



L.E.A.D. Academy Trust

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# Safer Recruitment Policy

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Implementation: September 2019

## **1. Policy Statement**

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people. This policy has been developed to ensure that the recruitment of staff or volunteers who work for L.E.A.D. Academy Trust and L.E.A.D. Services is compliant with DfE Safer Recruitment guidance. It outlines the systems in place to help deter, identify and reject people who may abuse children. Appointment to any post will be subject to the following pre-employment checks: health, identity, relevant work qualifications, right to work in the UK, professional registration (for qualified teaching staff), enhanced Disclosure and Barring Service (DBS) check, references, a self-declaration in line with the Disqualification under the Childcare Act 2006 (where applicable) and any prohibition order checks including section 128 management checks where appropriate.

A start date for successful job applicants will not be confirmed until clearance from all the above checks has been obtained. Please note that the DBS check will reveal all convictions, reprimands, cautions and bind overs even if considered spent within the Rehabilitation of Offenders Act. There is a DBS Code of Practice which governs this process. In some specific cases and under the headteacher's guidance, a member of staff may begin their employment before the DBS clearance comes through. However, this is rare and will need a rigorous risk assessment to be agreed including a barred list check, and a commitment from the school to not allow the employee to work alone with pupils until the clearance has been received. In these cases, the employee must be informed that should a disclosure arise, the offer of employment may be withdrawn.

It applies to all people who carry out work across the Trust, whether paid, voluntary, supplied by an agency or under a service term agreement.

## **2. The Recruitment Process**

The importance of safeguarding and protecting children attending a L.E.A.D. Academy will be promoted as much as possible throughout the recruitment process in order to deter would-be abusers.

The need for a thorough safe recruitment process is paramount and timelines for the appointment of staff will vary depending on the time it takes to receive all of the appropriate pre-employment checks and for the candidate to serve a notice period.

It is recognised that appointments often need to take place speedily to ensure continuity of provision for the children within our academies, however no appointment process will circumvent the measures described in this policy for the sake of expediency.

At the start of the recruitment process it is important to define what the responsibilities of the post-holder will be, as well as the qualifications and experience needed to perform the role.

All Job Descriptions will, as a minimum detail:

- ✓ Job Title
- ✓ Salary
- ✓ Purpose of Role
- ✓ Skills and experience needed
- ✓ Our commitment to safeguarding children and the requirement of a DBS check and the level appropriate
- ✓ Professional qualifications needed

All recruitment advertisements will display the following:

✓ Job Title

✓ Hours of Work

✓ Salary + allowances if applicable

✓ Contract Type (fixed term, permanent, casual)

✓ Safeguarding Statement 'The L.E.A.D. Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is subject to a Disclosure and Barring Service check.'

✓ Closing Date

### **2.1. Invites to Interview**

Office Managers/Business Managers are required to use the *Invite to Interview* pro-forma which is Appendix A of this policy.

### **2.2. References**

References will be requested for all shortlisted candidates, including internal ones, prior to interview. At least one reference must be from the current or most recent employer. However, in the case of someone who is 'new to work' e.g. a school leaver, it is important to take advice from HR as to what an acceptable reference source would be. This would apply mainly to those applying for support roles within the school. If a teacher or teaching assistant did not feel comfortable using their current employer as a reference, this must be discussed with HR.

The Trust reserves the right to seek references from the current employer even if they are not listed as referees on the application form.

Referees for all candidates will be asked specific role and child protection related questions. This avoids references which may have been written as part of a compromise agreement and would not state any adverse qualities or incidents involving the candidate.

Photocopied references without any official organisation markings will not be considered. However, see above re 'new to work' candidates.

The Office Manager/Business Manager or delegated other, will check for any employment gaps and highlight any found to the interview panel. These will be investigated at interview. The interview panel will explore patterns of repeated change in career or employers at interview, ensuring that the reasons for this are fully explored.

Receipt of at least two satisfactory references are a condition of employment therefore if this condition is not met in full, it may result in the offer of employment being withdrawn with immediate effect.

### **2.3. Interviews**

On arrival for interview the original documents requested in the invitation to interview letter will be obtained from each candidate and copied. These copies must be signed and dated by the member of staff carrying out this role.

The interview process will allow time for any discrepancy in a candidate's application or references to be scrutinised and clarified. Interviewers will question candidates regarding any employment gaps, criminal record disclosures, fitness for the role, previous experience, suitability for the post and their motivation to work with children. The recruiting manager will be certain they have explored all relevant areas before they offer a post. All interviews will be carried out on a face to face basis.

On the rare occasions where teachers have applied from overseas then it may be appropriate to interview via video conferencing. The composition of an interview panel will reflect the nature of the post.

The Trust will manage the recruitment and employment of headteachers.

### 3. Post Interview Checks

Posts within schools are exempt from the Rehabilitation of Offenders Act 1974 (updated guidance March 2014), therefore as a prospective employer, we encourage candidates to disclose any unspent and spent convictions during the application stage.

Disclosing a criminal background will not be used as a reason to not shortlist a candidate, unless it involves violence and/or the safety of children.

Having a criminal conviction will not necessarily bar a person from working with children.

Successful candidates will be required to complete an online DBS application form (and Disqualification Self-Declaration where appropriate). Once an Enhanced DBS with barred list clearance is verified, any discrepancy in convictions declared on the application form and the DBS clearance will be discussed with the candidate and may lead to the offer of employment being withdrawn with immediate effect, even if the person has commenced work.

For all appointments an enhanced DBS check with barred list information will be required as the majority of staff will be engaging in regulated activity. A person will be considered to be in 'regulated activity' if as a result of their work they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this happens only once.
- To be eligible for a DBS check they would need to work in any one of these specified places **more than four times in a 30-day period**

A supervised volunteer who regularly teaches or looks after children is not in regulated activity.

To assist recruiting managers in determining what level of background check is appropriate further guidance can be obtained by a HR Business Partner and/or reviewing Appendix B, Regulated Activity in Relation to Children Scope.

Any offer of employment to any post across the Trust will be conditional on satisfactory completion of the necessary pre-employment checks detailed below:

#### 3.1. Verification of Candidates Identity

It is vital that we know who our staff are, including volunteers and governors, and have evidence to prove this. Evidence of identity will be sought as part of the enhanced DBS check. We will verify a candidate's identity from current photographic ID and we will ask to see proof of address.

Photocopies of documentation will be taken by the administration team, signed and dated, and kept on file for anyone appointed in an academy.

#### 3.2. Enhanced DBS check with Children's Barred List Check

All employees will be considered to take part in regulated activity and therefore we will require them to be checked against the Children's Barred List and obtain an enhanced DBS check.

The Head Teacher will review the completed DBS check and determine if it meets the required standard. Where it does not, advice will be sought from the HR Department and may result in the offer of employment being withdrawn with immediate effect.

The original DBS certificate should be verified and logged on the Single Central Record but no copies should be kept.

Individuals may subscribe to the Disclosure and Barring Update Service. This allows for the portability of the Enhanced DBS with Barred List certificate across to the Trust. <https://www.gov.uk/dbs-update-service>

Before using the update service, academies need to obtain:

- consent from the applicant
- confirmation the certificate matches the applicant's identity
- sight of the original certificate to ensure the level of check/position appropriate is relevant for the role.

The Head Teacher, or delegated other can access this service via

<https://secure.crbonline.gov.uk/crsc/check?execution=e1s1>

### **Obtain a separate Barred List if the employee is start work in regulated activity before the DBS certificate is available**

This is only applicable and should only be accessed for employees engaging in regulated activity.

An immediate check can be made against the Barred List via the Teachers' Pension Online Portal. You will need to apply for access to this. Each location of work across the Academy Trust has a unique username and password, which is attached to an individual license. This needs to be re-submitted on an annual basis to ensure that access is not interrupted.

### **3.3. Medical Clearance**

Successful candidates will be required to complete a pre-employment medical questionnaire. Depending on the answers given by the candidate, a referral to Occupational Health may be required to assess fitness for work. If a referral is made, then job offers are confirmed only when a letter has been received from Occupational Health declaring them fit for the post for which they have applied.

### **3.4. Prohibition Order**

The administration department will ensure that a candidate who is a registered teacher is not subject to a prohibition order issued by the Secretary of State. They will use the Employer Access Online Service to check this detail.

### **3.5. Prohibition from management order (Section 128 Direction)**

The academy will check whether applicants appointed to management positions after 12 August 2015 are subject to a Section 128 Direction. (This is a direction made by the Secretary of State under s.128 of the Education and Skills Act 2008 barring individuals from taking part in the management of an independent school, including academies and free schools).

The scope of the barring directions (as detailed in the DfE's confirmation letter of 11 August 2015) covers membership of proprietor bodies (including governors if the governing body is the proprietor body for the school), and all staff positions as follows: head teacher, any teaching positions on the senior leadership team, and any teaching positions which carry a department headship. Other teaching posts with additional responsibilities do not count as "taking part in management"). For non-teaching staff, only posts which are part of the senior leadership team (Executive team) should be regarded as "management" for the purposes of checking for the existence of the barring direction.

The checks will be made via either the DBS route or via the NCTL Teacher Services' System.

### **3.6. Right to work in the UK**

The administration department will request documentation from the candidate to verify their right to work in the UK. This will be checked against the requirements of the Border Agency. The member of staff checking this will sign and date a copy of documentation for employee records.

Where the right to work in the UK cannot be verified, the offer of employment will be immediately withdrawn.

### 3.7. Overseas Police Checks

If the candidate has lived or worked outside of the UK for more than 12 months (whether continuously or in total) in the last 10 years whilst aged 18 or over, then it is their responsibility to provide a 'Certificate of Good Conduct' from the country concerned. Details of how to obtain this can be found at:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

### 3.8. Verification of Professional Qualifications

Successful candidates must provide evidence of the qualifications that they have detailed on their application form. A copy of the certificates will be kept on the personnel file of the employee and the photocopy will be dated and signed by the person responsible for checking qualifications.

These checks will be made clear to candidates at interview. The candidate will not be made an unconditional offer at any point prior to the receipt of all satisfactory pre-employment checks.

## 4. Induction

All staff members should be made aware of systems within their individual academy which support safeguarding and the welfare of all pupils.

All staff, including volunteers and agency supply personnel will receive copies of, at least the following policies:

- The child protection policy
- The staff code of conduct policy
- Information regarding the role of the designated safeguarding lead
- Part One of Keeping Children Safe in Education September 2019
- Safeguarding and child protection training, which is updated at least annually, to provide employees with the relevant skills and knowledge to safeguard children effectively.

All staff employed by the Trust should read at least Part One of KCSIE to aid the understanding of their role and responsibility as set out in the guidance. This statutory guidance will be reinforced by additional support provided by each academy's Designated Safeguarding Lead.

This should be recorded by the Line Manager on the Induction Checklist, Appendix C.

School must use the induction safeguarding document (see Appendix E) to ensure all new staff members understand their role in keeping children safe.

## 5. Existing Staff

If concerns are raised about an existing member of staff's suitability to work with children, all the relevant checks will be carried out as if the individual was a new member of staff. This will also be done if an individual moves from a post that is not regulated activity to one that is.

The Academy will make a referral to the Disclosure & Barring Service anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- It is believed the individual has engaged in [relevant conduct](#); or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- 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

## 5. Other considerations

- Casual or temporary staff employed by the academy on an adhoc/short term basis:

Staff (including self-employed staff) employed on a temporary issued by the academy will follow the same recruitment process as any other permanent employee. All pre-employment checks must be completed.

- Peripatetic Tutors and Agency Staff (Including Agency Supply Teachers):

All service providers/staffing agencies providing staff to undertake regulated activity will be required to provide evidence of the same pre-employment checks that the academy would complete if they were directly employing the staff themselves.

This should be submitted in writing i.e. 'letter of comfort' and in advance of the provider starting work and should be agreed as part of any contract between school and provider. We reserve the right to view the original copy of the disclosure from the agency if it contains additional information. Evidence of checks from external providers will be recorded on the Single Central Record by the Office Manager/Business Manager.

If evidence is not provided, then the school will not allow the peripatetic tutors or agency staff to have unsupervised access to children.

## 6. Governors

All trustees, local governors and AGB 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 Board will have their DBS check countersigned by the secretary of state.

All proprietors, trustees, local governors and AGB 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](#)). *[Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]*
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

## 7. 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. It is also important that any alternative provider is registered with Ofsted either as a school or as an independent organisation. Pupils must not be placed with any provider not registered with Ofsted. Senior leaders will carry out regular visits to alternative provision (sometimes unarranged) to ensure that their pupils are safe.

## 8. Pupils staying with host families

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

## **9. Contractors**

Pupils should not be allowed in areas where builders are working for Health and Safety reasons, so there should be little opportunity for workers to be unsupervised with children. It is difficult to say that there will not be times when contact with a pupil occurs, however this will be managed by the Head Teacher who will use their professional judgement to determine supervision levels.

Anyone entering the school to undertake activities which are not classed as regulated will be required to verify their identity, providing documents such as a passport or driver's licence along with company or council ID.

For contractors that will engage in regulated activity written confirmation will be requested by the academy, for the contracting company to respond appropriately to. This is detailed in Appendix D.

## **10. Volunteers Engaging in Regulated Activity**

Many volunteers in schools have the same unsupervised access to children as employees. A child will not consider a distinction between a volunteer and a member of staff when seeking help or support. An Enhanced DBS check must be carried out prior to the volunteer starting their duties. These checks will be carried out for all volunteers engaging in regulated activity.

For certain roles, the check will also include information held on the DBS children's and adults' barred lists, alongside any information held by local police forces, that is considered to be relevant to the applied-for post.

If such a volunteer becomes a paid employee, then all pre-employment checks must be completed with the exception of the Enhanced DBS check as it will already be held by the school.

## **11. Volunteers Not Engaging in Regulated Activity**

A volunteer who is supervised at all times does not require a DBS check as they are not engaging in regulated activity. However, a thorough risk assessment MUST be carried out by the Headteacher or other senior member of staff prior to the volunteer starting their duties.

If such a volunteer becomes a paid employee, then all pre-employment checks must be completed including an Enhanced DBS check should be sought to reflect the change from volunteer to employee status.

## **12. Single Central Register**

Each academy will maintain a confidential Single Central Record (SCR). Access to this document is restricted appropriately.

Information contained in this, exceeds the statutory minimum as detailed in KCSIE.

**APPENDICES:**

Appendix A  
Invite to Interview

Appendix B  
Regulated Activity, Further Guidance

Appendix C  
Induction Checklist

Appendix D  
Request for Pre-Employment Check Confirmation

Appendix E  
Safeguarding Induction Checklist

Appendix F  
Prohibition Checks guidance

## Appendix A – Invite to Interview

Dear XXXXX,

RE: **NAME OF POST** for the **NAME OF ACADEMY**

Further to your application for the above-mentioned position, I am pleased to advise you that we would like you to attend an interview at **TIME on DATE**. You should report to the main reception and ask for **XXXXX**.

Address for interview: **Academy address**

The interview will consist of **XXXX** parts:

### EXAMPLE

1. *Teaching with a particular focus on XXXXX (30 minutes)*  
*Information regarding the specifics of the class you will teach is attached/will follow shortly. This should be with you no later than tomorrow lunch time. (class size, key stage, boy/girl ratio, EAL numbers ,SEN numbers ,ability level etc)*
2. *Management Exercise (information provided on the day) OPTIONAL*
3. *Formal Interview*

Panel: **Names and Positions within the academy.**

**Lunch will be provided therefore please could you let me know if you have any special dietary requirements. – Delete if not applicable.**

Due to the nature of the post, your suitability to work with children will be explored during the interview. As such you will be asked to declare any convictions, cautions or reprimands which you have incurred.

Prior to the interview we will be contacting your referees as given on your application form. If you have stated that you do not wish us to contact your current employer, this reference will not be taken up unless you are successful at interview.

In accordance with current Asylum and Immigration legislation, you must provide proof of eligibility to work in the UK. Therefore, I ask that you bring with you original identification documentation as stated in the list of acceptable ID (attached). Please also provide original documentation in relation to qualifications required for this post as stated on your application e.g. evidence of Qualified Teacher Status.

Please could you also let us know if you require any special arrangements to be made for your interview on account of a disability.

In the meantime, please confirm your attendance by return e-mail or by telephoning me on the number below as soon as possible.

Yours sincerely

**Name**  
**Position**

## **Appendix B – regulated activity**

### **DBS referrals guide: summary of regulated activity with children**

#### **Purpose**

This guide provides a summary of the main provisions of regulated activity relating to children. It is intended as a general aid. It is not legal advice or guidance and does not cover all aspects of regulated activity relating to children or cover all exceptions.

#### **Activity of a specified nature**

teaching, training, instruction, care for or supervision of children (except if the person undertaking the activities is under regular supervision); if carried out by the same person frequently or overnight advice or guidance (except legal advice) provided wholly or mainly for children which relates to their physical, emotional or educational well-being if carried out by the same person frequently or overnight.

#### **Activity within specified establishment**

any activity that is for or on behalf of the establishment with the opportunity for contact with children if carried out frequently: excepted is work by volunteers under regular supervision or occasional or temporary contract work that is not an activity of a specified nature listed above. specified establishments are schools, pupil referral units, academies, nursery schools, Further Education (FE) establishments mostly for children, institutions for the detention of children, children's homes, children's centres (in England), children's hospitals (in Northern Ireland) and childcare premises including nurseries.

#### **Healthcare of a child (any frequency)**

healthcare provided to a child by a health care professional or by a person acting under the direction or supervision of a healthcare professional. a health care professional who is a person regulated by a professional healthcare regulator (i.e. a body mentioned in section 25(3) of the National Health Service Reform and Health Care Professions Act 2002). health care includes: all forms of health care provided for children and includes physical, mental and palliative health care; diagnostic tests and investigative procedures and procedures similar to surgical or medical care, but not provided in connection with a medical condition.

#### **Personal Care of a child (any frequency)**

physical help with eating or drinking for reasons of illness or disability. physical help with toileting (including menstruation), washing, bathing or dressing for reasons of age, illness or disability. prompting together with supervision when a child is otherwise unable to decide for themselves in relation to any of the above personal care activities. training or advice given to a child in relation to any of the above personal care activities.

#### **Moderating an online forum for children**

Moderating a public electronic interactive communication service likely to be used wholly or mainly by children and carried out by the same person frequently. Except activity by a person who does not have access to the content of the matter or with users of the service.

Driving a vehicle used for conveying children

Driving a vehicle being used only for conveying children and their carers or supervisors under a contract or similar arrangement when carried out by the same person frequently.

Early years or later years childminding (any frequency)

Early or later years childminding where there is a requirement to register or for voluntary registration under the Childcare Act 2006 and where the activity takes place on domestic premises for reward.

Fostering a child (any frequency)

Day to day management of regulated activity (any frequency)

Day to day management on a regular basis, of a person who is providing a regulated activity in relation to children. This includes the supervisor of a person who would be in regulated activity if not under regular supervision.

Northern Ireland and Wales

Regulated activity with children in Northern Ireland and in Wales also includes a number of office holders that are not in regulated activity in England. Further information is available on the DBS website.

Other key exceptions to regulated activity relating to children

Family and Personal Relationships Excepted from regulated activity relating to children is any activity conducted in the course of a family relationship, or a personal relationship between friends for no commercial consideration.

Family relationships involve close family (e.g. parents, siblings, grandparents) and relationships between two people who live in the same household and treat each other as family.

Personal, non-commercial relationships are arrangements where either no money changes hands, or any money that does change hands is not part of a commercial relationship (for example, gifting a friend money for petrol after they have driven you to the hospital), and the arrangement is made between friends or family friends.

Peer Groups

Excepted from regulated activity relating to children is a person who is part of a peer group and is assisting or under the direction of a person who is engaging in regulated activity. For example a student helping a teacher.

Supervising a Child in Employment

Excepted from regulated activity relating to children is a person who supervises a child in the course of the child's employment including work experience. However, it is regulated activity if the child is under 16 and it is carried out by an unsupervised person for whom arrangements exist principally for that purpose.

## Definition of a Child

A child is a person aged under 18 years of age.

## Statutory supervision guidance

To be supervised in accordance with HM Government statutory guidance, the supervision must be regular and day-to-day, by a person engaging in regulated activity and reasonable in all the circumstances for the protection of children. Further information is provided in the HM Government statutory supervision guidance available from the DBS website.

## DBS check

An eligible organisation recruiting to a position (paid or unpaid) that falls within the definition of regulated activity relating to children, may request an applicant to obtain an enhanced DBS Check with barred list check to help determine their suitability for the position, prior to engaging them. Eligible staff in post may also be re-checked to help confirm their ongoing suitability. Further information on eligibility for DBS Checks is available on the DBS website.

## Legislation and guidance

Regulated activity relating to children is defined in Schedule 4 to the Safeguarding Vulnerable Groups Act 2006 (as amended). Further information is provided in the HM Government Factual Note on regulated activity relating to children and statutory supervision guidance available from the DBS website.

Any frequency means that doing the activity once or more is regulated activity. Supervision as defined in statutory guidance on supervision. Frequently means once a week or more or four or more times in any 30 day period. Overnight means once or more between 2am and 6am with the opportunity for face to face contact with children

## Appendix C – Induction Checklist

### WHY HAVE AN INDUCTION?

An effective induction will welcome you to your new role and help you to settle into your job quickly by becoming familiar with:

- The people you work with
- Your immediate working environment
- The purpose of your role, what you will be expected to achieve and how this links to the work of L.E.A.D.
- The L.E.A.D. structure
- The important policies and procedures that you should become familiar with [WHAT IS THE PURPOSE OF THIS CHECKLIST?](#)

### THIS CHECKLIST?

This checklist is provided as a tool for both you and your line manager to ensure that all relevant information is given to you and that all requirements are met. A written plan for your induction avoids the chance of overlooking an important item and gives the benefit of being able to 'tick off' points after discussion.

### HOW LONG SHOULD INDUCTION LAST?

Induction needs to be spread over the first few weeks of your time with L.E.A.D. so that you are not overwhelmed with too much information. Some of this information should be given during the first few days of your employment, e.g. being aware of safety procedures in the event of a fire or other emergency etc.

### RESPONSIBILITIES:

#### Recruiting/Line manager:

1. To ensure that the employee has a thorough induction.
2. To use this checklist and ensure that the induction is accurately recorded and signatures provided from both line manager and employee.
3. To ensure that the employee has read and understood the policies which impact upon the role.
4. To ensure that the employee is trained to carry out their duties.
5. To ensure that appropriate time is allowed for induction and development into the role.
6. To ensure that any support needs are discussed and agreed.

#### Employee:

1. To work through this checklist with your line manager and ensure that your induction is accurately recorded and signatures provided from both yourself and your line manager.
2. To read and understand the policies relevant to the work area and role.
3. To undertake any identified development required for the role and attend relevant training courses as agreed with your line manager.

# INDUCTION CHECKLIST

This checklist is to be completed jointly by the line manager and the employee.

**NAME OF EMPLOYEE:** .....

**DEPARTMENT:** .....

**DATE OF APPOINTMENT:** .....

**This section should be completed by the line manager or an appropriate person *prior to the new employee joining*. Meetings etc should be scheduled into the employee’s calendar for their first week.**

PRIOR TO STARTING	TICK	DATE
Call new employee to confirm start date and time, where they should report and if there are any special requirements		
Welcome meeting with line manager – to be booked for first morning		
New user log-in and email account submitted to IT with appropriate access and applications requested		
Parking permit requested (if applicable)		
Right to Work obtained		

## INFORMATION TO COVER ON THE FIRST DAY

KEY INFORMATION	TICK	DATE
Introduction to immediate colleagues and tour of immediate working area		
Purpose of job		
Access keys / fobs and/or ID Badge		
Location of toilets and refreshment facilities		
Protocols (dress code etc.)		
First aid procedures		
Emergency evacuation procedures		
Telephone usage (voicemail set up etc.)		
Building security (alarms etc.) and out of hours (lone) working		
Procedure for reporting sickness absence		
Car parking (permit issued if applicable)		
<b>Compliance</b>		

Copy of the Safeguarding & Child Protection Policy provided		
Copy of the Code of Conduct Policy provided		
Copy of the Academy Behaviour Management Policy		
Clarity of policy for safeguarding response to children who go missing from education		
Outline the role of the academy Designated Safeguarding Lead		
Copy of Part One of Keeping Children Safe in Education provided and read by the employee ( <a href="#">Keeping Children Safe In Education Document</a> )		
Safeguarding and Child Protection Training scheduled		

<b>PAY, CONDITIONS AND CONTRACT ISSUES</b>	<b>TICK</b>	<b>DATE</b>
Contract of employment received		
Bank details passed to payroll and pay arrangements explained		
The probationary period explained (copy of Probation Policy issued)		
Travel and expense claims procedure		
Arrangements for taking leave (all year round employees)		
Single Central Record fully complete		
L.E.A.D. policies explained in handbook e.g. <ul style="list-style-type: none"> <li>• Grievance</li> <li>• Discipline</li> <li>• Sickness and absence management</li> </ul>		

<b>HEALTH AND SAFETY</b>	<b>TICK</b>	<b>DATE</b>
Procedure for reporting health and safety problems and accidents		
Health and safety policy and employee responsibilities		

WORKING AT <Name of Academy>	TICK	DATE
Copy of academy organisational structure chart (Who's Who)		
Photocopier/fax/scanner operation		
Required stationery ordered		
Internet/email facilities (access etc)		
L.E.A.D. history and future goals		
Services provided by L.E.A.D.		
Academies within the Trust		

**EMPLOYEE:**

I confirm that I have received information and instruction on the items contained in this checklist and have been given the relevant explanations and documentation

**Employee Signature:**

**Date:**

**LINE MANAGER:**

The above employee has received induction awareness as indicated on this checklist

**Line Manager Signature:**

**Date:**

**Following completion of the Induction Programme please complete the section below**

**EMPLOYEE'S COMMENTS ON THEIR INDUCTION:**

Do you understand your responsibilities and how you fit into the team? Is there anything you feel was missing from your induction?

## Appendix D – Request for Pre-Employment Checks

Recipient's name]

[Recipient's address]

[Recipient's town]

[Recipient's postcode]

INSERT DATE

Dear Sir/Madam

### Keeping Children Safe in Education

In accordance with the Department for Education statutory guidance, Keeping Children Safe in Education and other recommended practices, I write to request a letter on company headed paper, which confirms that the relevant checks for all employees who work under a contract for services at the **INSERT ACADEMY NAME** have been completed.

You must confirm that all your staff have had a full enhanced DBS check and have undergone rigorous background checks, including:

- An enhanced DBS disclosure (including barred check if in regulated activity)
- Right to work in the UK checks
- Prohibition check for teachers and/or section 128
- Minimum of two references supporting their employment
- Verified proof of QTS and Qualifications
- Satisfactory medical clearance
- Declarations relating to Disqualification under the Childcare Act 2006 including by association

The information provided is collated in a 'Single Central Record' which is a statutory requirement within education and is only accessible by my authorised personnel.

If the person (s) is working in regulated activity, please note that upon their first visit to the academy site, their original DBS certificate will be reviewed alongside photo ID, therefore in circumstances where this is not available, please be advised that the person (s) will not be permitted on site.

If you have any questions, don't hesitate to contact myself on **CONTACT NUMBER/EMAIL**.

Yours sincerely

XXXXX

Headteacher

## Appendix E – Safeguarding Induction Checklist

### Induction – Safeguarding

New member of staff:

Start date:

Induction staff member(s):

**The welfare of the child is paramount. Safeguarding is everyone’s responsibility.**

Staff should:

- be responsible for their behaviour
- avoid conduct which would raise concern
- work in an open and transparent way
- discuss concerns / take advice from a senior member of staff / DSLs
- apply the same professional standards regardless culture, disability gender, language, racial origin, religious belief, sexual identity or age
- monitor and review practice
- follow guidance
- always put training into practice
- resist making assumptions about pupils and listen to what they are saying, look for changes in behaviour and physical appearance and act with urgency to prevent harm.
- never presume someone else will report or take action.

Safeguarding Item	Induction Date	Who	When Completed
Safeguarding policy / School Ethos			
Staff Code of Conduct / Safer Working Practices			
Has a clear understanding of who the DSLs are in school and their roles  Has a copy of the telephone numbers for NSPCC/ Social Care			
KCSIE Part 1 & Annex A  Safeguarding / Child Protection training delivered			

First Aid Practice / Accident Management			
Behaviour Management & Anti-Bullying Policy <ul style="list-style-type: none"> <li>- clarify the school's particular approach to handling and physical touching re behaviour management clearly</li> </ul>			
Child Protection Flowchart			
Attendance tracking			
Educational Visit Risk Assessments			
Vulnerable Pupils / CLA			
Managing Medical Conditions			
Physical Intervention / Restraint – clarify school's approach – no restraint unless 'TeamTeach' trained			
Recording on <b>Myconcern</b> / Log in provided			

<p>DSL taken staff member through the system and given example of good practice in recording</p>			
<p>Safeguarding in the curriculum</p> <p>PSHE policy E-safety policy Safety in the environment linked to school's own circumstances – water, railway, road etc</p>			
<p>Staff member identified to 'buddy' new member of staff</p> <p>Name?</p>			
<p>Understands responsibility re whistleblowing – Whistleblowing Policy</p>			
<p>Understanding of health &amp; safety responsibilities – risk assessment</p>			
<p>Explain how pupils are sent home at the end of the school day – who is allowed to take pupils and what is your policy re new carers coming to take pupils home Procedure for pupils not collected</p>			
<p>Completed questionnaire on safeguarding understanding and safeguarding CPD plan in place for initial training + supervision timetable for first half term</p>			

**Safeguarding induction completed- date:**

**Induction staff member(s) agree/s safeguarding induction training completed & confident new staff member is secure to safeguard pupils in this school**

**Signed:**

**New staff member confident to undertake safeguarding responsibilities at this school**

**Signed:**

## Appendix F – Prohibition checks guidance

### Definition

A prohibition order prohibits a teacher from carrying out teaching work.

A teacher is any person who is employed to carry out teaching work in a school or sixth form college, regardless of whether they hold QTS.

Teaching work is defined as:

- Planning and preparing lessons and courses for pupils
- Delivering lessons to pupils
- Assessing the development, progress and attainment of pupils
- Reporting on the development, progress and attainment of pupils

These activities are **not** seen as 'teaching work' if:

... the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.

This is outlined in The Teachers' Disciplinary (England) Regulations 2012.

### How to do the check

You can carry out checks for prohibitions, sanctions and restrictions by accessing Teacher Services.

This is explained in paragraph 134 of the Department for Education's (DfE's) statutory safeguarding guidance, Keeping Children Safe in Education.

#### Using a teacher reference number

You can search for a teacher's record in Teacher Services using the individual's teacher reference number (TRN) and date of birth.

This includes trainee, newly qualified or fully qualified teachers – with the exception of teachers who hold qualified teacher learning and skills (QTLS) status. Teacher Services allows employers to:

- Identify teachers with an active prohibition, sanction or restriction, including teacher prohibition orders
- See details of any decision by the secretary of state not to impose a prohibition order following a determination by a professional conduct panel of unacceptable professional conduct, conduct that may bring the teaching profession into disrepute, or conviction of a relevant offence

This is outlined in guidance from the National College and Teaching Regulation Agency.

#### Without a teacher reference number

You can also access alphabetical lists of teachers and others with current prohibitions, restrictions and sanctions, if you do not know an individual's TRN.

You will have to search these lists for the individual's name. If they do not appear on the list, they have not been prohibited from teaching.

To ensure a thorough check, you should ask applicants for their current name and any previous names, and check all names provided. You could also ask for documents proving a change of name.

The name on the Teacher Services list is likely to be the name that an individual had at the time of the prohibition.

#### Checks for support staff

Any support staff who currently take part in formal teaching work or have done so in the past should have a prohibition from teaching check done

There is no requirement to carry out prohibition from teaching checks on all teaching assistants (TAs) as a matter of course. However, a DfE representative recommended doing so, as TAs may have past teaching experience and so could potentially have been banned from teaching.

As a minimum, all higher level TAs (HLTAs) who are involved in delivering lessons should have a prohibition from teaching check. You should also carry out the check on TAs who have had any past experience of teaching in a position higher than TA. This was explained to us by a representative of the Association of School and College Leaders.

As support staff will generally not have TRNs, you need to manually check their names against the Teacher Services restrictions lists.

If the individual is not on any of these lists, they can be recorded as having passed the prohibition from teaching check.