may be carried out on any supervised volunteer

21.2. 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).

22. Record Keeping and Data Protection

22.1. All written records of interviews, application forms and reasons for appointment or non-appointment will be kept either by the Trust or the relevant Academy in line with our Privacy Notice for Job Applicants, our Privacy Notice for Staff (for appointed candidates), Data Retention Policy and in line with the requirements of Data Protection Legislation.

23. LwLAT Wellbeing StatementiD

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 Trust

4	An application registration card issued by the Home Office stating that you are permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that you may stay in the UK and are permitted to do the work in question.

Holders of Biometric Residence Permits and Cards and digital immigration status (eVisas)

Appendix 3: Right to work checklist

Name of person:	
Date of check:	

Step 2: Check

You must **check** that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

Are photographs consistent across documents and with the person's appearance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are dates of birth consistent across documents and with the person's appearance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (For students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.) Yes

